



Crestpoint University
2024 – 2025
School Catalog

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Introduction

Our Mission

The mission of Crestpoint University is to provide high-quality, accessible education that empowers students with diverse backgrounds and life circumstances to fulfill their academic and professional potential. We seek to provide students with the skills and knowledge they need for personal growth and career advancement, and to inspire students to promote honesty, ethical behavior, fairness, and equity in their communities.

Crestpoint University Goals

Our mission is carried out by:

- Creating an accessible, inclusive learning environment that acknowledges and accommodates the diverse needs, backgrounds, and experiences of our students, ensuring that every student has the opportunity to succeed.
- Offering flexible learning formats, including asynchronous and synchronous access to instruction, course materials and faculty, to fit the unique schedules and responsibilities of students.
- Building a supportive community that provides resources and services tailored to nontraditional students, including academic advising, mentoring, and career counseling to maximize students' abilities to succeed.
- Emphasizing skills-based assessments to connect academic theory with practical skills, preparing students for success in their professions.
- Implementing policies that are student-centered and equitable in consideration of prior learning experiences.
- Instilling values of ethical behavior and civic responsibility; inspiring students to contribute positively to their communities and professions.
- Offering individualized support to help each student identify and achieve their unique goals, ensuring they are prepared for the challenges and opportunities that lie ahead.

Catalog Preparation

This catalog was prepared with the assistance of the leadership at the University. Policies, curricula, fees, and other content are subject to change without notice at the discretion of the University. The catalog is updated as needed.

Program Offerings

Undergraduate Programs

- | | |
|---|-------------|
| • Certificate in Paralegal Studies | 24 Credits |
| • Associate of Paralegal Studies | 60 Credits |
| • Bachelor of Science in Legal Studies | 120 Credits |
| • Bachelor of Business Administration | 120 Credits |
| • Joint BBA and AS in Paralegal Studies | 120 Credits |
| • Bachelor of Science in Psychology | 120 Credits |

Graduate Programs

- | | |
|---------------------------------------|------------|
| • Master of Science in Legal Studies | 36 Credits |
| • Master of Science in Compliance Law | 36 Credits |

Program Admissions Requirements

Educational Requirements

Students applying for the Bachelor of Science in Psychology, Bachelor of Science in Legal Studies, Bachelor of Business Administration, Associate of Paralegal Studies Degree Program, or Paralegal Certificate Program, must possess a minimum of a high school diploma or G.E.D. Students applying for any Master of Science program must possess a bachelor's degree from an accredited college or university and have earned a minimum 3.0 grade point average.

English Language Requirements

English language proficiency is required for students at Crestpoint. Students who did not graduate from a school where English is the principal language must demonstrate fluency through a recognized assessment examination or process. For more details, please see page 40.

Technical Requirements

Students must have consistent access to a personal computer, tablet, or smartphone, and have reliable access to the Internet. Students also must have access to a webcam for one-time use in establishing a voice print identification for our exam proctoring system.

Undergraduate Programs

To apply for admission to any undergraduate programs, please complete and submit our online application form at <https://www.crestpoint.edu/Application>. If there is information that you are not comfortable providing online, please call Crestpoint's admissions office at 800-371-6105, ext. 0 to discuss your options. Only individuals who have earned a high school diploma, G.E.D., or equivalent will be considered for admission to Crestpoint. No other formal training or education is required. However, individuals should only apply to Crestpoint if they are capable of reading at a college level and if they are committed to putting a significant amount of work and effort into their education.

Graduate Programs

To gain admission to any graduate program, the student must have graduated from a college or university that is accredited by an accrediting agency recognized by the United States Department of Education or a foreign equivalent. In addition, the student must have achieved an undergraduate Grade Point Average of 3.0 or higher (on a 4.0 scale) and provide an official transcript. Students with an undergraduate Grade Point Average below 3.0 may be considered for admission if they can demonstrate, to the satisfaction of the Chief Academic Officer, that they are likely to succeed at Crestpoint. Students may demonstrate an ability to succeed with work experience, graduate-level education, achievement of a superior score on a recognized graduate school admissions test, or other outstanding achievement(s).

Students admitted with Grade Point Averages below 3.0 at the discretion of the Chief Academic Officer may be required to complete a section of LGL-504 (Contracts), the work for which is carefully monitored by the Chief Academic Officer. If, in the discretion of the Chief Academic Officer, the work submitted by the students demonstrates that they are unlikely to succeed in the program, the students may be dismissed for poor academic performance. The Chief Academic Officer's monitoring of this work shall be designed to ensure that the student is capable of submitting work that is B-level or higher, in a consistent manner. In all such matters, the decision of the Dean is final.

There are also the following program prerequisites:

Master of Science in Legal Studies and Master of Science in Compliance Law

In addition to having a bachelor's degree from an accredited college or university, each incoming student must have completed at least one substantive advanced writing or legal writing course (graduate or undergraduate level) prior to taking his or her first "LGL" course at Crestpoint.

Where necessary, official undergraduate transcripts must be provided to Crestpoint within 30 days of beginning classes. Students who are unable to furnish an official undergraduate transcript within 30 days after beginning classes may be dismissed from the college.

If your application is accepted, you will receive a "welcome" email with a password that will give you access to most features of the Crestpoint student system, including some trial courses for up to two weeks, without charge. The email will guide you on how to enroll at Crestpoint. If you require any assistance with the enrollment process or have any questions, please call Crestpoint's Admissions Office at 800-371-6105 x 0, or email us at info@crestpoint.edu.

School Features

Live Interactive Classrooms

Crestpoint University is a pioneer in online education and has replicated the physical classroom experience in a fully interactive live virtual classroom that is utilized in many of our courses. The interactive live lecture in the virtual classroom creates the feel of the physical classroom experience in the comfort of a student's home or office. To further enhance the learning experience, Crestpoint instructors make extensive use of electronic whiteboard technology to illustrate or highlight exhibits for all students to see. Lectures include analyses of principles and discussions of how they apply in real-life scenarios. Experienced professionals give lectures, all of whom are experts in their respective fields of practice. Students personally interact with instructors, and each other, during live lectures. All video and audio portions of a lecture are recorded in their entirety. This allows students who are unable to attend a live lecture to watch and listen to the recorded lecture at a time and place convenient to them. Recorded lectures are used for some courses. Additionally, recordings of live lectures are made available for streaming or downloading to view and listen offline.

Courseware

Crestpoint 100-level paralegal courses use custom-written courseware provided to students in lieu of published textbooks. **Courseware is included with tuition at no additional charge.**

Attorney specialists write these custom courseware materials for Crestpoint which:

- are comprehensive and cover critical areas of the law that students will encounter as legal professionals.
- are straightforward and easy to understand, making learning efficient and interesting.
- heavily emphasize the "learning by example" method, facilitating the learning process.
- include self-test questions with detailed explanations.
- include sample legal documents and forms, along with multimedia presentations introducing the student to various practical aspects of a paralegal's responsibilities.
- include the full text of integrated statutes and cases that are relevant to the materials being covered.

Prestigious Faculty

The faculty is comprised of dynamic professionals who bring the real-world workplace experience directly to you. The Crestpoint faculty includes professionals who have worked in the psychology, legal, and business fields in the United States and abroad, as well as computer and technology professionals, and support personnel.

Faculty Members

<u>Name</u>	<u>Degree</u>	<u>Program</u>
Agron, Mike	MBA	Business Administration/Degree
Baime, Eric	JD, MBA	Law/Gen Ed/Degree
Bauman, Brett	JD	Law/Cert-Degree
Bayliff, James	MA/ PhD/ MBA	Gen Ed/Degree / BBA
Borden, Jessica	JD	Law/Cert-Degree
Burkart-Chalmers, Lisa	JD	Law/Cert-Degree
Douglas, Donna	JD, MS	Gen Ed/Degree
Epstein, David	MS	BBA
Fund, Mina	MS	Psychology / Degree
Geller, Mark	JD	Law/Cert-Degree
Gelfand, Marina	MA, PHD	Psychology / Degree
Green, Daniel	JD, MBA	Gen Ed/Degree
Greenberg, Robert	JD	Law/Cert-Degree
Haas, Stephen	JD	Law/Cert-Degree
Hansen, Hugh	MS	Gen Ed/ Degree
Israel, Susan	JD	Law/Cert-Degree
Jones, Michael	JD, MA	Law/Cert-Degree
Kabala, James	PHD	Gen Ed/Degree
Kale, Christina	MS	Gen Ed/Degree
Katz, Avi	MBA	Gen Ed/Degree
Leib, Howard D.	JD	Law/Cert-Degree
Martinez, Eric	JD	Law/Cert-Degree
McGrath Cruz, Linda	MSLS	Law/Cert-Undergraduate Degree
Mishory, Elie	JD	Law/Cert-Degree
Moir, Jason	MS, EdD	Gen Ed/Degree
Mount, Will	JD	Law/Cert-Degree
Muscio, Cara	MS	Gen Ed/Degree
Nobles, Justin	MBA, MA, MS	Business Administration/Degree
Pierpont, Barbara	MS, EdD	Gen Ed/Degree
Pifer, Susan	MBA, JD, LLM	Law/Cert-Degree/BBA
Rhodes, Julie	JD	Law/Cert-Degree
Rosenbaum, Eve	MFA	Gen Ed/Degree
Rovinsky, Jeremy	JD, MBA	Law/Cert-Degree
Sandler, Deanna	JD, MSW	Law/Gen Ed/Degree
Sapphire-Bernstein, Leonard	JD	Law/Cert-Degree
Sherwood, Audra	MS	Business Administration/Degree
Sholem, Jonathan	PhD, MA, MPP	Gen Ed/Degree
Southard, Shannon	JD	Law/Cert-Degree
Steinfeld, Leiba	MS	Psychology / Degree
Steffin, Erin	JD, LLM	Law/Cert-Degree

<u>Name</u>	<u>Degree</u>	<u>Program</u>
Stone, Shawn	JD	Law/Cert-Degree
Wohlgelernter, Ayala	CPA	Business Administration/Degree

Accreditation and Affiliation Information

ACCREDITATION Crestpoint University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is recognized and listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council of Higher Education (CHEA). (202) 234-510 deac.org, 1101 17th Street NW, Suite 808 Washington DC, 20036.

STATE LICENSE

Crestpoint University is licensed by the Arizona State Board for Private Postsecondary Education.

ASSOCIATE MEMBER OF THE AMERICAN ASSOCIATION FOR PARALEGAL EDUCATION

Crestpoint University is an associate institutional member of the American Association for Paralegal Education (AAfPE). AAfPE is a national organization that serves the needs of paralegal educators and institutions offering paralegal educational programs. AAfPE's primary purposes are to foster the continuing development of higher quality education for paralegal students and to be the main source of authority in paralegal academics.

MEMBER OF THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS

Crestpoint's paralegal certificate program satisfies the NALA legal coursework requirement to qualify the student for the CP exam. Crestpoint's associate and bachelors' legal degree programs satisfy the complete NALA educational requirements to qualify the student for the CP exam. Please visit NALA's website at <http://www.nala.org> for a complete listing of NALA requirements.

NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE Crestpoint University is pleased to have many of its courses recommended for transfer credit by the National College Credit Recommendation Service, a branch of the University of the State of New York. While NCCRS recommendations are not binding, and while credit transfer decisions are always at the discretion of the receiving institution, more than 1,500 colleges and universities have expressed a willingness to accept NCCRS recommendations.

MASTER OF SCIENCE IN COMPLIANCE LAW ACCREDITED BY THE CCB Crestpoint University's Master of Science in Compliance Law program (Employment Law Track) is accredited by the Compliance Certification Board (CCB)[®]. Since 1999, the Compliance Certification Board (CCB)[®] has developed criteria to determine competence in the practice of compliance and ethics across various industries and specialty areas and recognizes individuals meeting these criteria through its compliance certification programs. Graduates of the accredited Crestpoint program will be eligible to sit for any of the basic compliance exams administered by the CCB.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)

Crestpoint University has partnered with SHRM to offer a SHRM exam preparation course that will enable you to establish yourself as a globally recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP[®]) or SHRM Senior Certified Professional (SHRMSCP[®]).

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCALITY AGREEMENTS (NC-SARA)

Crestpoint University has been approved by AZ-SARA to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education.

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION. Crestpoint is registered with the Bureau for Private Postsecondary Education pursuant to the California Private Postsecondary Education Act of 2009 as an “Out-of-State” institution.

Undergraduate Programs

Each undergraduate course is approximately eight weeks in duration and includes:

- Online lectures lasting 60-75 minutes each.
- Online assessments that may include quizzes and/or examinations that may be taken at the student’s convenience.
- Most courses require written assignments that develop skills such as research and writing, as appropriate for each course.

Certificate of Paralegal Studies: 24 Credits

This is the quickest way to earn your credential and get into the legal work force. The Certificate of Paralegal Studies can be completed in as little as 7 months (without transfer credit), though 9 months is more typical. In this program, you take the four Crestpoint “core” paralegal courses (Legal Research, Writing & Civil Litigation, Professional Responsibility & Legal Ethics, Torts & Personal Injury and Contracts,) and then choose any four additional legal courses. The certificate program is recommended for those students already working in a law office or similar environment and who need to earn a paralegal certificate to advance their careers and for those looking to make a career change for whom time is of the essence. For students who already have a bachelor’s degree, we recommend considering a master’s degree in legal studies, instead. The Master’s in Legal Studies degree program is 36 credits rather than 24 credits but is a higher credential for those who have already earned a bachelor’s degree.

Program Outcomes

Upon successful completion of the Certificate in Paralegal Studies program, students will be able to:

- Demonstrate written legal communication skills. Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments.
- Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting. Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.

Crestpoint facilitates the attainment of these outcomes by:

- Offering legal courses designed to cover areas of law the student is likely to encounter as a paralegal.
- Designing a curriculum in which refining legal research skills and their application to real world scenarios are key components.
- Utilizing live Internet-based lecture formats to effectively convey abstract legal concepts to students.
- Employing highly qualified attorney instructors who are experts in their respective areas of practice and who possess excellent communication skills.

Completion Requirements

To earn a Paralegal Certificate, a student must earn a total of 24 credits, as follows:

Four Paralegal Core Courses (12 credits):

PLG-101 Torts and Personal Injury

PLG-102 Contracts

PLG-108 Legal Research, Writing and Civil Litigation

PLG-109 Professional Responsibility and Legal Ethics

Four courses (12 credits) of additional legal studies elective courses from among these courses:

PLG-103 Criminal Law

PLG-104 Real Property

PLG-105 Business Law and Bankruptcy

PLG-106 Wills, Trusts, and Estates

PLG-107 Domestic Relations

PLG-110 Constitutional Law and Criminal Procedure

PLG-111 Alternative Dispute Resolution

PLG-112 Patents, Trademarks and Copyrights

PLG-201 Federal Income Taxation

PLG-202 Employment Law PLG-203 Environmental Law

PLG-204 Immigration Law

PLG-301 Laws of Evidence *

PLG-302 Administrative Law *

PLG-303 Public Communications Law *

PLG-304 White Collar Crime *

PLG-305 Law of Debtors and Creditors *

PLG-306 E-Discovery *

PLG-401 Advanced Legal Analysis & Writing **

PLG-402 Advanced Civil Litigation **

PLG-403 Drafting Contracts & Contract Provisions **

PLG-404 Legal Document Preparation **

PLG-405 Trust Drafting *

PLG-407 Law of Cyberspace **

* These courses have recommended prerequisites

** These courses have required prerequisites

To earn a certificate, the student must complete his or her coursework with a grade point average of 2.0 or higher. Students may take up to three courses concurrently. The minimum amount of time required for a student to complete the **Paralegal Certificate Program** is approximately 7 months. Students are expected to complete the Paralegal Certificate Program in no longer than 24 consecutive months. To extend this time, the student must receive written permission from the Dean.

Associate of Paralegal Studies: 60 Credits

This is the “entry-level” Crestpoint degree program. This 60-credit program includes the core Crestpoint courses, along with the student’s choice of 24-33 additional credits in legal studies. The remainder of the degree is to be completed with general education courses, including at least one course apiece in math and English. This option is recommended for students who want to combine the accomplishment of earning a degree with the efficiency of being able to do so in as little as 15 months (though 1.5-2 years is more common). It is especially recommended for students who may have transfer credits available. For such students, an associate degree in Paralegal Studies can be a very economical and time- efficient option.

Program Outcomes

Upon successful completion of the Associate of Paralegal Studies degree program, students will be able to:

The following program outcomes relate to the legal education components of the program:

- Demonstrate written legal communication skills.
- Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments.
- Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting.
- Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.

The following program outcomes relate to the general education components of the program:

- Employ appropriate forms of written communication in a variety of professional contexts.
- Develop professionally written documents.
- Assess available information for bias, unwarranted assumptions, and logical error.
- Examine arguments and ideas logically and from multiple perspectives. Demonstrate basic mathematical reasoning skills.

Crestpoint facilitates the attainment of these outcomes by:

- Offering legal courses designed to cover areas of law the student is likely to encounter as a paralegal.
- Supplementing the student's legal education with general education courses in areas such as business, economics, and English, which are relevant to employment in today's competitive business organizations.
- Designing a curriculum where refining legal research skills and their application to real world scenarios are key components.
- Utilizing live internet-based lecture formats to effectively convey abstract legal concepts to students.
- Employing highly qualified instructors who are experts in their respective areas of practice and who possess excellent communication skills.

Completion Requirements

To earn the Associate's Degree in Paralegal Studies, a student must earn a total of 60 credits, as follows:

Four Paralegal Core Courses (12 credits):

PLG-101 Torts and Personal Injury

PLG-102 Contracts

PLG-108 Legal Research, Writing and Civil Litigation

PLG-109 Professional Responsibility and Legal Ethics

At least 8 courses (24 credits) of additional legal studies elective courses:

PLG-103 Criminal Law

PLG-104 Real Property

PLG-105 Business Law and Bankruptcy

PLG-106 Wills, Trusts, and Estates

PLG-107 Domestic Relations

PLG-110 Constitutional Law and Criminal Procedure

PLG-111 Alternative Dispute Resolution

PLG-112 Patents, Trademarks and Copyrights

PLG-201 Federal Income Taxation

PLG-202 Employment Law

PLG-203 Environmental Law

PLG-204 Immigration Law
PLG-301 Laws of Evidence *
PLG-302 Administrative Law *
PLG-303 Public Communications Law *
PLG-304 White Collar Crime *
PLG-305 Law of Debtors and Creditors
PLG-306 E-Discovery *
PLG-401 Advanced Legal Analysis & Writing **
PLG-402 Advanced Civil Litigation **
PLG-403 Drafting Contracts & Contract Provisions **
PLG-404 Legal Document Preparation **
PLG-405 Trust Drafting *
PLG-407 Law of Cyberspace **

* These courses have recommended prerequisites

** These courses have required prerequisites

The remaining 24 credits may come from any course offered by Crestpoint, subject to the following general education requirements. All students must earn at least 15 general education credits (i.e., credits that are not legal studies courses). Of these 15 credits, the following minimum discipline requirements apply:

Complete at least 1 course (3 credits) in English Writing. Crestpoint Courses that satisfy this requirement are:

ENG-101 English Composition I
ENG-102 Business Writing
ENG-201 Contemporary American Literature
ENG-301 English Composition II

Complete at least 1 course (3 credits) in Mathematics. Crestpoint Courses that satisfy this requirement are:

MAT-101 College Algebra
MAT-102 Introduction to Probability and Statistics
MAT-103 College Geometry
MAT-201 Ideas in Math

To earn an associate degree, the student must complete his or her coursework with a grade point average of 2.0 or higher.

Courses begin monthly. During any given two-month period, students may take as many as three courses.

Students are expected to complete the Associate's Degree of Paralegal Studies program in no longer than 48 consecutive months. To extend this time, the student must receive written permission from the Dean.

Bachelor of Science in Paralegal Studies: 120 Credits

The Crestpoint Bachelor of Science in Legal Studies is the highest undergraduate credential Crestpoint offers in legal studies. This 120-credit program features at least 48 credits in legal studies courses (students can choose to take up to 90 credits in legal studies courses as part of this degree program) including the core courses and at least 9 credits in advanced legal studies. This program produces the strongest education for an aspiring paralegal of all our undergraduate programs. As with the Associate's Degree program, transfer credits may be accepted to make earning the degree quicker and more affordable.

Program Outcomes

Upon successful completion of the Bachelor of Science in Legal Studies degree program, students will be able to:

- Demonstrate written legal communication skills.
- Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments. Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting.
- Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.
- Demonstrate advanced practical legal skills expected of a legal professional.
- Draft advanced legal research memoranda.
- Draft advanced legal documents.

The following program outcomes relate to the general education components of the program:

- Employ appropriate forms of written communication in a variety of professional contexts.
- Develop professionally written documents, presentations, and data representations.
- Assess available information critically for bias, unwarranted assumptions, and logical error.
- Apply critical and analytical thinking skills in a variety of professional contexts.
- Examine arguments and ideas logically and from multiple perspectives.

- Demonstrate basic mathematical reasoning skills Interpret collected scientific data, including evaluating potential bias and scientific validity of experiments conducted.
- Apply the scientific method to research, experiments, and studies.

Crestpoint facilitates the attainment of these outcomes by:

- Offering legal courses designed to cover areas of law the student is likely to encounter as a paralegal.
- Supplementing the student’s legal education with various general education requirements that are necessary to produce a well-rounded and educated professional.
- Designing a curriculum where refining research skills and their application to real world scenarios are key components.
- Utilizing live Internet-based lecture formats to effectively convey abstract legal concepts to students.
- Employing highly qualified instructors who are experts in their respective areas of practice and who possess excellent communication skills.

Completion Requirements

To earn a Bachelor of Science in Legal Studies degree, a student must earn a total of 120 credits, as follows:

Four Paralegal Core Courses (12 credits):

PLG-101 Torts & Personal Injury

PLG-102 Contracts

PLG-108 Legal Research, Writing & Civil Litigation

PLG-109 Professional Responsibility & Legal Ethics

At least 12 courses (36 credits) of additional legal studies elective courses, at least 3 courses (9 credits) of which must be from the selection below of “400” level legal courses:

PLG-103 Criminal Law

PLG-104 Real Property

PLG-105 Business Law & Bankruptcy

PLG-106 Wills, Trusts, and Estates

PLG-107 Domestic Relations

PLG-110 Constitutional Law and Criminal Procedure

PLG-111 Alternative Dispute Resolution

PLG-112 Patents, Trademarks and Copyrights

PLG-201 Federal Income Taxation

PLG-202 Employment Law

PLG-203 Environmental Law

PLG-204 Immigration Law
PLG-301 Laws of Evidence *
PLG-302 Administrative Law *
PLG-303 Public Communications Law *
PLG-304 White Collar Crime *
PLG-305 Law of Debtors and Creditors *
PLG-306 E-Discovery *
PLG-401 Advanced Legal Analysis and Writing**
PLG-402 Advanced Civil Litigation **
PLG-403 Drafting Contracts and Contract Provisions **
PLG-404 Legal Document Preparation **
PLG-405 Trust Drafting **
PLG-407 Law of Cyberspace **

* These courses have recommended prerequisites

** These courses have required prerequisites

The remaining 72 credits may come from any course offered by Crestpoint, subject to the following general education requirements. All students must earn at least 30 general education credits (i.e., credits that are not legal studies courses). Of these 30 credits, the following minimum discipline requirements apply:

Complete 2 courses (6 credits) in English Writing. Crestpoint Courses that satisfy this requirement are:

ENG-101 English Composition I

ENG-102 Business Writing

ENG-201 Contemporary American Literature ENG-301 English Composition II

Complete 2 courses (6 credits) in Mathematics. Crestpoint Courses that satisfy this requirement are:

MAT-101 College Algebra

MAT-102 Introduction to Probability and Statistics

MAT-103 College Geometry MAT-201 Ideas in Math

Complete 2 courses (6 credits) in Natural Science. Crestpoint Courses that satisfy this requirement are:

SCI-101 The Science of Nutrition

SCI-102 Introduction to Life Processes

SCI-103 Essentials of Earth Science

SCI-105 Introduction to Chemistry

SCI-201 Anatomy and Physiology

SCI-225 Microbiology

SCI-301 Environmental Science

Complete 2 courses (6 credits) in Social Science. Crestpoint Courses that satisfy this requirement are:

HIS-101 American History I

HIS-102 American History II

PSC-101 American Government

PSC-201 Comparative Politics

SOC-201 Introduction to Sociology

SOC-202 Media and Cultural Literacy

To earn a bachelor's degree, the student must achieve an average grade point average of 2.0 or higher throughout his or her term of enrollment.

Students may take up to three courses at a time. Without transfer credit, a bachelor's degree program typically takes approximately four years. However, by taking a maximum course load, the student can complete the degree in under three years.

Students are expected to complete the Bachelor of Science in Legal Studies Program in no longer than 8 years. To extend this period, the student must receive written permission from the Dean.

Bachelor of Business Administration: 120 Credits

The goal of the Crestpoint University Bachelor of Business Administration (BBA) program is to prepare students for careers in business administration by providing a solid foundation of theory and practical knowledge in business management. Students will learn how organizations function as well as how to lead, grow and manage businesses. The program teaches fundamentals, techniques, processes, and skills in the areas of analysis, leadership, communication, problem solving and decision-making that are necessary for successful business administration. Upon completion of the program, students will be qualified to contribute to the administration of businesses, government agencies and organizations in a socially responsible and ethical manner.

Program Outcomes

Upon successful completion of the Bachelor of Business Administration program, students will be able to:

- Apply fundamental principles of management to everyday business processes and decision-making.

- Apply fundamental principles of marketing to everyday business processes and decision-making.
- Apply appropriate quantitative and qualitative techniques (including using principles of accounting, finance, and statistics) to solve everyday business problems.
- Differentiate between common roles and tasks of diverse types of business leaders and professionals in industry and organizations.
- Demonstrate effective written, verbal, and non-verbal communication skills in a business environment.
- Identify and analyze ethical conflicts and social responsibility issues that involve business decisions, especially regarding ethical issues that result from competing interests among business stakeholders, their consumers, and society. Use analytical and reflective thinking techniques to identify and analyze problems, develop viable alternatives, and make effective decisions.

The following program outcomes relate to the general education components of the program:

- Employ appropriate forms of written communication in a variety of professional contexts.
- Develop professionally written documents, presentations, and data representations.
- Assess available information critically for bias, unwarranted assumptions, and logical error.
- Apply critical and analytical thinking skills in a variety of professional contexts.
- Examine arguments and ideas logically and from multiple perspectives.
- Formulate reasoned responses to ethical problems.
- Demonstrate basic mathematical reasoning skills.
- Interpret collected scientific data, including evaluating potential bias and scientific validity of experiments conducted.
- Apply the scientific method to research, experiments, and studies.

In addition, those students who complete the Bachelor of Business Administration program with a concentration in Human Resources Management will be able to:

- Evaluate human resources management practices in complex business organizations for compliance with applicable employment and labor laws.
- Identify human resources management-related dilemmas for effective and ethical organizational decision making.
- Analyze human resources management-related dilemmas for effective and ethical organizational decision making.
- Propose viable alternatives and solutions to solve human resources management-related challenges.
- Design human resources-related initiatives, including compensation plans, training and development plans, and diversity initiatives for workplace implementation.

In addition, those students who complete the Bachelor of Business Administration program with a concentration in Business Law will be able to:

- Identify common legal issues that arise in business practices and organizations. Analyze common legal issues that arise in business practices and organizations.
- Apply legal principles in business environments to help ensure compliance with applicable law.
- Employ effective legal research and analytical skills in connection with legal issues that commonly arise in business environments.
- Draft basic legal documents including legal essays and memoranda that are commonly required in connection with the day-to-day operations of a business organization.

Completion Requirements

To earn a Bachelor of Business Administration degree, a student must earn a total of 120 credits, as follows:

Eight Business Administration Core Courses (24 credits)

BUS 101 Principles of Management BUS 102 Principles of Marketing

ACC 101 Principles of Accounting

ECO 101 Microeconomics

ECO 102 Macroeconomics

BUS 202 Business Ethics

MAT 102 Introduction to Probability and Statistics

ENG 102 Business Writing

At least 8 courses (24 credits) of additional business administration elective courses, at least 3 courses (9 credits) of which must be from upper level ("300" or "400" level courses):

PLG-102 Contracts PLG-105 Business Law and Bankruptcy

PLG-108 Legal Research, Writing & Civil Litigation

PLG-111 Alternative Dispute Resolution

PLG-112 Patents, Trademarks and Copyrights

PLG-201 Federal Income Taxation

PLG-302 Administrative Law *

PLG-304 White Collar Crime *

PLG-305 Law of Debtors and Creditors

PLG-403 Drafting Contracts and Contract Provisions **

PLG-404 Legal Document Preparation **

PLG-407 Law of Cyberspace**

BUS-201 International Business

PLG-202 Employment Law BUS-203 Management Information Systems

BUS-111 Human Resources Management

BUS-301 Organizational Management & Leadership**

BUS-302 Recruitment and Selection**

BUS-303 Training and Development**

BUS-304 Labor Relations & Collective Bargaining**

BUS-305 Compensation and Benefits**

BUS-401 Small Business Management**

BUS-402 Operations Management**

BUS-403 Global HR Management**

FIN-101 Principles of Finance

FIN-401 Corporate Finance**

* These courses have recommended prerequisites

** These courses have required prerequisites.

The remaining 72 credits may come from any course offered by Crestpoint, subject to the following general education requirements:

All students must earn at least 30 general education credits (i.e., credits that are not business administration courses).

Of these 30 credits, the following minimum discipline requirements apply:

Complete at least 2 courses (6 credits) in English Writing. Crestpoint Courses that satisfy this requirement are:

ENG-101 English Composition I

ENG-102 Business Writing (this is a core course that also counts towards the English requirement)

ENG-201 Contemporary American Literature

ENG-301 English Composition II

Complete at least 2 courses (6 credits) in Mathematics. Crestpoint Courses that satisfy this requirement are:

MAT-101 College Algebra

MAT-102 Introduction to Probability and Statistics (this is a core course that also counts towards the mathematics requirement)

MAT-103 College Geometry

MAT-201 Ideas in Math

Complete at least 2 courses (6 credits) in Natural Science. Crestpoint Courses that satisfy this requirement are:

SCI-101 The Science of Nutrition

SCI-102 Introduction to Life Processes

SCI-103 Essentials of Earth Science

SCI-105 Introduction to Chemistry

SCI-201 Anatomy and Physiology

SCI-225 Microbiology

SCI-301 Environmental Science

Complete at least 2 courses (6 credits) in Social Science. Crestpoint Courses that satisfy this requirement are:

ECO-101 Microeconomics

ECO-102 Macroeconomics

HIS-101 American History I

HIS-102 American History II

PSC-101 American Government

PSC-201 Comparative Politics

SOC-201 Introduction to Sociology

SOC-202 Media and Cultural Literacy

Crestpoint also offers a review course for students wishing to earn designation as a Certified Professional in Human Resources Management from the Society for Human Resources Management (SHRM). Please see Page 34 or <https://nationalparalegal.edu/SHRM.aspx> for details. This course and certification are not required to earn a degree at Crestpoint.

Human Resources Management Concentration

The **Concentration in Human Resources Management**, in addition to the above, prepares students to contribute to the management of human resources in complex organizations by teaching human resources procedures and strategies and about the environment of business human resources departments. Students will also gain insights into a variety of other human resources management areas such as compensation, employee benefits, labor relations, performance appraisal, recruitment, and training (depending on the chosen elective courses).

The student must take:

BUS-111 Human Resources Management

In addition, the student must take five courses (15 credits) from the following Human Resources Management concentration courses:

BUS-301 Organizational Management & Leadership**

BUS-302 Recruitment and Selection**

BUS-303 Training and Development**

BUS-304 Labor Relations & Collective Bargaining**

BUS-305 Compensation and Benefits**

BUS-401 Small Business Management**

BUS-402 Operations Management**

BUS-403 Global HR Management**

** These courses have required prerequisites

Business Law Concentration

Concentration in Business Law provides the student with the context of the legal environment in which businesses operate to assist students in their roles as business administrators. Students will be prepared to consider the legal ramifications of many aspects of business administration, including business formation, finance, business agreements, contracts, and employment law. Students will also choose elective courses that expose them to further areas of business law of their choosing.

The student must take:

PLG-102 Contracts

PLG-105 Business Law & Bankruptcy

PLG-108 Legal Research, Writing & Civil Litigation

In addition, the student must take three courses (9 credits) from the following Business Law concentration upper-level courses:

PLG-304 White Collar Crime*

PLG-305 Law of Debtors and Creditors

PLG-403 Drafting Contracts and Contract Provisions **

PLG-404 Legal Document Preparation **

PLG-407 Law of Cyberspace**

BUS-304 Labor Relations & Collective Bargaining**

* These courses have recommended prerequisites

** These courses have required prerequisites

Joint BBA and Associate of Paralegal Studies: 120 Credits

Crestpoint offers a unique combination program in which students earn an Associate of Science Degree in Paralegal Studies en route to a Bachelor of Science in Business Administration degree. By satisfying the requirements of both degrees in one 120-credit program, you achieve training and establish credentials specifically suited to the legal environment of business. The joint program is an excellent option for students looking to accomplish two diverse objectives with a single academic program.

To earn a bachelor's degree, the student must achieve an average grade point average of 2.0 or higher throughout his or her term of enrollment.

Students may take up to three courses at a time. Without transfer credit, a bachelor's degree program typically takes approximately four years. However, by taking a maximum course load, the student can complete the degree in under three years.

Students are expected to complete the Bachelor of Business Administration Program in no longer than 8 years. To extend this period, the student must receive written permission from the Dean.

Bachelor of Science in Psychology: 120 Credits

The Bachelor of Science in Psychology degree aims to provide students with a deep understanding of the science of behavior and mental processes. This includes the development of academic and social skills necessary for critical thinking, collaboration, communication - both oral and written, interpersonal effectiveness, and social maturity.

Program Outcomes

Upon completion of the program, students should be able to:

- Describe key concepts, principles, and overarching themes in psychology.
- Define applications of psychology.
- Engage in innovative and integrative thinking and problem-solving.
- Interpret, design, and conduct basic psychological research.
- Apply ethical standards to evaluate psychological science practice.
- Apply psychological content and exhibit self-efficacy and self-regulation.

The following program outcomes relate to the general education components of the program.

- Employ appropriate forms of written communication in a variety of professional contexts.
- Develop professionally written documents, presentations, and data representations.
- Assess available information critically for bias, unwarranted assumptions, and logical error.
- Apply critical and analytical thinking skills in a variety of professional contexts.
- Examine arguments and ideas logically and from multiple perspectives.
- Formulate reasoned responses to ethical problems.
- Demonstrate basic mathematical reasoning skills.
- Interpret collected scientific data, including evaluating potential bias and scientific validity of experiments conducted.
- Apply the scientific method to research, experiments, and studies.

Completion Requirements

To earn a Bachelor of Science in Psychology degree, a student must earn a total of 120 credits, as follows:

Six Psychology Core Courses (18 credits)

PSY-101 Introduction to Psychology

PSY-203 Human Growth and Development

PSY-340 Research Methods in Psychology

PSY-200 Abnormal Psychology

PSY-204 Educational Psychology

PSY-315 Social Psychology

At least 9 courses (27 credits) of additional psychology elective courses, at least 3 courses (9 credits) of which must be from upper level (“300” or “400” level courses):

PSY-210 Introduction to Applied Behavior Analysis

PSY-304 History and Systems of Psychology

PSY-327 Interviewing and Counseling

PSY-345 Child Psychology

PSY-307 Group Counseling

PSY-205 Psychology Statistics

PSY-331 Genetics and Psychology

EDU-270 Autism Spectrum Disorder

PSY-306 Organizational Behavior

PSY-424 Cognitive Psychology

SOC-312 Social Work Practice

COM-356 Group Communication

* These courses have recommended prerequisites

** These courses have required prerequisites.

Capstone requirement (3 credits)

PSY-400 Psychology Capstone

The remaining 72 credits may come from any course offered by Crestpoint, subject to the following general education requirements:

All students must earn at least 30 general education credits (i.e., credits that are not psychology courses).

Of these 30 credits, the following minimum discipline requirements apply:

Complete at least 2 courses (6 credits) in English Writing. Crestpoint Courses that satisfy this requirement are:

ENG-101 English Composition I

ENG-102 Business Writing

ENG-201 Contemporary American Literature

ENG-301 English Composition II

Complete at least 2 courses (6 credits) in Mathematics. Crestpoint Courses that satisfy this requirement are:

MAT-101 College Algebra

MAT-102 Introduction to Probability and Statistics

MAT-103 College Geometry

MAT-201 Ideas in Math

Complete at least 2 courses (6 credits) in Natural Science. Crestpoint Courses that satisfy this requirement are:

SCI-101 The Science of Nutrition

SCI-102 Introduction to Life Processes

SCI-103 Essentials of Earth Science

SCI-105 Introduction to Chemistry

SCI-201 Anatomy and Physiology

SCI-225 Microbiology

SCI-301 Environmental Science

Complete at least 2 courses (6 credits) in Social Science. Crestpoint Courses that satisfy this requirement are:

ECO-101 Microeconomics

ECO-102 Macroeconomics

HIS-101 American History I

HIS-102 American History II

PSC-101 American Government

PSC-201 Comparative Politics

SOC-201 Introduction to Sociology

SOC-202 Media and Cultural Literacy

To earn a bachelor's degree, the student must achieve an average grade point average of 2.0 or higher throughout his or her term of enrollment.

Students may take up to three courses at a time. Without transfer credit, a bachelor's degree program typically takes approximately four years. However, by taking a maximum course load, the student can complete the degree in under three years.

Students are expected to complete the Bachelor of Science in Psychology Program in no longer than 8 years. To extend this period, the student must receive written permission from the Dean.

For the Undergraduate Transfer Credit Policy, please see page 41.

Graduate Programs

Each graduate course is approximately twelve weeks in duration and includes:

- Approximately 24 live or recorded online lectures lasting approximately 90 minutes each. The last 15 minutes of each live lecture is usually reserved for students to be able to ask questions to the instructor.
- Online examinations that can be taken at the student's convenience any time during the duration of the course.
- Written assignments that require legal research, writing and/or the creation of legal documents.

Master of Science in Legal Studies: 36 Credits

In addition to the undergraduate programs discussed above, Crestpoint University offers two master's degree programs.

The Master of Science in Legal Studies degree program is designed for people who are considering a career transition to the legal profession and to give more opportunities to people who are already working in the legal field to advance their careers with additional training and credentials.

A Crestpoint master's degree is an affordable and superior alternative to a post-bachelor's paralegal certificate. The Master of Science in Legal Studies program provides a solid academic and practical foundation for aspiring or practicing legal professionals. Our courses are academically challenging, but also incorporate practical elements that will assist you in the workplace.

The Master of Science in Legal Studies degree is recommended for anyone with a bachelor's degree who wishes to work in the legal field or teach law-based undergraduate courses. A Crestpoint University Master of Science in Legal Studies degree can be completed in less than half the time and for a small fraction of the cost of a Juris Doctor degree at most law schools while providing you with an edge in the job market over candidates possessing only a bachelor's degree or paralegal certificate.

With the number of people earning bachelor's degrees on the rise, our master's program graduates will earn a credential that can help them stand out to hire professionals.

The MSLS program does not qualify students to sit for any U.S. state bar examination.

Program Outcomes

Upon successful completion of the Master of Science in Legal Studies Degree program, students will be able to:

- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional legal research skills in both applied and theoretical contexts.
- Perform advanced legal research and analysis in compliance with applicable rules of professional conduct.
- Apply advanced legal principles and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Demonstrate advanced professional legal analysis, reflection, and critical thinking skills to analyze and solve complex societal challenges.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations, bias, and logical error and from a variety of perspectives.
- Explain the purpose of applicable codes of ethics and legal responsibility as they relate to complex societal, political, and economic issues.

Crestpoint facilitates the attainment of these outcomes by:

- Teaching legal courses designed to cover areas of law the student is likely to encounter as legal professionals.
- Requiring students to apply case-analysis and black letter law as they would in practice.
- Offering a curriculum where refining legal research skills and their application to real world scenarios are key components.
- Utilizing live Internet-based lecture formats to effectively convey abstract legal concepts to students.
- Employing highly qualified attorney instructors who are experts in their respective areas of practice.

Completion Requirements

8 Core Legal courses (3 credits each) for a total of 24 credits:

LGL-501 Legal Research & Writing (must be taken at earliest opportunity)

LGL-502 Constitutional Law (prerequisite: LGL-501)

LGL-503 Legal Ethics (must be taken at earliest opportunity)

LGL-504 Contracts

LGL-505 Torts

LGL-506 Real Property Law

LGL-507 Civil Procedure (must be taken at earliest opportunity)

LGL-508 Wills, Trusts & Estates (prerequisite: LGL-501)

Choose 4 electives from 17 Specialty Legal and Tax courses (3 credits each) for a total of 12 credits:

LGL-553 Business Org. & Corp. Compliance (prerequisite: LGL-501)

LGL-554 Employment Law (prerequisite: LGL-504)

LGL-551 White Collar Crime (prerequisite: LGL-501)

LGL-552 Administrative Law (prerequisite: LGL-501)

LGL-509 Creditors' Rights, Debtors' Protections and Bankruptcy (prerequisite: LGL-501)

LGL-555 Information Privacy Law (prerequisite: LGL-501)

LGL-556 Financial Banking Regulation (prerequisite: LGL-501)

LGL-557 Securities Regulation (prerequisite: LGL-501)

LGL-558 Employee Benefits Law (prerequisite: LGL-504)

FIN-501 Financial Accounting

TAX-501 Federal Income Taxation

TAX-502 Corporate Taxation (prerequisites: TAX-501 and FIN-501)

TAX-503 State and Local Taxation (prerequisite: TAX-501)

TAX-504 Partnerships Taxation (prerequisites: TAX-501 and FIN-501)

TAX-505 Tax Research and Policy

TAX-506 Tax Practice and Procedure

TAX-507 Federal Transfer Tax (prerequisite: TAX-501)

To earn a master's degree, the student must graduate with an average grade of 3.0 or higher.

A student may take up to three courses simultaneously.

Students can complete the Master of Science in Legal Studies Program in as little as approximately 13 months; however, most students take two courses at a time and complete the program in about 18 months.

Master of Science in Compliance Law: **36 Credits**

The Crestpoint University Master of Science in Compliance Law degree program is designed for people who need the skills necessary to effectively comply with complex federal and/or state regulations. The degree program focuses on the most common areas of government regulation that are relevant to businesses and provides the knowledge and skills to promote compliance in businesses, non-government organizations and government agencies.

Crestpoint University offers a choice of two specialties within the Master of Science in Compliance Law degree program:

- **Employment Law**
The Employment Law track focuses on human resources compliance including regulations affecting hiring, firing, employee benefits and more.
- **Corporate Regulation**
The Corporate Regulation track focuses on compliance with securities and banking rules.

After successful completion of either track, Crestpoint graduates will be prepared for careers in the field of regulatory compliance, such as:

- Corporate compliance officer
- Manager of regulatory compliance
- Banking compliance officer
- Director of Compliance for human resources
- Human resources manager

The Master of Science in Compliance Law degree will also assist business owners and managers by providing familiarity with government regulations relevant to issues that impact the daily functioning of every business. The program covers such additional topics as privacy, contracts, and white-collar criminal law. A master's degree in compliance law can give you an edge in a competitive job market by providing a legal education without the need to invest the time and expense for a law degree.

Program Outcomes

Upon completion of the Master of Science in Compliance Law degree program, Employment Law track, students will be able to:

- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional legal research skills in both applied and theoretical contexts.
- Perform advanced legal research and analysis in compliance with applicable rules of professional conduct.
- Develop professional documentation commonly required to demonstrate compliance with applicable government regulations.
- Apply advanced legal principles and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Demonstrate advanced professional analysis, reflection, and critical thinking skills to analyze and solve complex societal, corporate, and compliance-related challenges.
- Perform human resources-related tasks typically required to ensure organizational compliance with applicable Federal and state law.
- Plan the development, implementation, and management of standard corporate compliance programs.
- Differentiate between legal and illegal corporate activity.
- Assess corporate activity for compliance with all applicable law, including accounting standards, employment regulations, and privacy protections.
- Explain the purpose of applicable codes of ethics, compliance, and legal responsibility as they relate to complex societal, political, and economic issues.
- Design training and education programs focused on corporate ethics and compliance-related responsibilities.

Upon completion of the Master of Science in Compliance Law degree program, Corporate Regulation track, students will be able to:

- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional legal research skills in both applied and theoretical contexts.
- Perform advanced legal research and analysis in compliance with applicable rules of professional conduct.
- Develop professional documentation commonly required to demonstrate compliance with applicable government regulations.
- Apply advanced legal principles and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Perform tasks typically required to ensure organizational compliance with applicable Federal and state law.
- Plan the development, implementation, and management of standard corporate compliance programs.
- Differentiate between legal and illegal corporate activity.
- Assess corporate activity for compliance with all applicable law, including administrative agency requirements; banking, securities, and accounting standards; and privacy protections.
- Explain the purpose of applicable codes of ethics, compliance, and legal responsibility as they relate to complex societal, political, and economic issues.
- Design training and education programs focused on corporate ethics and compliance-related responsibilities.

Crestpoint facilitates the attainment of these outcomes by:

- Teaching legal courses designed to cover areas of law the student is likely to encounter as a legal professional.
- Requiring students to apply case-analysis and black letter law as they would in practice.
- Offering a curriculum where refining legal research skills and their application to real world scenarios are key components.
- Utilizing live Internet-based lecture formats to effectively convey abstract legal concepts to students.
- Employing highly qualified attorney instructors who are experts in their respective areas of practice.

Completion Requirements

Track 1: Corporate Regulation

Program pre-requisite: In addition to having a bachelor's degree from an accredited college or university, all incoming students must have completed at least one advanced writing (example: English Composition II) or legal writing course (graduate or undergraduate level) prior to taking his or her first "LGL" course at Crestpoint.

5 Core Legal courses for a total of 15 credits:

501 Legal Research & Writing (must be taken at earliest opportunity)

LGL-504 Contracts (must be taken at earliest opportunity)

LGL-551 White Collar Crime (prerequisite: LGL-501)

LGL-555 Information Privacy Law (prerequisite: LGL-501)

FIN-501 Financial Accounting

3 Core Specialty Corporate Regulation Compliance

LGL-552 Administrative Law (prerequisite: LGL-501)

LGL-556 Financial Banking Regulation (prerequisite: LGL-501)

LGL-557 Securities Regulation (prerequisite: LGL-501)

Choose 4 other from 17 Specialty Legal and Tax courses for a total of 12 credits:

LGL-502 Constitutional Law (prerequisite: LGL-501)

LGL-503 Legal Ethics

LGL-505 Torts

LGL-506 Real Property Law

LGL-507 Civil Procedure

LGL-508 Wills, Trusts & Estates (prerequisite: LGL-501)

LGL-509 Creditors' Rights, Debtors' Protections and Bankruptcy (prerequisite: LGL-501)

LGL-552 Administrative Law (prerequisite: LGL-501)

LGL-556 Financial Banking Regulation (prerequisite: LGL-501)

LGL-557 Securities Regulation (prerequisite: LGL-501)
TAX-501 Federal Income Taxation
TAX-502 Corporate Taxation (prerequisites: TAX-501 and FIN-501)
TAX-503 State and Local Taxation (prerequisite: TAX-501)
TAX-504 Partnerships Taxation (prerequisites: TAX-501 and FIN-501)
TAX-505 Tax Research and Policy
TAX-506 Tax Practice and Procedure
TAX-507 Federal Transfer Tax (prerequisite: TAX-501)

Track 2: Employment Law

Program pre-requisite: In addition to having a bachelor's degree from an accredited college or university, each incoming student must have completed at least one advanced writing (example: English Composition II) or legal writing course (graduate or undergraduate level) prior to taking his or her first "LGL" course at Crestpoint.

5 Core Legal courses for a total of 15 credits:

LGL-501 Legal Research & Writing (must be taken at earliest opportunity)
LGL-504 Contracts (must be taken at earliest opportunity)
LGL-551 White Collar Crime (prerequisite: LGL-501)
LGL-555 Information Privacy Law (prerequisite: LGL-501)
FIN-501 Financial Accounting

3 Core Specialty Corporate Regulation Compliance:

LGL-553 Business Org. & Corp Compliance (must be taken at earliest opportunity) (prerequisite: LGL-501)
LGL-554 Employment Law (prerequisite: LGL-504)
LGL-558 Employee Benefits Law (prerequisite: LGL-504)

Choose 4 other from 17 Specialty Legal and Tax courses for a total of 12 credits:

LGL-502 Constitutional Law (prerequisite: LGL-501)
LGL-503 Legal Ethics
LGL-505 Torts
LGL-506 Real Property Law
LGL-507 Civil Procedure
LGL-508 Wills, Trusts & Estates (prerequisite: LGL-501)
LGL-509 Creditors' Rights, Debtors' Protections and Bankruptcy (prerequisite: LGL-501)

LGL-552 Administrative Law (prerequisite: LGL-501)
LGL-556 Financial Banking Regulation (prerequisite: LGL-501)
LGL-557 Securities Regulation (prerequisite: LGL-501)
Tax-501 Federal Income Tax
Tax-502 Corporate Taxation (prerequisites: TAX-501 and FIN-501)
Tax-503 State and Local Taxation (prerequisite: TAX-501)
Tax-504 Partnerships Taxation (prerequisites: TAX-501 and FIN-501)
Tax-505 Tax Research and Policy
Tax-506 Tax Practice and Procedure
Tax-507 Federal Transfer Tax (prerequisite: TAX-501)

To earn a master's degree, the student must graduate with an average grade of 3.0 or higher.

Six courses are offered during each twelve-week period. The student may take up to three of these courses during any such twelve-week session. Students can complete the Master of Science in Compliance Law Program in as little as 13 months although most students take two courses at a time and complete the program in approximately 18 to 24 months.

Culminating Project for Master of Science Programs

All Crestpoint Master's Degree candidates must complete a culminating project during or after the completion of the student's final course in the program. This culminating project requires students to demonstrate their mastery of the skills developed during their programs.

To complete this project, students must develop a full-length research project, appellate brief, journal article or academic writing sample. The student may choose to use an existing writing sample, such as a paper that the student has written as an assignment during the master's degree program or another written work product of the student.

At the outset of the student's final course in the master's degree program, a faculty advisor will contact the student. The faculty advisor must be a faculty member at Crestpoint with a Doctorate in a field related to the student's program. The student and the advisor shall, by telephone, email, or web conference, discuss the requirements for the project at the advisor shall guide the student in choosing an existing writing as a basis or in starting from scratch.

The student shall, in a timeline governed by discussions with the advisor, create a proposal or outline for the project and submit it to the faculty advisor. The advisor and the student will discuss the sufficiency of the outline. The student shall then create a first, subsequent and eventually final draft of the project, with assistance from the faculty advisor along the way as needed.

To be considered complete the Crestpoint Dean or Director of Education must determine that the project demonstrates mastery of the program outcomes by demonstrating mastery of the applicable research, organization and writing skills taught by the program.

A grading rubric is developed for each master's degree program that is used to measure the ways in which mastery of the program objectives must be demonstrated for the project to be considered completed. The grading rubric for the culminating project is developed by the Dean and Director of Education, in consultation with the curriculum committee and advisory committee.

Students are eligible for graduation only upon the later of the final approval of the student's culminating project by the Dean or Director of Education and the student's completion of the requisite courses and number of credits constituting the program.

For the Graduate Transfer Credit Policy, please see page 42.

Placement Assistance

At Crestpoint University, our commitment to you does not end with your education.

Crestpoint graduates have been successful in obtaining positions at law firms, corporate legal departments, and government agencies around the country.

Our staff diligently works to help the student identify employers in his or her geographic area to advance the student's employment prospects.

Students can submit their résumés, cover letters, and writing samples to the Crestpoint placement staff for review and advice. Once the student's personal information documents are finalized, the student can send them to prospective employers. Crestpoint will not submit a resume on behalf of a student without explicit permission to do so and under specific circumstances.

Although Crestpoint offers students placement assistance and may assist students in preparing job application materials, obtaining internships, etc., **Crestpoint does not guarantee any student a job or internship.**

For more information on Crestpoint placement assistance or if you are a student or graduate looking for assistance or an employer looking to recruit from the Crestpoint community without charge, please contact us at 800-371-6105 x 122 or careerservices@crestpoint.edu.

Certified Paralegal Exam Review

Established in 1976, the Certified Paralegal program is the nation's premier certification procedure for paralegals. Today, over 18,000 have earned the use of this professional designation, and the CP program is recognized throughout the United States as a means of identifying competent paralegals. The Certifying Board for Legal Assistants is responsible for the content, standards, and administration of the Certified Paralegal program. To ascertain that you have met the requirements to sit for the exam, please visit the NALA website at <http://www.nala.org>.

CP Review Course

Crestpoint University offers a two-month review course to prepare students and alumni for the CP Exam. The CP Exam review course is offered twice per year, in the late Fall and Spring. Please see the Crestpoint website for specific dates. The course is taught by a team of Crestpoint faculty members who have successfully taken this exam and who are experienced not only in the subject matter covered on the exam, but also in general test preparation techniques. This prep course includes a syllabus with a recommended study schedule, recorded lectures, live Q&A sessions, review slides and practice quizzes and assignments. The review course is available at no additional cost to all Crestpoint graduates and students who are enrolled in an Crestpoint certificate or degree program and who have completed more than half of the academic credits at Crestpoint required to complete such program. Purchase of books is required.

SHRM Exam Preparation Course

Earn SHRM Certification to Advance Your Career in Human Resources Management

Crestpoint University has partnered with SHRM to offer a SHRM exam preparation course that will enable you to establish yourself as a globally recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®). These professional

certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers your advanced professional development.

This course combines expert instruction with the 2016 SHRM Learning System® for SHRM-CP/ SHRM-SCP, so you will learn faster, retain more knowledge, and stay on track for success on the exam. Earning your SHRM-CP or SHRM-SCP credential makes you a recognized expert and leader in the HR field and an asset to your organization – keeping you and your organization more competitive in today’s economy. This distinction sets you apart from your colleagues, highlighting your elevated level of knowledge and skills.

The Crestpoint SHRM course will prepare you for either the SHRM-CP exam or the SHRM-SCP exam. The SHRM-CP exam is more basic and requires fewer educational and work experience credentials (see below). The SHRM-SCP exam is more challenging and requires more experience but leads to an even more impressive credential. While this course and exam are recommended in particular for students who have graduated from Crestpoint with a Bachelor of Science in Business Administration degree with a concentration in Human Resources Management, this course is open to all students and HR professionals, whether you have studied at Crestpoint or not.

The Crestpoint SHRM Certified Professional course (HRM-401) is offered twice per year, beginning each September and April. All students who complete the practice tests and earn 80% or better on the Post-Test will earn a SHRM Certificate of Achievement, regardless of how they perform on the SHRM-CP or SHRM-SCP exams.

The cost of this course is \$1,000, which includes access to the SHRM Learning System®, study materials, flash cards, and hundred hours of practice.

The SHRM-assessed fee for taking the examination is not included.

Crestpoint students and alumni are eligible for a 50% discount when they register for this course.

Tuition and Payment Plans

NOTE: Tuition is reduced proportionately for credits transferred.

The below costs are aside from the cost of textbooks, which the student is responsible for obtaining on his or her own. Textbook costs vary based on courses chosen and number of transfer credits, if any. Crestpoint provides an estimate of total textbook costs in the student's enrollment agreement.

*This fee is mandatory for all students, whether you use your Lexis account or not.

Paralegal Certificate Program

Cost Per Credit:	\$325
Credits Needed:	24
Gross Tuition	\$7,800
Resource Fee	\$95
Lexis Fee*	\$100
Total Tuition and Fees	\$7,995

This amount is due over 12 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. The prepayment discount is about 47.5% off the present value of the tuition and fees. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student's choice of elective courses.

Term (months)	Payment Type	Payment per Month	Total Payments
PLAN A N/A	Single Payment	N/A	\$4,202
PLAN B 12	Payment Plan	\$666	\$7,992
PLAN C 24	Payment Plan	\$349	\$8,376
PLAN D 36	Payment Plan	\$244	\$8,784

Associate Degree Program

Cost Per Credit:	\$325
Credits Needed:	60
Gross Tuition	\$19,500
Resource Fee	\$95
Lexis Fee*	\$100
Total Tuition and Fees	\$19,695

This amount is due over 30 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. Payment plans shorter than 30 months are discounted based on the same interest rate. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student's choice of elective courses.

Term (months)	Payment Type	Payment per Month	Total Payments
PLAN A N/A	Single Payment	N/A	\$17,507
PLAN B 12	Payment Plan	\$1,529	\$18,312
PLAN C 24	Payment Plan	\$801	\$19,244
PLAN D 30	Payment Plan	\$656	\$19,680
PLAN E 36	Payment Plan	\$560	\$20,160
PLAN F 48	Payment Plan	\$440	\$21,120

Bachelor's Degree Program

Cost Per Credit:	\$325
Credits Needed:	120
Gross Tuition	\$39,000
Resource Fee	\$95
Lexis Fee*	\$100
Total Tuition and Fees	\$39,195

This amount is due over 60 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. Payment plans shorter than 60 months are discounted based on the same interest rate. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student's choice of elective courses.

Term (months)	Payment Type	Payment per Month	Total Payments
PLAN A N/A	Single Payment	N/A	\$31,001
PLAN B 12	Payment Plan	\$2,703	\$32,439
PLAN C 24	Payment Plan	\$1,418	\$34,032
PLAN D 36	Payment Plan	\$992	\$35,712
PLAN E 48	Payment Plan	\$779	\$37,392
PLAN F 60	Payment Plan	\$653	\$39,180
PLAN G 72	Payment Plan	\$569	\$40,968
PLAN H 84	Payment Plan	\$510	\$42,840
PLAN I 96	Payment Plan	\$466	\$44,736

Master's Degree Program

Cost Per Credit:	\$325
Credits Needed:	36
Gross Tuition	\$11,700
Resource Fee	\$95
Lexis Fee*	\$100
Total Tuition and Fees	\$11,895

This amount is due over 18 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. Payment plans shorter than 18 months are discounted based on the same interest rate. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student's choice of elective courses.

Term (months)	Payment Type	Payment per Month	Total Payments
PLAN A N/A	Single Payment	N/A	\$11,095
PLAN B 12	Payment Plan	\$967	\$11,604
PLAN C 24	Payment Plan	\$660	\$11,880
PLAN D 36	Payment Plan	\$507	\$12,168
PLAN E 48	Payment Plan	\$355	\$12,780

Military Tuition Assistance

Crestpoint University may require any individual who is who is entitled to educational assistance under chapter 31, chapter 35, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill® benefits to take the following actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement
3. Provide additional information necessary to the proper eligibility for entitlement to certification of enrollment by Crestpoint University.
4. Require additional payment or fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Per the Title 38 United States Code Section 3679(e), Crestpoint University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

For the refund policy, please see page 43.

Policies and Procedures

Admissions

To apply for admission to any of our programs, an online application must be completed and submitted. The online application form can be found at www.CrestpointU.com.

All requested information must be provided. If an applicant is not comfortable providing certain information, please call Crestpoint's admissions office at 800-371-6105, ext. 0 to discuss the options available.

Based on the completed application and the information contained therein, the Crestpoint admissions office will make a preliminary determination as to whether someone is qualified to be admitted to their chosen program. If Crestpoint determines that the applicant is qualified, the applicant will receive a "welcome" email with a password that will provide access to most features of the Crestpoint student system for up to two weeks – at no cost. The email will guide applicants on how to formally enroll at Crestpoint. If any assistance is required with the enrollment process or to have any questions answered, applicants should call Crestpoint's admissions office at 800-371-6105 x 0.

Applicants who are denied admission will be notified with the reason for any such denial. Denials of admission may be appealed to the Dean or Chief Academic Officer of the school, whose determination on any such matter shall be final. Please note, however, that an acceptance letter and Crestpoint's granting of access to the Crestpoint student site as a trial enrollee, is based on our preliminary determination that, based on the information provided in an application, the minimum qualifications necessary for admission to Crestpoint have been met. Enrollment and status as an enrolled Crestpoint student are not final until an enrollment agreement has been submitted to Crestpoint and the agreement has been accepted and countersigned by Crestpoint. If, between the time someone is admitted as a trial student and the time their enrollment agreement is accepted by Crestpoint, new facts come to light that call into substantial question information provided in the application or that give Crestpoint reason to believe that enrollment in Crestpoint may not be appropriate or beneficial to an applicant, Crestpoint reserves the right to decline enrollment and to cancel the acceptance. If Crestpoint does revoke acceptance, no costs or fees will be assessed.

Undergraduate Admission Rules

Only individuals who have earned a high school diploma, GED, or equivalent will be considered for admission to an undergraduate program. Applicants are required to provide information regarding their high school completion on their application and an attestation to their fulfillment of this requirement on their enrollment agreement. It is at the discretion of Crestpoint to request a diploma, proof of graduation, high school transcript or other information or documentation regarding high school completion for any reason. While no other formal training or education is required, individuals should only apply to Crestpoint if they are capable of reading at a college level and if they are committed to investing a significant amount of work and effort into their education.

Graduate Admission Rules

To gain admission to any graduate program, the student must have graduated from a college or university that is accredited by an accrediting agency recognized by the United States Department of Education or a foreign equivalent. In addition, the student must have achieved an undergraduate Grade Point Average of 3.0 or higher (on a 4.0 scale) and provide an official transcript. Students with an undergraduate Grade Point Average below 3.0 may be considered for admission if they can demonstrate, to the satisfaction of the Chief Academic Officer, that

they are likely to succeed at Crestpoint. Students may demonstrate an ability to succeed with work experience, graduate-level education, achievement of a superior score on a recognized graduate school admissions test, or other outstanding achievement(s).

Students admitted with Grade Point Averages below 3.0 at the discretion of the Chief Academic Officer may be required to complete a section of LGL-504 (Contracts), the work for which is carefully monitored by the Chief Academic Officer. If, in the discretion of the Chief Academic Officer, the work submitted by the students demonstrates that they are unlikely to succeed in the program, the students may be dismissed for poor academic performance. The Chief Academic Officer's monitoring of this work shall be designed to ensure that the student is capable of submitting work that is B-level or higher, in a consistent manner. In all such matters, the decision of the Dean is final.

There are also the following program prerequisites:

- **Master of Science in Legal Studies and Master of Science in Compliance Law** In addition to having a bachelor's degree from an accredited college or university, each incoming student must have completed at least one writing course (example: English Composition II) or legal writing course (graduate or undergraduate level) prior to taking his or her first "LGL" course at Crestpoint.
- Students admitted to Crestpoint must provide an official undergraduate transcript to Crestpoint within 30 days of starting classes or they may be dismissed from the University for non-compliance with admission requirements.

English Language Proficiency Assessment

A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction, must demonstrate college-level proficiency in English through one of the following for admission:

1. **Undergraduate Degree:** A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
2. **Master's Degree:** A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test.
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge.
6. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

CRESTPOINT TECHNOLOGY POLICY

Crestpoint students must have regular access to a computer, tablet or smartphone. While almost all Crestpoint systems should be accessible on most smart phones and tablets, a personal computer may be necessary for certain tasks, including providing an initial voice print for use with Voice Proctor™, Crestpoint's exam proctoring system. Students must have consistent access to the Internet and may be prompted to download certain software to access the Crestpoint classroom. There is no other software you will need to download to access Crestpoint materials. Students who have technical questions or issues are welcome to contact our tech support office at 800-371-6105 x 2 or support@crestpoint.edu.

It is highly recommended that students have access to a printer and scanner, as certain documents may need to be printed, filled out by hand and scanned in to be submitted. Students are expected to be familiar with basic computer skills such as scanning documents and using basic software applications such as Microsoft Word and Excel or their equivalents. Please note that most libraries offer the public access to printers and scanners and so it is not necessary that you own these tools; only that you have access to them when needed.

Getting Started at Crestpoint

Crestpoint strongly recommends that all paralegal students, especially those without prior exposure to or experience in the legal field, begin their course of study with the "Introduction to Law" course, which is offered to all incoming students at no additional charge. This course can also be completed contemporaneously with the student's initial courses. This course contains information and instruction on assignment completion and legal research methods that all students are expected to understand and follow.

Crestpoint takes reasonable measures to identify students with physical or learning limitations and to ensure that these limitations will not interfere with the student's success at Crestpoint. Students are under no obligation to disclose disabilities to the school. However, students who desire accommodation due to disabilities are asked to contact Crestpoint as early as possible so that accommodation, if appropriate, can be arranged in a timely fashion. Please complete the "Disability Accommodation Request Form" located under the "Forms" tab when you are logged into your account.

To receive a Crestpoint certificate or degree, the student must successfully complete the required coursework with a grade point average (GPA) of 2.0 or higher; 3.0 for graduate programs. If a student has completed the requisite credits but has a GPA under 2.0, or 3.0 for graduate programs, the student may be offered an opportunity to complete extra credit assignments to raise his or her average to the required level. This opportunity is not guaranteed and may depend on the student's circumstances and on how close the student is to the required GPA.

Transfer Credit Policy

Undergraduate Transfer Credit Policy

Subject to the limitations set forth below, Crestpoint University accepts transfer credits from colleges and universities that are accredited by an accrediting agency that is recognized by the United States Department of Education (or foreign equivalent) if those credits were earned in the pursuit of an academic degree. Crestpoint also accepts transfer credits that are recommended for credit by the American Council on Education (ACE), the National College Credit Recommendation Service (NCCRS), the Approved Quality Curriculum (AQC) or the Connecticut Credit Assessment Program (CCAP). Crestpoint also accepts military transfer credits issued through the Joint Services Transcript (JST) that are recommended for transfer credit by ACE. For a course to be accepted by

Crestpoint as transfer credit, the student must have earned a grade of C or better for the course. For foreign credits, Crestpoint may require the student employ independent evaluation of the credits by an external organization to determine their equivalency to US-based credits. The number of credits awarded for any transfer course is at the sole discretion of Crestpoint administration.

Transfer credit from sources that are based on "challenge" or "test-out" may not constitute more than 25% of a program's credit requirements. For example, a student seeking an associate degree in paralegal studies requires 60 credits in all, and so may transfer a maximum of 15 credits towards that degree from challenge or test-out sources. In addition, for the academic programs involving legal studies, transfer credit from challenge or test-out sources may not replace a core course in any academic program. For example, a "Torts" course from a challenge or test-out source may not be used to replace the "Torts and Personal Injury" core course requirement for Crestpoint's Certificate in Paralegal Studies, Associate of Paralegal Studies, and Bachelor of Science in Legal Studies programs. For this purpose, "challenge or test-out" source means a source that is designated as a challenge, test-out or similar term by the agency that recommends the credit source. For example, an NCCRS credit recommendation that is designated by NCCRS as a "proficiency exam" is considered a test-out source of credit.

For all undergraduate degree programs, students must take at least 25% of their degree program at Crestpoint.

Special Rules for Legal Studies Programs

Notwithstanding the above, to earn a paralegal certificate from Crestpoint University, a student must earn at least 15 credits in legal studies courses taken at Crestpoint University. To earn an Associate's Degree in Paralegal Studies from Crestpoint University, a student must earn at least 24 credits in legal studies courses taken at Crestpoint University. To earn a Bachelor of Science in Legal Studies Degree from Crestpoint University, a student must earn at least 36 credits in legal studies courses taken at Crestpoint University.

Graduate Programs Transfer Credit Policy

Crestpoint accepts up to 18 credits as transfer credit if the courses were completed as part of a graduate degree program at an institution accredited by an accrediting agency recognized by the United States Department of Education or a foreign equivalent, or recommended for transfer credit on the graduate degree level by transfer credit recommendation organizations referenced above, such as ACE or NCCRS. Additionally, the student must have achieved a grade of B or better before a transfer course can be accepted. A transferred course may replace a core course if the transferring course is substantially similar to the corresponding Crestpoint course. A transferred course may replace an elective course if the course is substantially relevant to the student's degree program. Determinations of substantial similarity and relevancy are at the discretion of Crestpoint University.

General Transfer Credit Rules

Courses transferred that would replace core courses for any program at Crestpoint must cover the same material as the corresponding courses offered at Crestpoint University, in the judgment of and at the discretion of Crestpoint administration. A transfer course applied toward a program elective requirement must be a substantive course that substantially relates to the program's field, regardless of whether Crestpoint offers such course. For example, a transfer course in international law may be applied towards an elective requirement for a legal studies program even though Crestpoint does not offer such a course.

A general education course transferred to Crestpoint can replace a general education requirement if it is related to that general education area. For example, a transferred calculus course could count towards the general education requirement in mathematics, while a chemistry course could count towards the general education requirement in natural science.

Any appropriate transfer course can replace a general elective at Crestpoint, even if it does not qualify as a "general education" course. For example, credits in areas of physical education, performing arts, keyboarding, military training and the like may be counted towards general elective credit requirements even though they would not qualify as general education courses to be counted towards general education credit requirements.

Notwithstanding the above, schools or programs within the University may prescribe school or program-level adjustments to transfer credits accepted towards a specific academic program, in accordance with the decisions of the program director, Chief Academic Officer, and applicable curriculum committee. In such matters, the decision of the program director, Chief Academic Officer, and applicable curriculum committee are final.

Crestpoint requires official transcripts to be sent from the credit source to Crestpoint, for the transfer credits to be applied towards the student's degree. Please note that the decision of any other institution as to whether to accept Crestpoint credits and in terms of how to apply them towards a student's degree plan, is always the discretion of the receiving institution.

Notice Concerning Transferability of Credits and Credentials Earned at Crestpoint

The transferability of credits you earn at Crestpoint University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Crestpoint University to determine if your credits, degree, diploma or certificate will transfer.

Tuition Refund Policy

An applicant denied admission by the school is entitled to a refund of all monies paid.

Five-Day Cancellation Policy: A student may provide notice to cancel an enrollment agreement in any manner that effectively and unambiguously communicates the student's intention to withdraw, although a written notification is requested and preferred. The notice of cancellation must be within 5 days (excluding Saturday, Sunday, and state and federal holidays) of the program start date. The school shall provide a refund of 100% of all student fees and tuition paid for the students within 30 days of notification. A student may in a similar manner provide notice of withdrawal from a particular course, within 5 days of its start date, and receive a refund of 100% of tuition paid for that course.

Refund after the commencement of classes:

Procedure for withdrawal/withdrawal date:

A. A student choosing to withdraw from Crestpoint after the commencement of classes may withdraw by notification to Crestpoint in any manner that effectively and unambiguously communicates the student's intention to withdraw, although a written notification is requested and preferred. The notice should indicate the expected last date of attendance and should be signed and dated by the student, electronic signatures are acceptable. The withdrawal date contained in this notification or the date that Crestpoint receives the notice of withdrawal, whichever is later, shall be the effective date of the withdrawal.

B. A student who is on authorized leave of absence (LOA) and fails to return to school as scheduled will be considered to have withdrawn from Crestpoint. The withdrawal will be effective as of the date the student was scheduled to return from the leave of absence and failed to do so.

C. If a student is dismissed from the college, the withdrawal date will be considered the date that the student is first notified that he or she has been dismissed. The withdrawal process for students using financial aid will be completed according to federal financial aid regulations.

D. If, while on academic probation, (see the Crestpoint Academic Probation policy, below), the student's over-all grade point average remains below 2.0 for two additional consecutive course periods, the student may be dismissed from Crestpoint for poor academic performance. In such an event, VA students receiving GI Bill benefits will have their benefits interrupted. If the student has shown substantial improvement in his or her work or if the student has shown that his or her poor work was the product of an event or circumstance that is likely to end, the Dean may, at his or her discretion, allow the student to remain in the school even after the passage of two additional consecutive course periods. However, any VA Benefits or Title IV financial aid cannot be reinstated by the Dean.

E. Course specific tuition charges/refunds:

1. If the student withdraws before the beginning of classes or within the first five days of the course, the student is entitled to a refund of 100% of the tuition of that course.
2. If the student withdraws after the five-day cancellation period, a tuition refund will be calculated on a per-course basis. The student will be entitled to a refund of the course tuition as follows:

If student withdraws	Student's refund is:	
	(undergraduate courses) (graduate courses)	
During the 1st week of the course	\$975	\$975
During the 3rd week of the course	\$732	\$813
During the 4th week of the course	\$610	\$488
During the 5th week of the course	\$732	\$650
During the 6th week of the course	\$0	\$569
During the 7th week of the course	\$0	\$488
During the 8th week of the course	\$0	\$407
During the 9th week of the course	N/A	\$325
After the 9th week of the course or after its completion	\$0	\$0

For example:

Example 1: An undergraduate Crestpoint student has been enrolled in two courses for their entire duration and elects to withdraw from the program during the 4th week of his or her third eight-week course. The student will only be responsible for payment of the following:

Tuition for 2 courses at \$975 each	\$1,950
Tuition for 3 weeks of a third course (in accordance with the above chart)	\$365
School resource fee	\$95
Lexis Advance account fee	\$100
Student's total financial responsibility	\$2,510

Any money that Crestpoint has collected from the student in the above example in excess of \$2,210 will be refunded to the student.

Example 2: A graduate Crestpoint student has completed one course and elects to withdraw from the program during the 5th week of his or her second twelve-week course. The student will only be responsible for payment of the following:

Tuition for 1 course at \$975 each	\$975
Tuition for 4 weeks of a second course (in accordance with the above chart)	\$325
School resource fee	\$95
LexisNexis account fee	\$100
Student's total financial responsibility	\$1,495

Any money that Crestpoint has collected from the student in the above example in excess of \$1,495 will be refunded to the student.

All refunds will be issued within 30 days of the withdrawal or dismissal date. Students may voluntarily withdraw from Crestpoint at any time by notifying Crestpoint in any manner that effectively and unambiguously communicates the student's intention to withdraw. Upon withdrawal, students who have paid in full for any course are entitled to complete such a course and retain access to all course materials according to the terms set forth in the course Syllabus.

After the Five-Day Cancellation period has elapsed, if a student withdraws from the program by notifying Crestpoint in any manner that effectively and unambiguously communicates the student's intention to withdraw, the student will be responsible for payment of tuition for courses already taken, at the rate of \$975 per course, in addition to the non-refundable resource fee of \$95 and library fee of \$100. If a student withdraws during a course, the student is responsible for tuition or entitled to a refund in accordance with the above chart. In case of evidenced circumstance beyond the control of the student (i.e., illness, accident of the student, death in family, etc.), special consideration may be granted, though this is at the complete discretion of Crestpoint.

Satisfactory Academic Progress

All students are required to maintain satisfactory academic progress at Crestpoint. For details in the Crestpoint Satisfactory Academic Progress requirement, please see the Crestpoint Consumer Guide or <https://www.crestpoint.edu/pdf/SAP-Crestpoint.pdf>.

VA STUDENTS: Students Receiving GI Bill® Funding - Standards of Progress and Academic Probation:

Crestpoint University uses an 8-week course length format for undergraduate courses and a 12-week course length for graduate courses.

During each course period, a student may take up to three courses totaling 9 credit hours.

If a student's grade point average falls below 2.0 (or under 3.0 for graduate students) and remains there for two consecutive course periods, the student will be placed on academic probation unless unique circumstances warrant an exception from the Dean. Students shall be notified by email if they are placed on academic probation.

A student who is on probation and raises his or her GPA to 2.0 or higher is removed from academic probation. If, while on academic probation, the student's over-all grade point average remains below 2.0 for two additional consecutive course periods, the student will be dismissed from Crestpoint for poor academic performance. In such an event, students who are dismissed from Crestpoint may apply for readmission under the Crestpoint readmission policy, below.

A student's GI BILL® funding is not affected while on academic probation.

Course Withdrawal – Academic Consequences

If a student withdraws from a course voluntarily prior to the course start date or within seven calendar days, the course will not appear on his or her transcript or academic records at all.

If a student withdraws from a course voluntarily after the add/drop period but prior to the end of the fourth week of the course for undergraduate courses, or the end of the sixth week for graduate courses, he or she shall receive a grade of "W" for the course. This will not impact his or her grade point average (GPA).

If a student withdraws from a course voluntarily after the end of the fourth week of the course for undergraduate courses, or the end of the sixth week for graduate courses without having completed sufficient work to pass the course, he or she shall receive a grade of "F" for the course unless the Dean or program director determines that extreme and unforeseen circumstances warrant allowing the student to receive a "W" for the course instead of an "F."

If a student is involuntarily withdrawn from a course without having completed sufficient work to pass the course due to being dismissed from the school or similar reason prior to the end date of the course (generally the date of the last lecture), the student shall receive a grade of "W" for the course.

If a student withdraws from the course without having completed sufficient work to pass the course after the course end date (generally the date of the last lecture), whether voluntarily or involuntarily, the student shall receive a grade of "F" for the course unless the Dean or program director determines that extreme and unforeseen circumstances warrant allowing the student to receive a "W" for the course instead of an "F."

If a student comes close to passing a course, the Dean or program director may, at his or her discretion, allow the student to complete prescribed extra credit assignment(s) to raise the grade to the passing level. If a student re-takes and passes a course that he or she previously failed, the failed course(s) will not appear on the student's official transcript.

Assessment and Proctoring

Crestpoint courses are assessed primarily based on assignments, quizzes, and exams. Please see the course syllabus for a precise breakdown of assessments that are assigned for each individual course. Factors such as extra credit work and participation can increase a student's grade while factors such as deadline extension penalties and missed weekly interactions can reduce a student's grade.

Identity Verification/ Exam Proctoring

All Crestpoint courses require the completion of one or more proctored assessments that cumulatively test all materials taught during the course. Each exam is proctored through the Voice Proctor examination management and proctoring system. Exam questions are selected at random from a question pool for each topic area covered in an exam. The procedure by which the Voice Proctor system protects the integrity of the exam process is described below. Exams are taken, graded, and viewed through the Voice Proctor system. After an instructor grades an exam, the questions, student's answers, and instructor feedback are made available to the student.

Voice Proctor Overview:

Voice Proctor™ uses a system of automated phone calls before and during the exam during which the student's voice is recorded. If the voice on the phone matches that student's voice print on file, Voice Proctor can confirm that the correct student is present and taking the exam. The student must register her "voice print" prior to taking her very first exam at Crestpoint. The procedure for registering the student's voice print is as follows: The system takes a webcam video recording of

- a. the student displaying a valid photo ID; and
- b. a system-initiated phone call that will record the student reading a paragraph presented on her computer screen (video-taping the process ensures the correct student is recording her initial voice print).

After this registration is reviewed and approved, the student can take proctored exams. The student's voice print is kept on file indefinitely. Voice Proctor has a two-step process to ensure that the correct student is taking the exam:

- a. When the student begins taking the exam, he receives a phone call from the Voice Proctor system and is asked to read a paragraph that is displayed on the screen. If the student's voice matches the voiceprint on file, we know that the correct student is present.
- b. During the exam, the student can be called by phone at a random point and asked to orally answer a "challenge" question about the exam that is like a written question that has been answered previously. The student is not able to view the previously submitted answer at this point. After the exam is over, a Crestpoint staff member compares the oral answer given to the challenge question to the written answer given to the similar question earlier on the exam. If these answers are inconsistent with each other, this can give rise to a suspicion of cheating which can then be more fully investigated. If the answers to the challenge question and the comparable written question are consistent, it can be concluded that the exam taker is doing his or her own work.

For more information on taking exams and Voice Proctor, please see our Voice Proctor FAQ:
<https://nationalparalegal.edu/Students/VoiceProctorFAQ.pdf>

Grading Policy

Assignments

Assignments should be adequately researched and thought out before submission. The exact amount of research and length of the assignment are left to the discretion of the student, unless otherwise noted on the course syllabus, in the course materials or by the instructor.

However, the following minimum guidelines should be noted:

Assignments calling for research should contain at least two citations to appropriate authorities. Assignments that do not call for research do not have this requirement.

Assignments that call for essay responses should be no shorter than 500 words. It is uncommon for more than 1,000 words to be necessary or appropriate for an assignment unless specifically stated otherwise in the assignment or course syllabus. While students will not be penalized for exceeding 1,000 words, being unnecessarily repetitive or discussing tangential or irrelevant issues are legitimate grounds for grade reduction.

Assignments that do not conform to the minimum guidelines will receive an appropriate grade reduction. Assignment grades are administered on a 0-4 scale on the following basis:

- 4 = excellent
- 3 = good
- 2 = satisfactory
- 1 = poor
- 0 = fail

Partial assignment points may also be awarded (e.g., 3.5)

Quizzes and Examinations

Quizzes consist of multiple-choice questions. Examinations may consist of both essays and multiple-choice questions. Students receive a numeric grade from 0 to 100 on each quiz/examination, as well as written feedback from the instructor where appropriate.

Partial credit for incorrect or incomplete answers on short answers and essay questions is awarded at the discretion of the grader.

Final Course Grades

Students who have completed their assignments and exams will be issued a final grade shortly after their last course assessment is graded. Course grades are assigned based on a raw point scale. The maximum number of raw points that can be earned in a course is 500 (exclusive of any extra credit offered and earned). This is divided proportionally among assignments and exams in accordance with the course syllabus. Raw scores may be increased through extra credit, decreased through extension penalties, or missed weekly interactions. Students who fail their first course at Crestpoint may be withdrawn from their program.

Once the student's raw score is determined, a letter grade is assigned based on the following scale:

For undergraduate programs:

Raw Points	Letter Grade	Quality (grade) Points
>470	A+	4.0
440-469	A	4.0
415-439	A-	3.67
390-414	B+	3.33
360-389	B	3.0
335-359	B-	2.67
310-334	C+	2.33
270-309	C	2.0
255-270	C-	1.67
225-254	D	1.0
<225	F	0.0

For graduate programs:

Raw Points	Letter Grade	Quality (grade) Points
>470	A+	4.0
440-469	A	4.0
415-439	A-	3.67
390-414	B+	3.33
360-389	B	3.0
335-359	B-	2.67
310-334	C+	2.33
270-309	C	2.0
245-269	C-	1.67
<245	F	0.0

Instructors do have the discretion to assign grades outside of these ranges if the circumstances warrant.

Students who do not complete their coursework within one week of the end of a course will automatically receive a temporary grade of "I*." In this case, the student still has until the course deadline listed on the syllabus (usually the 4th Sunday following the end of classes) to complete the coursework. After the student completes all work or the course deadline passes (whichever is earlier), the student's course grade will be assigned based on the scores earned by his or her completed work. Extensions of the deadline may be requested on the school website in accordance with the terms laid out in the course syllabus. If the course deadline passes and the student has not earned enough points to pass a class, then a grade of "I" or "F" will be assigned. All grades of "I" will be converted into a grade of "F." A grade of "I" or "F" counts as zero (0) points in the computation of the student's GPA. However, if a student re-takes a failed course and passes it, then the earlier instance of the failed course will not count towards his or her GPA.

Course Withdrawal

Students may drop enrollment in a course within the add/drop period without any financial liability or adverse effect on their academic grade. If a student elects to drop enrollment in a course after the first week but before 4 weeks (or 6 weeks in the case of a graduate course,) the student will incur financial liability for the course in accordance with Crestpoint's withdrawal policy. In this circumstance, the student will receive a grade of "W" on his or her academic transcript. The grade of "W" is not used in the computation of the student's GPA.

Transcripts

Students and alumni in good standing can receive an official transcript, or have an official transcript mailed to an educational institution or employer by submitting a transcript request through the Parchment transcript service. A link is available on each student's "My Courses" page or students can visit <https://www.parchment.com/> to place a transcript request. A nominal \$5 fee (subject to change) is charged for the generation of digital transcripts. Crestpoint / Parchment may request information to verify the identity of the person requesting the transcript. Please note that because a transcript is a complete record of a student's courses and grades, while attending Crestpoint, we cannot issue a partial transcript.

If a student or former student has not complied with an administrative request, has an outstanding balance, or has been delinquent in their scheduled payments, Crestpoint may deny the request for issuance of an official transcript. A student with a delinquent account may request an unofficial transcript and should contact the bursar's office to discuss a payment arrangement.

Please note that the extent to which a school accepts transfer credits is always at the discretion of the receiving institution.

Weekly Interaction Requirement

To ensure that all students are involved and participating in the course as the course moves forward, each student enrolled in this course must, at least once during each week, either:

- 1) Attend a live lecture and pass a short quiz, where applicable; OR
- 2) Submit at least one assignment; OR
- 3) Take at least one examination; OR
- 4) Answer a weekly "interaction" question that will be posted on the "Assignments and Exams" page.

The weekly "interaction" question(s), available for most courses, will be straightforward and will cover material covered in class each week. Answers to these questions should be short (typically 1-3 sentences) and to the point. The student's response (which is necessary only if the student does not attend a live lecture, take an exam, or submit an assignment in the given week) will be graded on a pass/fail basis. The interaction questions will be posted no later than Monday of each week and must be answered on or before the following Sunday.

Any student who does not fulfill this requirement during a given week will receive a reduction in his or her overall grade of 2 percentage points (10 raw points).

Academic Advisor Program

Upon enrollment in any undergraduate program, each student is assigned an academic advisor from Crestpoint's staff. The director of the academic advisors will assign each student to his or her advisor. The advisor shall promptly send a welcome e-mail to the student, advising a student of the availability of academic advisors.

The academic advisor's role is to facilitate the ability of the student to adjust to the expectations of Crestpoint, specifically regarding research assignments. The academic advisor shall direct students to applicable training resources that are relevant to the research and writing of assignments. The academic advisor may also be asked to review potential assignment submissions from the student and provide feedback to the student that the student may use before submitting the assignment.

Please also note that, in addition to the academic advisor program, Crestpoint maintains an academic student services office that can be reached by phone at 800-371-6105 x 5 or by emailing Academic Support at academicsupport@crestpoint.edu. Academic assistance is available for any Crestpoint course and students should not hesitate to reach out if they are having academic difficulties of any nature.

School Library

Crestpoint University is pleased to provide its students with access to a variety of sources to assist with academic research needs.

Please understand that running a plain Internet search is often a good way to conduct research. However, the downside of looking for information on the Internet is that you are likely to find unreliable sources alongside reliable sources with no easy way to distinguish them. Sources like Wikipedia and web information repositories can be excellent ways to read up on a subject and get background information and can be used as starting points in conducting academic research. However, it is important that students do not cite directly to these sources as they are not peer-reviewed and are not academically dependable. Footnotes to these sources can often lead the student to reliable sources, though again, students must carefully consider whether the sources they cite are academically dependable before using them.

Crestpoint offers its paralegal students access to the following databases that are not publicly available:

Lexis Advance

Crestpoint is happy to afford all our students enrolled in law related programs access to Lexis Advance®, a comprehensive research database that affords students access to cases, statutes, treatises, law review articles, forms, regulations, etc. This database should provide students with all the materials necessary to complete research for legal studies courses and projects.

Only enrolled students receive Lexis accounts. If you have any questions about your Lexis account, please contact Lexis customer support at 1-800-543-6862. If they tell you that something needs to be done on our end or if you are enrolled and have never received an initial login and password, please contact Crestpoint Student Services at info@crestpoint.edu or 800-371-6105 x 134.

Please note that in addition to legal databases, Lexis has databases that are relevant to other areas of study. For example, Lexis Advance® gives you access to myriads of publications that are relevant to natural sciences.

IMPORTANT: Under our subscription agreement with Lexis, student Lexis accounts may only be used for schoolwork-related activities.

LexisNexis accounts may NOT be used for other purposes, such as work-related legal research and to run searches on individuals and/ or companies.

It is important to note that Lexis tracks all searches that are run through the Lexis system and suspicious searches are flagged.

Any student found to have used his or her student Lexis password for inappropriate purposes (i.e., any purposes unrelated to Crestpoint schoolwork) may have his or her Lexis account terminated with or without warning.

Computer-Assisted Legal Instruction

Crestpoint students have access to thousands of law-based lessons and presentations relating to law, legal studies, and taxation through The Center for Computer-Assisted Legal Instruction (CALI). To set up a CALI account, please use Crestpoint's authorization code, which is provided to enrolled Crestpoint students.

While professors may assign CALI lessons, they are also available to any student who would like extra help with a particular area of law or taxation. CALI also provides access to a variety of E-books that include books on law and legal studies as well as literature by authors such as Shakespeare, Melville, and Dickens.

CALI includes in its E-book collection titles that are often assigned as reading for legal courses.

In addition, Crestpoint students are encouraged to use publicly available databases and tools, which are more likely to lead to information and sources usable in an academic paper than generic search engine searches:

Important Note on Plagiarism:

When researching and using outside resources, it is of paramount importance to keep the Crestpoint Plagiarism Policy in mind. The two central points you need to know are:

1. Whenever you use ideas, language, or content from another source, you must appropriately cite that source.
2. Whenever you use language that appears in another source, you must put quotation marks around the quoted language in addition to citing the source of the language (you can also use block quotes, as is appropriate when citing longer passages). For more information, please see the Crestpoint Plagiarism Policy below.

Plagiarism Policy

Background and Definition

All work done by Crestpoint students on assignments, examinations and research projects is expected to be their own work. Quoting other sources as part of analyzing a subject is desirable and necessary in many cases. However, when other sources are quoted or used, they must be properly attributed to the original sources. This applies to direct quotes of sources and to paraphrasing other sources or using ideas obtained from other sources even if the exact text is not used. Plagiarism means using the materials of others without appropriately citing the source and is an academic offence.

Under the Crestpoint plagiarism policy, a student may not as part of any assignment or exam submission:

1) Quote any text from any other source without:

- a) Putting quotation marks around the quoted material; AND
- b) Appropriately citing the source of the quote.

2) Pass off the work of another as his or her own, even if the student does not directly quote from the other source. Please note that the Crestpoint plagiarism policy does not mean that you cannot quote language from the courseware, textbook or slides as part of an answer to a question on an exam. These are resources that are meant to be used on an exam when applied in an appropriate manner. However, you must cite whatever source you quote. Quoting any source without attribution is plagiarism.

Procedures and Penalties

All Crestpoint faculty members are under continuing instructions to notify the education director when plagiarism is suspected. Crestpoint has and uses software that is designed to detect plagiarism and any suspected instance of plagiarism is run through this software. If the Dean or Assistant Education Director believes that there is probable cause to believe that a student has committed plagiarism, the student is notified of the charge and is given the opportunity to respond (usually via email). The evidence of plagiarism, along with the student's response (if any) are then sent to the school's Dean and Assistant Education Director, who then decide as to whether the student's guilt has been established by clear and convincing evidence.

If the student admits to committing plagiarism in writing (including email) or if the Dean and Assistant Education Director find that the student did plagiarize work, the student may be disciplined.

Absent mitigating circumstances, the penalty for plagiarism will be no less than receiving a "zero" for the assignment or exam answer that was plagiarized. More severe penalties, including failure of the course and up to and including expulsion from the school may be applied in egregious cases or in the case of a repeat offender. The penalty is at the discretion of the Dean.

If a student wishes to appeal a finding or penalty, he or she may do so by submitting a statement, in writing (including email), to the school President, Dean and Assistant Education Director within thirty (30) days of the student being notified of the sanction imposed. This panel may reduce or eliminate an imposed penalty in its discretion, based on a finding of innocence or mitigating circumstances.

Prohibition against sharing assignment and exam answers

In addition to the prohibition against plagiarizing answers, Crestpoint students may not share their completed work or any answer keys or sample answers they have obtained by any method with any other student or students. In addition, Crestpoint students agree NOT to upload any sample answer (whether written by themselves or any other person) to any Crestpoint assignment or exam question to any publicly available website or database. Any student who uploads a sample assignment or exam answer to a publicly available website or database shall be disciplined in a manner to be determined by the school Dean, up to and including expulsion from the college. Students that have work posted to public sites may delay their ability to graduate. Any student who relies on any sample answer obtained from any source other than an Crestpoint faculty member including from another student and/or a website or database to which the answer has been uploaded shall be disciplined for plagiarism, as discussed above.

Policy on the use of Artificial Intelligence in the completion of academic assessments

AI (artificial intelligence) resources such as ChatGPT and Bard can be useful in a number of ways. However, it can also be abused, as students may be tempted to use AI-generated content in place of the work needed to build the skills necessary to complete their academic programs.

Students are expected to submit substantially their own work product. To the extent student assessments are copied and pasted from AI platforms, they must be framed by quotation marks or block quotes with appropriate citations, just as though they were citing any other Internet source. Submitting work copied from AI sources without attribution is plagiarism and will be dealt with accordingly.

Submitting content generated by AI with proper quoting and attribution is not plagiarism. However, heavy use of AI-generated content in an assessment may show lack of original work and grading will reflect that. At the grader's discretion, assignments composed substantially of AI-generated content will be awarded little or no academic credit.

For more information regarding the Crestpoint Plagiarism Policy, penalties and due process rights where plagiarism is alleged, please see the Crestpoint Plagiarism Policy at <https://www.crestpoint.edu/pdf/PlagiarismPolicy.pdf>.

Grade Challenges and Reviews

If any student has a question, concern or dispute regarding assignment or exam grades, the student should first contact the course grader. Contact information for the course grader appears in the course syllabus. Since the course grader graded the paper, he or she is in the best initial position to determine and explain why a grade was given and whether it should be changed. Instructors will not review a disputed paper or grade unless the student has first made a reasonable attempt to settle the issue with the course grader.

If a student has made a reasonable attempt to settle the issue with the course grader but has been unable to get a satisfactory resolution or explanation, a student may appeal to the course instructor (if that person is different from the course grader) and/or to the Dean.

If a student wishes to bring a grade dispute to the course instructor and/or education director, the student should include in such communication:

- The name of the relevant course and exam or assignment number
- A copy and paste of the applicable question, the student's answer, any relevant instructor feedback, and the grade that the student received.
- A statement explaining, in as much detail as possible, why the grade assigned should be changed. Please note that comparisons to sample answers on assignments are not sufficient grounds on which to appeal assignment grades of 3 or better. This is because the sample answers are meant to be examples of good answers, not model or perfect answers.

The education director or instructor reviewing an assigned grade will review such under the abuse of discretion standard. This means that a grader's determination will be overturned only if the grader is found to have made a plain error or abused his or her discretion in assigning a grade. In matters of grade appeals, the decision of the education director is final.

Blanket requests that the Dean review or re-grade an entire exam on the grounds that the student believes that the exam was graded too harshly will be denied. Grade reviews require specific arguments to be presented in their support to be considered.

Academic Probation

Crestpoint University (Crestpoint) uses an 8-week course length format for undergraduate courses and a 12-week course length for graduate courses. During each course period, a student may take up to three courses totaling 9 credit hours.

A student who has trouble with his or her coursework is encouraged to communicate with his or her faculty advisor and/or academic advisor.

If a student's grade point average falls below 2.0 (or under 3.0 for graduate students) and remains there for two consecutive course periods, the student shall be placed on academic probation unless unique circumstances warrant an exception from the Dean. Students shall be notified by email if they are placed on academic probation.

A student who is on probation and raises his or her GPA to 2.0 or higher is removed from academic probation. If, while on academic probation, the student's over-all grade point average remains below 2.0 for two additional consecutive course periods, the student may be dismissed from Crestpoint for poor academic performance. In

such an event, VA students receiving GI Bill® benefits will have their benefits interrupted. If the student has shown substantial improvement in his or her work or if the student has shown that his or her poor work was a product of an event or circumstance that is likely to end, the Dean may, at his or her discretion, allow the student to remain in the school even after the passage of two additional consecutive course periods. However, the Dean cannot reinstate VA Benefits or Title IV financial aid benefits on his or her own accord. Students who are dismissed from Crestpoint may apply for readmission under the Crestpoint readmission policy, below. A student's status while on academic probation is not affected in any way except for the provisions stated in this policy.

Students that are receiving financial aid are subject to specifically timed, mandated progress checks. The timing and outcome of these evaluations may differ from the timing allowed for general academic probation. Please see the Crestpoint Satisfactory Academic Progress policy for additional details.

Dismissal

Dismissal due to inappropriate conduct – in general

Students are expected to adhere to a standard of behavior that is appropriate and conducive to the furtherance of the academic standards and professional goals that Crestpoint University (Crestpoint) has established for its programs. Prohibited conduct is set forth in the Crestpoint Code of Conduct that appears below.

Crestpoint administration may, at its discretion, dismiss a student due to behavior that violates the Crestpoint Code of Conduct.

Inappropriate Conduct – Cheating on Exams or Assignments

No student may wrongfully benefit from information provided by another individual when taking an examination. Students who are caught cheating on examinations may be dismissed from the College or subjected to a disciplinary measure to be determined by Crestpoint. While collaboration and discussion of assignments and assignment research among students is allowed, no student shall pass off the work of another as his or her own. Submitting the work of another person as one's own on an assignment is considered cheating and will subject the student to discipline up to and including expulsion from the college.

No student shall be dismissed for cheating without:

1. A written (including emailed) confession from the student, or
2. A finding of fact by the school Dean that the student is guilty of cheating based on clear and convincing evidence that the student cheated on an exam or assignment.

Any student accused of cheating shall have the opportunity to be heard (which may be satisfied by an exchange of emails) before an adjudication is made as to his or her guilt. A student dismissed for cheating may appeal. If the student does appeal, the student may present argument and/or evidence in writing (such as by email) in his or her defense. A committee comprising at least three full time Crestpoint faculty shall be appointed by the Dean and convened to decide any student appeal of dismissal for cheating. A decision shall be rendered by such committee by majority vote.

Dismissal due to poor academic performance

A student may be dismissed for poor academic performance in accordance with Crestpoint's academic probation policy, above. Additionally, a student in any Crestpoint program may be dismissed if they receive a failing grade in their first course.

Dismissal due to poor academic performance for chronic incompletes

A student who receives grades of “Incomplete” for all courses taken in two consecutive or overlapping course periods (i.e., two course periods which have start and end dates that are at least three weeks apart) may be dismissed from Crestpoint due to poor academic performance unless Crestpoint determines that there is sufficient cause to allow the student to remain in the school. Sufficient cause in this case means a truly unique circumstance that could not have been anticipated by the student before enrollment at Crestpoint. Crestpoint students are reminded that they may be able to take a leave of absence if they see that they will be unable to complete coursework in advance of the course.

A student who has been dismissed from Crestpoint University may apply for readmission under the college’s re-admission policy (below).

Re-admission

A student who has been dismissed from Crestpoint University may apply for readmission under one of the following circumstances:

1. 12 months have passed since the time of the student’s dismissal. If the student was dismissed due to inappropriate conduct or cheating, Crestpoint may also require a phone interview and/or additional steps to determine whether the student will be allowed readmission. Readmission under this paragraph is under Crestpoint’s sole and absolute discretion.
2. 6 months have passed from the time of the student’s dismissal, and the Dean recommends readmitting the student following a telephone interview. Readmission under this paragraph is under Crestpoint’s sole and absolute discretion.
3. The student has submitted two writing assignments provided by Crestpoint based on previous courses that the student has taken, which have been graded by the Dean or Assistant Education Director and have been found to merit a grade of “B” or higher. This option is only available to students who have been dismissed for chronic incomplete or poor academic performance. The student must then show satisfactory progress in his or her next courses and raise his or her GPA to 2.0 within a reasonable period or the student may be dismissed again.
4. The student has completed a remedial course at Crestpoint or another school, which, in the opinion of the Dean, will enable the student to return to Crestpoint and remain in good academic standing. This option is only available to students who have been dismissed for chronic incompletes or poor academic performance. The student must then show satisfactory progress in his or her next courses and raise his or her GPA to 2.0 within a reasonable period or the student may be dismissed again.
5. Students dismissed for non-payment or for any reason that results in a balance at Crestpoint may be required to resolve the balance or make payment arrangements prior to readmission.

Readmission under any of the above paragraphs is subject to the absolute discretion of Crestpoint.

Leave of Absence

Who Needs a Leave of Absence

A student who plans to skip enough sessions to make him or her unable to complete his or her academic program in the maximum allowed time, or a student who is receiving financial aid who wishes to go through a period

without taking any courses while not having his or her financial aid eligibility terminated, must request a leave of absence.

How to Request a Leave of Absence

If a student wishes to take a break from his or her studies at Crestpoint for any reason, the student should request a leave of absence by submission of a "Leave of Absence Request Form." The form can be downloaded from the student website or requested from the student services office. A properly completed form shall state the reason for the requested leave of absence, the anticipated date of return to Crestpoint, and why the student believes he or she will be able to return to school by the return date. The decision to grant a leave of absence is at Crestpoint's discretion. Crestpoint may request supporting documentation if it deems such a request advisable to ensure that the student is likely to return to Crestpoint at the conclusion of the leave of absence. An application for a leave of absence may be denied if the student's academic records indicate that the student is unlikely to succeed at Crestpoint upon return, if a student has not yet passed any courses, or if the student may soon to be dismissed for poor academic performance. Additionally, if the student has a medical or other personal situation that does not seem reasonable to believe that the issue will be resolved by the end of the leave of absence, it may be denied.

A leave of absence may not be granted while a student is enrolled in any courses. A student who applies for a leave of absence while enrolled in one or more courses must complete or withdraw from all ongoing courses before a leave of absence can be granted. Any course that a student withdraws from is treated in accordance with Crestpoint's course withdrawal policy. The Crestpoint student services office will be happy to discuss the student's leave of absence options and ramifications upon request.

Effect of a Leave of Absence

A leave of absence, if granted, is valid only for the period for which it is granted. The amount of time allowed for a leave of absence is at the sole discretion of Crestpoint in conjunction with any regulatory policies to which Crestpoint must adhere.

During the time that a student is on leave of absence, the student's Crestpoint account will be inactive, and he or she will not be able to submit assignments or take exams.

Return from Leave of Absence

A student on leave of absence must return to the school at the time that the leave of absence ends. If the student does not complete an academic interaction with the school during the week he or she was supposed to return, or another date as determined by Crestpoint, the student will be considered to have withdrawn from the school. The withdrawal will be effective as of the date the student was scheduled to return from the leave of absence and failed to do so.

If the student failed to complete a course before going on a leave of absence and consequently received a low or failing grade for that course, the Dean or program director may, at his or her sole discretion, allow the student to complete the course after returning from leave of absence.

Policy for Non-Payment of Courses

Students commit to paying the tuition as agreed to on their enrollment agreement and/or payment plan in order to attend classes at Crestpoint and receive associated services. Students who fail to remit a payment will be contacted by the Bursar's office to make payment arrangements. Multiple missed payments may result in the student's withdrawal from his or her program or mandatory schedule changes or leave of absence.

Code of Conduct

A. Overview

1. Actions under the Crestpoint University (hereinafter, "Crestpoint") "Student Code of Conduct" are administrative and not criminal in nature. Therefore, a student can be found responsible under the Student Code of Conduct even if the underlying conduct would not also constitute a criminal offense.
2. For the purposes of interpreting words and phrases not otherwise defined in the Student Code of Conduct, everyday and common usages and understanding shall apply, and external sources may be consulted for guidance.

B. Philosophy

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the college community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the Crestpoint community.
3. Students who violate these standards will be subject to disciplinary sanctions to promote their own personal development, to protect the Crestpoint community, and to maintain order and stability in the college.

C. Scope

1. The adoption of the Student Code of Conduct does not prohibit the college from adopting or maintaining additional rules to govern the conduct of students such as those outlined in the syllabus in a class. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other directives and rules.
2. The Student Code of Conduct applies to individual students of Crestpoint and all its divisions and subsidiary schools.

D. Prohibited Conduct

The following behaviors are prohibited:

1. All forms of student academic dishonesty, including but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism. This also includes assisting or enabling other students in the commission of any form of academic dishonesty. By way of illustration but not limitation, the sharing of completed assignments with students who have not yet submitted those assignments or posting them to the internet where they can be accessed by students who have not yet submitted those assignments is enabling cheating and is prohibited. Circumventing or attempting to circumvent Crestpoint's exam proctoring system is also specifically referenced as an instance of dishonest and prohibited conduct.
2. Endangering, threatening, or causing physical harm to any member of the Crestpoint community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or any other Crestpoint rules.
4. Violation of, or attempt to violate, other rules that may be adopted by Crestpoint.

5. Impersonation of another, using another person's identity, or furnishing materially false information, including use of false identification.
6. Failure to comply with the directions of Crestpoint officials or agents acting in the good faith performance of their duties.
7. Forgery, falsification, fabrication, unauthorized alteration, or misuse of Crestpoint documents, records, or identification, including, but not limited to, electronic software and records.
8. Unauthorized access to, disclosure of, or use of any college document, record, or identification, including but not limited to, electronic software, data, and records.
9. Interfering with or disrupting college or Crestpoint-sponsored activities, including but not limited to online classroom related activities, online studying, online teaching, online research, intellectual or creative endeavors, administration, service or the provision of communication or computing services.
10. Misrepresenting oneself or an organization as an agent of Crestpoint.
11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment, or services belonging to Crestpoint or belonging to another person or entity.
12. Engaging in repeated or significant unwanted behavior toward another individual, whether in person, by phone, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
13. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or Crestpoint policy.
14. Interfering with any college disciplinary process, including but not limited to tampering with physical or electronic evidence or inducing a witness to provide false information or to withhold information.
15. Harassing or behaving in an excessively unpleasant manner towards another student or any Crestpoint staff member or continuing to behave in such manner after being asked to desist from doing so.
16. Engaging in any conduct that interferes with the education or educational delivery for any other student.
17. Intentionally making false and defamatory statements about any other Crestpoint student, any Crestpoint staff member, or the college in any forum.

E. Sanctions

Crestpoint, through any of its designated officials, may impose one or more of the following sanctions for any violation of the student:

1. Expulsion: Permanent separation of the student from Crestpoint.
2. Suspension: Temporary separation of the student from Crestpoint for a specified period, or until specific conditions, if imposed, have been met.
3. Degree Revocation: Crestpoint may revoke a degree, certificate or other academic recognition previously awarded by Crestpoint to a student.
4. Probation: Removal of the student from good disciplinary standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other college rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.

5. **Warning:** A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
6. **Administrative Hold:** A status documented in the registrar's official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean in accordance with college rules.
7. **Restricted Access to College websites:** A student's access to Crestpoint websites, including but not limited to research, communication, and computing resources, may be restricted for a specified period or until certain conditions are met.
8. **Interim Action:** Crestpoint may impose restrictions on a student or suspend a student for an interim period prior to resolution of the disciplinary proceeding.

F. Determining What Sanctions to Impose

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the college or to any victims, or any other factors deemed appropriate under the circumstances.
2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

G. Enforcement

1. Student sanctions shall be enforced through use of disciplinary procedures adopted by the college.

Grievance Procedure

Crestpoint encourages students to contact staff and faculty directly with questions or concerns. A student with a grievance should attempt to resolve it directly with Crestpoint and the appropriate staff member(s). Students are encouraged to use the Crestpoint internal grievance procedure, outlined below. A student who has a complaint that cannot be worked out with his or her instructor, mentor, or the applicable Crestpoint staff or faculty member, should contact the following Crestpoint Supervisory Staff Members:

- Amy Dubitsky, Crestpoint Director of Compliance (amy@crestpoint.edu or 800-371-6105 x 122), for administrative matters, including those involving admissions, enrollment, course enrollment, or financial aid
- Stephen Haas, Crestpoint Chief Academic Officer (shaas@crestpoint.edu or 800-371-6105 x 104), for academic matters

Crestpoint Staff Members will review all forwarded student issues and provide concrete response to the student within fifteen (15) business days. If the student grievance is not resolved after the above steps, the student may appeal via a formal written grievance letter. Formal grievances should be filed in a timely manner. The student must clearly state the nature of the grievance, attach copies of any supporting materials (e.g., enrollment agreement, transcript, e-mails, etc.), evidence of prior attempted resolution, and the specific relief sought. The student should retain original copies of supporting materials. The formal grievance must be dated and signed by the student filing the grievance. Grievance letters should be mailed by certified mail, return receipt requested, to:

Director of Student Services
Crestpoint University
717 E. Maryland Ave, Suite 115
Phoenix, AZ 85014

Within three business days of receipt of the letter, the student services director will forward a copy to the school president. The school president and student services director or education director will discuss the allegations within three business days of the president's receipt of the letter. The matter will be referred to a panel of three members drawn from Crestpoint's faculty and management. If the complaint concerns a Crestpoint staff or faculty member, the Crestpoint member will be granted five (5) business days to provide a response. The panel will, by majority vote, decide to what remedy, if any, the student is entitled. The student services director will mail a response to all formal grievance letters to the student within thirty (30) business days of receipt of the formal written grievance. Only the school President shall have the authority to override the determination of this panel.

If the complaint cannot be resolved through the Crestpoint grievance procedure, the student may file a complaint with the Distance Education Accrediting Commission or the Arizona State Board for Private Postsecondary Education.

Distance Education Accrediting Commission

1101 17th Street NW,

Suite 808 Washington, DC 20036

Telephone Number: (202) 234-5100

Website address: <https://www.deac.org>

Arizona State Board for Private Postsecondary Education

1740 West Adams, Suite 3008 Phoenix, AZ 85007

Telephone Number: (602) 542-5709

Website address: <https://ppse.az.gov/>

SARA Complaint Process

The Arizona SARA Council has jurisdiction over Arizona SARA approved institutions, including Crestpoint, in relation to non-instructional complaints by distance education students residing outside Arizona. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, the student/complainant must complete Crestpoint's complaint process, as listed above, and the Arizona State Board for Private Post Secondary Education's complaint process at <https://ppse.az.gov/document-category/complaints>. Non-instructional complaints may be submitted [here](#). Students also have the right to contact state authorization or accrediting agency contacts for specific issues. For information on who to contact in your state, please see <https://nationalparalegal.edu/RegisteringComplaint.aspx>.

Financial Aid

Crestpoint University participates in the Title IV Federal Financial Aid Program. Degree program students who qualify may receive Federal Pell Grants, Direct Subsidized, Unsubsidized and/or Parent Plus Loans, to cover tuition and related expenses.

All students applying for Financial Aid must complete the FAFSA (Free Application for Federal Student Aid), with the Crestpoint school OPEID code 041574.

Interested students should also visit the financial aid section on our website, <https://www.crestpoint.edu/FinancialAid>, for additional information and financial aid requirements.

For additional assistance please contact the financial aid department at 800-371-6105 or e-mail aid@crestpoint.edu.

Financial Aid Disclosures

Crestpoint financial aid disclosures appear in the Consumer Guide, which can be accessed from the “Financial Aid” page of the public Crestpoint site (<https://www.crestpoint.edu/FinancialAid>) or through this direct link: <https://www.nationalparalegal.edu/ConsumerGuide.pdf>

Non-Discrimination

Crestpoint is committed to equal opportunity in its education and admission policies. It is our desire to provide equal opportunity to all. Crestpoint does not discriminate or differentiate based on race, color, creed, age, gender, national origin, religion, sexual orientation, or disability. Amy Dubitsky is designated under 34 C.F.R. 104.7(a).

The United States Department of Education’s Title IX regulations require institutions that receive federal financial aid under Title IV must not discriminate based on sex in the education programs or activities it operates. Crestpoint aligns our policies with the principles on which these regulations are based. Questions or complaints regarding Title IX issues should be directed to Crestpoint’s Title IX coordinator, Ayala Wohlgernter. Ayala can be reached via: Email: ayala@crestpoint.edu; Phone: 800-371-6105, ext. 106; Fax: 866-347-2744; Mail: 717 East Maryland Ave, Suite 115; Phoenix, AZ 85014.

Disability Accommodation

It is the policy of Crestpoint University (Crestpoint) to comply with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Pursuant to these laws, no qualified individual with a disability, or those regarded as having a disability, shall unlawfully be denied admission or access to Crestpoint.

Crestpoint will make admission decisions using criteria which do not consider an individual’s disability, but rather, the student’s individual qualifications to meet the essential elements of the selected program, assuming incorporation or use of the proper academic adjustment and/or auxiliary aids, if necessary. Students with disabilities desiring to enroll in any program must be able to meet the minimal standards of the program to which admission is sought. Crestpoint does not discriminate against an individual based on his or her disability. Crestpoint will provide the required accommodation to a student with a documented disability to afford the student an equal opportunity to participate in its programs, activities, and facilities.

Students with disabilities are responsible for requesting any needed accommodation. Crestpoint will provide reasonable accommodation for students who have met the eligibility and verification requirements. However,

Crestpoint must have time to review and approve the request before making accommodations. Therefore, students are encouraged to contact Crestpoint as soon as possible after they have submitted their Enrollment Agreement. More information can be found in the Crestpoint Disability Accommodations Policy Manual, which is available upon request.

If you are a student seeking an accommodation for a disability, please complete the Disability Accommodation request form (<https://www.crestpoint.edu/pdf/DisabilityForm.pdf>) and submit it along with the required documentation to amy@crestpoint.edu or shaas@crestpoint.edu.

Crestpoint maintains confidentiality regarding a student's disability. Any information collected is utilized strictly for the benefit of the student. Disability-related information is maintained separately from the student's academic record. Crestpoint applicants/students are not required to report disabilities; this is strictly voluntary.

A full copy of the Crestpoint Policy on Disability Accommodation is available upon request.

Privacy

The Federal Family Educational Rights And Privacy Act of 1974 (Public Law 93-380) gives each student the right to know the following: what type of student records are maintained; who has access to these records and for what purpose; what are the procedures to access and review one's own records; how to amend any record which is inaccurate or misleading; and the cost of reproducing copies of records from one's own file.

At Crestpoint, your academic records, including your course grades and assignment and exam results, are maintained indefinitely. The assignments and exams themselves may be maintained in our database and available to active students and alumni, but Crestpoint makes no guarantee as to their maintenance or the student's ability to retrieve them. Students wishing to save their own assignments or exams are strongly encouraged to save them on their own computers and to please not rely on the Crestpoint servers to maintain original copies of their assignment and exam submissions.

Crestpoint staff (including student mentors) and Crestpoint faculty have access to your academic records for any school-related purpose. Any student may access his or her academic records at any time by logging in to his or her Crestpoint student account. Students who were once enrolled but are now de-activated will still maintain access to their own academic records (i.e., courses taken and course grades) and their tuition and payment ledger. If you notice anything about your records that you believe is inaccurate or misleading, please contact Amy Dubitsky at amy@crestpoint.edu or 800-371-6105 x 122 with as much detail and specificity as possible and we will investigate the matter as expeditiously as possible.

Students may access and print their own academic records through Crestpoint's website at no cost. You may also ask to be emailed an unofficial copy of your transcript at no cost.

A student also has the right to control the distribution of information to others with the following exceptions: faculty and administrative staff of the school, local, state, and federal regulatory authorities, accrediting agencies, parent of dependent student, and release of information pertaining to health emergencies.

A student who has questions or concerns regarding compliance with the Privacy Act is encouraged to contact the president of the school at (800) 371- 6105. Crestpoint reserves the right to release certain directory information. Former students of Crestpoint can limit the release of directory information by notifying the office of student services in writing. Students are eligible under the act to file a complaint with the address below if they believe that the institution did not comply with the requirements of the Act:

U.S. Department of Education Family Policy and Regulations Office

Federal Office Building, Number 6

400 Maryland Avenue, S.W.

Washington, D.C. 20202

Crestpoint University maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976.) FERPA defines requirements designed to protect students' privacy concerning their educational records. The disclosure includes students' rights and the procedure to review their records and correct inaccuracies. In most cases, student records will not be released to a third party without written authorization from the student, a lawfully issued subpoena or by judicial order.

Educational records pertain to all records an institution maintains about a student. A student who has questions or concerns regarding compliance with the Privacy Act is encouraged to contact the president of the school at (800) 371-6105 x 101. Crestpoint reserves the right to release certain directory information. Former students of Crestpoint can limit the release of directory information by notifying the student services director in writing.

Graduation Requirements

To graduate from a Crestpoint program, a student must complete the program requirements, which can be found earlier in this catalog.

All undergraduate programs require a grade point average of 2.0 or better to graduate, while graduate programs require a grade point average of 3.0 or better to graduate. A student who finishes his or her course of study with a grade point average of less than 2.0, or 3.0 for graduate students, may request extra credit assignments and/or re-take classes to raise his or her grade point average to the level necessary to qualify for graduation. The Dean has final discretion to assign students to an academic plan and/or allow students to submit or re-submit prior assessments.

Student Access to Academic Records

Assignments and exams, along with their grades and feedback, remain in our system even after they have been "returned" to the student. Progress reports for each course for each student also remain in our system. The progress reports include the date on which each weekly interaction was fulfilled and the dates on which all assignments and exams were submitted. The progress reports also include grades given on each assignment and exam as well as grades issued for the course. Crestpoint does not guarantee perpetual access to the student's assignments and exams in Crestpoint's system.

Students always have access to a list of their courses and course grades on their "my courses" screen. Please see the section below regarding Transcript Requests for more information on requesting an official transcript

All active students and alumni have access to their course records, including their grades for all assignments and exams, progress reports, etc., 24/7/365. We recommend that all students download their assignments as completed, as we cannot guarantee perpetual access to assignments. Inactive students maintain access to their ledgers and to their course schedule and grades, 24/7/365. They cannot, however, access their individual assignments and exams in the Crestpoint system.

Student Services

Students may change their contact information and other information in the Crestpoint system by clicking “Edit your personal profile” on the Crestpoint student menu. New students are encouraged to watch the Crestpoint orientation video at <https://www.nationalparalegal.edu/virtual-tour/default.html>. New students are also encouraged to schedule a personal tour of the Crestpoint website, as prompted when they are first accepted to Crestpoint. If students have any questions regarding their enrollment, obtaining a student ID card, scheduling courses, or any other matter, they are encouraged to contact the Crestpoint student services office at 800-371-6105 x 0.

Transcript Requests

Students and alumni in good standing can receive an official transcript, or have an official transcript sent to an educational institution or employer by submitting a transcript request through the Parchment transcript service. A link is available on each student’s “My Courses” page or students can visit www.parchment.com to place a transcript request. A nominal \$5 fee (subject to change) is charged for the generation of digital transcripts. Crestpoint/ Parchment may request information to verify the identity of the person requesting the transcript. If a student or former student has not complied with an administrative request, has an outstanding balance, or has been delinquent in their scheduled payments, Crestpoint may deny the request for issuance of an official transcript. As a transcript is a complete record of a student’s courses and grades while attending Crestpoint, we cannot issue a partial transcript. A student with a delinquent account may request an unofficial transcript and should contact the bursar’s office to discuss a payment arrangement. Please note that the extent to which a school accepts transfer credits is always at the discretion of the receiving institution.

Crestpoint Administration and Control

National Paralegal College, Inc. doing business as Crestpoint University, is a corporation organized and managed by the board of trustees existing under the law of the State of Arizona.

Board of Trustees

Bernard Weinreb (Chair)
Douglas Magid (Vice Chair)
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Administration

Avi Katz, President, CEO,
Mark Geller, Vice President, Dean Emeritus,
Stephen Haas, Chief Academic Officer
David Cohen, Chief Technology Officer

Advisory Council

An advisory council is maintained for each subject matter taught by the university. Represented on the council are industry professionals and academics in fields related to the applicable programs.

Academic Calendar

The Crestpoint Academic Calendar and course schedule can be accessed on the Crestpoint website. The undergraduate calendar can be accessed here: <https://www.crestpoint.edu/ScheduleUndergraduate>.

For all purposes of this catalog, fulfilling a prerequisite requirement means having been enrolled in a course regardless of grade earned or passing status. A prerequisite requirement may be waived at the discretion of a Crestpoint staff member. Students who wish to take more than one course in a single module may do so if they have a proven academic record. If a student fails any course during this module, they may not double courses in a module in the future without approval from a dean or director. Once a student has proven they can be successful with two courses in a single module, they can continue to do so. Scheduling courses in this manner may affect a student's financial aid and students should consult with the financial aid department before requesting this type of schedule change.

Students with course schedules not conducive to their academic progress in the judgement of university administration may be required to adjust their course schedules as necessary and appropriate.

Hours of Operation

Crestpoint's hours of operation at Crestpoint are 8:00 AM–5:00 PM, Monday through Thursday, and from 8:00 AM–2:30 PM on Friday, Mountain Standard Time. Crestpoint adjunct faculty are available by email. Emails for faculty members assigned to a given course appear on the course syllabus.

Rules and Regulations

1. Students are expected to adhere to a standard of behavior that is appropriate and conducive to the furtherance of the academic standards and professional goals Crestpoint has established for its programs and are expected to comply with the Crestpoint Student Code of Conduct, set forth above.
2. Crestpoint's administration at its discretion may, without cause and/or prior notice to the student, deny a student access to live classrooms and/or chatrooms, due to exhibited behavior or statements it deems inappropriate.
3. Crestpoint's administration at its discretion may deny a student a certificate or degree due to behavior it deems inappropriate.
4. Students who are in default on their tuition payments may be denied access to their program until payments are made current.
5. All materials and policies within this Catalog are subject to change at any time. Please visit our website for the most recent materials and policies offered by the school. This Catalog is for informational purposes only and does not constitute an offer.

Use of Materials

The student acknowledges that all study materials provided are created by Crestpoint and are subject to copyright laws and protections. The student agrees to refrain from copying, using, or otherwise distributing Crestpoint material(s) for any purpose other than the student's personal education. Students may not distribute materials prepared or provided by Crestpoint to third persons without the prior written consent of Crestpoint. Sharing materials without permission may delay the student's receiving of their degree and diploma or result in the withdrawal from Crestpoint.

Professional Ethics and Integrity

All information provided by the student to Crestpoint must be accurate and as complete as possible. A student may not permit another individual to use his/her password. The student agrees that all exams, quizzes, and written assignments submitted by the student will be in accordance with the terms and conditions promulgated by Crestpoint. No student may benefit from information provided by another individual while taking an exam.

Course Descriptions

PLG-101 Torts and Personal Injury

3 semester credit hours

Prerequisites: None

Tort law is one of the most important bodies of U.S. law, because it governs basic everyday human interaction. Tort law is one of the most important fields of paralegal employment as well. This course will provide our students with a general understanding of the laws dealing with civil wrongs and the remedies for those wrongs, including intentional torts, negligence, liability of principals for the actions of their agents, strict liability, products liability, nuisance, defamation, invasion of privacy, and various factors that affect the right of a plaintiff to sue a defendant. The course will also focus attention on the nature of personal injury litigation, its documentation, and practices, assessing and evaluating claims of damages, losses, and the formalities of adjudication and/or settlement. Because tort law arises from, and is so deeply rooted in, everyday life, it is one of the most interesting, as well as relevant, areas of law that you will study.

PLG-102 Contracts

3 semester credit hours

Prerequisites: None

Contract law is very significant because it governs the commitments that individuals and other legal entities, i.e., corporations, etc., make to one another. This course will provide the student with a comprehensive understanding of the common law of contracts, from the formation of a contract through its termination, including various ways in which parties can enter into a contract. Also explored are the concepts of consideration, offer and acceptance, illusory contracts, oral contracts, the Statute of Frauds, accord and satisfaction, enforcement, damages for breach of contract, and defenses available to a party that reneges on a contract. Additionally, this course will familiarize the student with the Uniform Commercial Code and the laws governing the sale of goods.

PLG-108 Legal Research, Writing and Civil Litigation

3 semester credit hours

Prerequisites: None

This course may very well be the most important course a paralegal student can take, simply because it is in litigation that attorneys rely most heavily on their paralegals. This course will provide students with a comprehensive understanding of the major aspects of civil litigation, from both the plaintiff's and defendant's perspectives. The course will focus on a variety of subjects aimed at teaching the student how to manage a case from beginning to end. The subjects covered in the course will include determining jurisdiction and venue; initiating and commencing a lawsuit; client counseling; investigation techniques and the discovery process; the drafting of summonses and complaints, motions, briefs, and pleadings; settlement techniques; the trial itself; pre- and post-trial activities and the appeals process.

This course will also offer an intensive but simplified introduction to U.S. legal systems and methodologies, basic principles of stare decisis and precedent, the nature of legal education, and sources of law. Topics include: The judicial structure, including both federal and state; statutes, regulations, common law and constitutional law; synthesizing sources of law; the judicial process and the doctrine of *stare decisis*; overruling precedent, holding, rationale, and dictum.

PLG-109 Professional Responsibility and Legal Ethics

3 semester credit hours

Prerequisites: None

Anyone who works in the legal profession, whether an attorney or a paralegal, must have a fundamental understanding of the professional codes of conduct and laws dealing with the ethical obligations of members of the legal profession. This course covers the basic principles governing the ethical practice of law for both lawyers

and paralegals. In addition, it provides students with the necessary tools for identifying and resolving ethical problems and gives practical tips to implement in everyday practice. The areas that will be covered in this course include the regulation of attorney and paralegal conduct, confidentiality, the unauthorized practice of law, conflicts of interest, the handling of client funds, advertising, billing, fee splitting, disciplinary procedures, and malpractice. Although this course will provide students with an understanding of the universal concepts of professional responsibility, each jurisdiction has its own minor variations on these concepts. Therefore, students are also encouraged to explore their local rules of professional conduct.

PLG-103 Criminal Law

3 semester credit hours

Prerequisites: None

This course is designed to introduce our students to the basic concepts of criminal law. The course will outline the definitions and elements of common law crimes against persons, crimes against property, and the various legal defenses available to criminal defendants. In addition, certain topics in criminal procedure will be covered to highlight the constitutional safeguards and procedures involved from arrest through trial.

PLG-104 Real Property

3 semester credit hours

Prerequisites: None

Real estate is a field of law where paralegals are of the utmost importance to their employers. This course will provide our students with a fundamental understanding of the concepts and working terminology of real property law. The course reviews disclosure obligations and regulations affecting brokers, salespeople, and owners. The course provides an introduction to buying, selling, leasing and investing in real estate; a brief look at the general laws of land ownership and transactions, including rights and interests in land, forms of ownership and methods of title transfer; title examinations and insurance; parties to a real estate transaction; the sales agreement and contract; real estate finance including appraisals and mortgages; the owner-broker relationship; deeds and indentures; real property descriptions; the closing and settlement process; and post-settlement activities. This course will further acquaint our students with the process of a real estate transaction and the documentation involved.

PLG-105 Business Law and Bankruptcy

3 semester credit hours

Prerequisites: None

This course is designed to provide our students with a basic understanding of the principles of the most significant laws pertaining to business organizations.

The business organization law component of the course will deal with the individual characteristics of various business organizations, including publicly held and closely held corporations, general partnerships, sole proprietorships, limited liability partnerships and limited liability corporations. These various forms of business will be compared to determine the advantages and disadvantages of creating and maintaining each form. Students will become familiar with the laws governing the creation and operation of these various business entities, their dissolutions and liquidations, and their relationships to various categories of creditors and shareholders.

The bankruptcy component of the course will acquaint our students with an understanding of the three most common forms of bankruptcy under Chapters 7, 11 and 13 of the United States Bankruptcy Code. Although bankruptcy law is primarily relevant to businesses, we will explore the entire spectrum of bankruptcy law, including individual bankruptcies under Chapters 7 and 13, in addition to an overview of the complexities of business bankruptcies under Chapters 7 and 11 of the Bankruptcy Code. Certain practical matters to be covered will include the filing of bankruptcy petitions, motion practice in bankruptcy, the role, and powers of the

bankruptcy trustee, discharge ability of debts, reorganization of businesses, and the analysis and preparations of statements and schedules.

PLG-106 Wills, Trusts, and Estates

3 semester credit hours

Prerequisites: None

This course will familiarize our students with a practical understanding of the laws of estate planning. Students will learn how the federal estate tax system works and what to consider when estate planning. Topics include federal estate and gift taxation; various estate planning techniques; proper use of trusts; life insurance as an estate planning tool; gifts; charitable transfers; intra-family business and property transfers; and planning for incapacity. Students will learn the appropriate procedures relevant to drafting and interpreting will and trust documents and will become familiar with the initial planning and preparation necessary for a comprehensive estate plan. Also discussed are techniques for drafting estate planning documents, estate administration, probate practice, the closing of an estate, relevant gift tax laws, and the role of the probate courts in estate planning. Additionally, basic inheritance issues are explored.

PLG-107 Domestic Relations

3 semester credit hours

Prerequisites: None

This course surveys various issues pertaining to family law, including marital relationships, divorce, alimony, and other forms of support that can result from divorces, equitable distribution of property, and child custody. We will also focus on recent decisions and legislation that have had a profound impact on relatively modern issues and trends, such as legitimacy and status, “palimony,” the rights of unmarried parents, “surrogate” parents, and no-fault divorce.

PLG-110 Constitutional Law and Criminal Procedure

3 semester credit hours

Prerequisites: None

Although concepts in constitutional law do not often manifest themselves in the everyday practice of law, a basic understanding of the foundation on which our entire legal system is built is vital to a student’s legal education. This course will provide our students with a general understanding of the major issues in constitutional law, including the separation of powers between the executive, legislative and judicial branches of the federal government; federalism and states’ rights; the concept of interstate commerce; freedom of speech (the First Amendment); substantive and procedural due process; the Equal Protection Clause; and various areas of discrimination. Perhaps the portions of the Constitution most relevant to the everyday practice of law are those sections of the Bill of Rights which deal with criminal procedure and litigation. Therefore, this course will especially focus on the rights of a criminal defendant. The areas to be highlighted will include: the Fourth Amendment’s protection against unreasonable searches and seizures by the police; the Fifth and Fourteenth Amendments’ guarantees of “due process” for an alleged criminal; the Sixth Amendment’s guarantee of the right to counsel along with the landmark case of *Miranda v. Arizona*; and the Eighth Amendment’s prohibition of cruel and unusual punishment.

PLG-111 Alternative Dispute Resolution

3 semester credit hours

Prerequisites: None

There exists a common misconception that lawyers and legal assistants do most of their work in court. More and more often, attorneys and their clients are seeking ways to reconcile differences without spending the time and money involved in a lawsuit. This course will provide students with a working knowledge of the basic theories underlying negotiation, arbitration, and mediation. Students will learn the important distinguishing characteristics of each of these “alternative” approaches to resolving disputes and will also learn how to address the ethical and

legal issues which may arise in pursuit of these remedies. In addition to covering current theory on these topics, much of the course will be dedicated to hypothetical scenarios and court cases concerning arbitration. Another portion will center on contracts involved in mediation. Thus, students will complete this class familiar with the general workings of these processes both from a theoretical perspective and from a practical perspective.

PLG-112 Patents, Trademarks, and Copyrights

3 semester credit hours

Prerequisites: None

Intellectual property ("IP") allows people to own their creativity and innovation in the same way that they can own physical property. The owner of IP can control and be rewarded for its use, and this encourages further innovation and creativity.

The ever-increasing level of piracy and counterfeiting costs U.S. businesses substantial revenue annually. Therefore, a business must be as vigilant in protecting its intangible assets as it would be in protecting its tangible property. Intellectual property law is a means to combat the widespread theft of a company's most important assets.

Often it is not possible to protect IP and gain IP rights (or IPRs) unless they have been applied for and granted, but some IP protection, such as copyright, arises automatically, without any registration, as soon as there is a record in some form of what has been created. This course is designed to provide our students with a basic understanding of the various types of intellectual property, namely:

- Patent—a grant made by a government that confers upon the creator of an invention the sole right to make, use, and sell that invention for a set period.
- Trademark—a mark that is used by a manufacturer or merchant to identify the origin or ownership of goods and to distinguish them from others.
- Copyright—a person's exclusive right to reproduce, publish, or sell his or her original work of authorship (as a literary, musical, dramatic, artistic, or architectural work).

Specifically, this course covers the basic requirements for protecting each type of intangible property, highlights the sources of authority that govern intellectual property law, explains what types of rights are available, introduces what constitutes infringement, discusses the defenses available for infringement and lists the types of remedies used to compensate an owner for infringement. Given the production and export from foreign countries of products that violate U.S. patents, trademarks and copyrights, there will also be a comparison of protection methods available abroad.

PLG-203- Environmental Law

3 semester credit hours

Prerequisites: None

This course introduces the student to the study of environmental law, with emphasis on the role of the paralegal in this field. It surveys major environmental acts in the United States, such as the Clean Air Act, Clean Water Act, and other legislation. The course also presents an overview of the treatment of issues concerning the environment from a legal perspective.

PLG-204- Immigration Law

3 semester credit hours

Prerequisites: None

This course deals with the law of immigration within the United States. The course will focus on immigrants and the different categories of non-immigrants and on the various laws that must be followed to visit the U.S. from abroad or gain permanent resident status. Immigration law is a form-based area of law. As such, we will review

and discuss the various forms that are used in the immigration process. Students will gain a better understanding of the vocabulary used in immigration cases, learn how to prepare various types of immigration forms, and develop an understanding of how to deal with the immigration client.

PLG-301- Laws of Evidence

3 semester credit hours

Recommended Prerequisites: PLG-108: Legal Research, Writing and Civil Litigation

This course presents a survey of the most relevant and most important rules of evidence. Although an in-depth knowledge of the rules of evidence is most important for a litigation attorney, a paralegal should also have a basic understanding of what types of evidence are admissible in court to be able to focus a pre-trial investigation in a manner that is likely to lead to the acquisition of admissible evidence. This course will focus on the Federal Rules of Evidence but will also note comparative state laws from time to time when they differ from the federal rules. Important areas of evidence law that the course will focus on include relevancy, character evidence, impeachment of witnesses, hearsay, and the original document rule.

PLG-302- Administrative Law

3 semester credit hours

Recommended Prerequisites: PLG-108: Legal Research, Writing and Civil Litigation or PLG-110: Constitutional Law and Criminal Procedure

This course presents the constitutional, legal, and administrative principles that regulate the activities of administrative agencies, on both the state and federal levels. Students will learn both formal and informal advocacy techniques, including the role of the paralegal in such proceedings. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals.

PLG-303- Public Communications Law

3 semester credit hours

Recommended Prerequisites: PLG-110: Constitutional Law and Criminal Procedure

This course explores the role of the law in both protecting and limiting the media. The course looks at the First Amendment freedoms of speech and the press and how they impact the government's ability to regulate the media. Key concepts, such as prior restraint, obscenity, false advertising, election rules, etc., will be examined. We will look at federal regulation of the media and at private remedies people may have against the media regarding issues such as defamation and copyright infringement. The course will also look at public access to information and the rights afforded by the Freedom of Information Act.

PLG-304 White-Collar Crime

3 semester credit hours

Recommended Prerequisites: PLG-103: Criminal Law

There are few hard and fast rules in white-collar crime investigations and prosecutions. Accordingly, our focus in this class will not be on simply learning and memorizing rules. Rather, this class seeks to introduce students to a variety of topics and issues in the white-collar crime area. Specifically, this course will review the debate regarding the definition of white-collar crime, overview of the costs of white collar and corporate crime to society, consider the use of economic and criminal sanctions to deter the misconduct of white-collar criminal offenders, and explore other possible means of preventing the commission of white-collar crimes.

PLG-305- Law of Debtors and Creditors**3 semester credit hours***Prerequisites: None*

It is difficult to undertake a proper study of bankruptcy and bankruptcy law without a fundamental understanding of debtor/ creditor relations. For that reason, this course is broken into two major components. The first half of the course will discuss all aspects of the debtor/creditor relationship and will encourage the students to understand critical concepts such as how debt is created, secured, and eventually relieved. Using case studies, we will comprehensively and critically explore the various types of liens and debts that can arise, and how those debts can be collected, prioritized, and (hopefully) repaid.

With this understanding of the critical relationship between debtor and creditor, the second half of the course will focus on the three major types of bankruptcy proceedings: Chapter 7 (liquidation), Chapter 11 (personal reorganization) and Chapter 13 (business reorganization). Through hypotheticals and drafting exercises, the class will demonstrate how a bankruptcy case unfolds, from the moment a debtor contacts a lawyer until the case is closed. With an emphasis on how to draft documents, this course aspires not just to teach “about” bankruptcy, but to teach how to “do” bankruptcy.

PLG-306- E-Discovery**3 semester credit hours***Recommended Prerequisites: PLG-108: Legal Research, Writing and Civil Litigation, PLG-109: Professional Responsibility and Legal Ethics*

E-discovery is the study of the process of giving and receiving information in an electronic format by opposing parties in civil litigation. This course will discuss the process by which information is sought and turned over by electronic media under the rules of civil procedure. The course will focus on litigation holds and responsibilities of parties to avoid spoliation of electronic evidence. The course will also apply the Federal Rules of Civil Procedure to e-discovery and specifically discuss how to word interrogatories and requests for production when they apply to electronic information. We will also discuss analyzing and using the results of an e-discovery investigation.

This course also introduces students to the use of computers, the Internet and specialty legal software used in law offices. We will discuss how the rules governing legal ethics apply to technology. Additionally, we will explore professional software programs frequently used by paralegals in the law office. This course includes hands-on practice using some software applications.

PLG-401- Advanced Legal Analysis and Writing**3 semester credit hours***Prerequisites: PLG-108: Legal Research, Writing and Civil Litigation. In addition, the student must have received a grade of B or higher in any one of the following: PLG-108: Legal Research, Writing and Civil Litigation, ENG-102: Business Writing, ENG-101: English Composition, ENG-301: English Composition II. This course may not be taken before a student has completed at least four (4) paralegal courses at Crestpoint without prior consent from the education director. Such permission will be granted only upon showing that the student has a significant educational or employment background in legal writing.*

This course is an advanced course that seeks to refine the student’s ability to write in a formal, legal manner. In addition, students will receive training in drafting legal memoranda and briefs. The course will look at the different types of legal memoranda and writings. It will differentiate between the forms of legal writing and train the students in the art of adapting one’s writing to the given hypothetical. The student’s familiarity with legal research through Lexis or other means and basic knowledge of the United States court system and the differences between mandatory and persuasive authority is presumed. The course will focus on developing the ability to apply legal research to the creation of the written legal document. Students will be asked to research, draft, and submit an appellate brief based on an assigned fact pattern and fictitious procedural history.

PLG-403- Drafting Contracts and Contract Provisions**3 semester credit hours***Prerequisites: PLG-102: Contracts*

This course deals with the drafting of contractual agreements. The course will teach the students the “building block” components that make up a contract and how each component of the contract is drafted. The students will have a “behind the scenes” look at the conversations and negotiations that take place prior to getting to the drafting stage, and what happens during and after the drafting stage. This course will also teach the students how to draft in simple terms so that the contract is easy to read. The students will learn how to simplify complex sentences, agreements, and statutes into plain English. Some of the most basic grammar principles will also be reviewed in this course.

PLG-404 Legal Document Preparation**3 semester credit hours***Prerequisites: PLG-101: Torts and Personal Injury, PLG-102: Contracts, PLG-104: Real Property, PLG-105: Business Law and Bankruptcy, PLG-106: Wills, Trusts, and Estates, PLG-107: Domestic Relations, PLG-108: Legal Research, Writing and Civil Litigation. Unless this requirement is waived by the dean, only students who have successfully taken three or more of the above courses may take this course.*

This is a practical course that deals with the preparation of a host of legal documents. We will look at many of the most important drafting tasks assigned to paralegals across a broad spectrum of practice areas. Students will learn by training and by completing hands-on tasks, by drafting key documents relating to the fields of torts, contracts, wills, trusts, domestic relations, litigation, real property, and more. A variety of ancillary forms will also be reviewed so that the student will be familiar with the key forms that must be completed in whatever field he or she eventually works.

PLG-405 Trust Drafting**3 semester credit hours***Prerequisites: PLG-106 Wills: Trusts & Estates*

This course will focus on the key aspects of drafting trusts for clients. We will examine the major considerations that must be dealt with in preparing trusts. This includes estate planning, estate tax planning, Medicaid eligibility planning, etc. We will also look at many different types of trusts, including revocable trusts, irrevocable trusts, life insurance trusts, etc. Many important trust provisions will be reviewed and placed into context to allow the student to effectively prepare trust documents for a wide variety of clients.

PLG-407 Law of Cyberspace**3 semester credit hours***Prerequisites: PLG 112: Patents, Copyrights and Trademarks*

The course explores the legal and policy issues associated with the Internet and cyberspace. The course will focus on cases, statutes, regulations, and constitutional provisions that affect people and businesses interacting through computers and the Internet. Topics include intellectual property, e-commerce, online contracts, cybercrimes, torts, and privacy issues.

ACC-101 Principles of Accounting**3 semester credit hours***Prerequisites: None*

Students will be introduced to the field of financial accounting. Emphasis will be placed on learning Generally Accepted Accounting Principles (GAAP), the principles regarding recording and presenting financial information in a meaningful way. In addition to learning how to properly record a business transaction and prepare the financial statements according to GAAP, students will gain an understanding of how worksheets are prepared, prepare adjusting and closing entries, be introduced to special purpose journals and the posting process, and learn: how to

account for a merchandising business, the importance of internal controls and ethics, the proper accounting for short-term investments, notes and accounts receivable, various inventory costing methods and how to properly handle long-term assets.

BUS-101 Principles of Management

3 semester credit hours

Prerequisites: None

This introductory course will examine fundamental management concepts and managerial responsibilities in both formal and informal organizational structures. The goal of the course is to provide the student with a foundation of management principles. The five areas of focus will be planning, organizing, directing, controlling, and staffing.

BUS-102 Principles of Marketing

3 semester credit hours

Prerequisites: None

This introductory course will examine fundamental principles, problems, and practices of marketing. The goal of the course is to provide the student with a foundation of marketing principles including product, price, placement, and promotion. The course will also emphasize the functions of marketing as they relate to the production and distribution of goods and services that are ultimately purchased by the consumer.

Bus-111 Human Resources Management

3 semester credit hours

Prerequisites: None

This course provides students with an introductory overview of the topic of Human Resource Management (HRM). Human Resource Management is the study of various components which assist in the strategic functionality of an organization. Throughout this course, an array of topics related to HRM will be explored. Such topics include, but are not limited to: the law, governance, and employee rights, organizational diversity, staffing, employee development, compensation and benefits, international HRM, etc. This course will begin with an introduction to the historical and present-day role of HRM, including relevant vocabulary used in the field. Once a foundational knowledge is attained, students will begin to explore the role that subtopics of the discipline play in an organization's success.

BUS-201 International Business

3 semester credit hours

Prerequisites: None

This course is an introduction to International Business, which will explore the pros and cons of economic theories, government policies, business strategies and organizational structures in the global business world. Emphasis will be on differences in economies, the differing ethical issues facing today's executives and how politics play a large role in international commerce. Students will learn about global trade and investment strategy with particular importance placed on the global monetary system. In addition, the course will explore the strategy and structure of the international business environment while exploring the actual operational practices. Finally, the student will explore the managerial implications of each topic on the actual practice of international business. The course is designed to acquaint students with the opportunities and risks associated with conducting business on a global basis.

BUS-202 Business Ethics

3 semester credit hours

Prerequisites: None

The purpose of this course is to address the challenges and leadership requirements in developing and implementing ethical business strategies, not just preventing unethical conduct. Business ethics are not a cost; rather, business ethics are a benefit that contributes to organizational success. There is adequate evidence that

developing an ethical culture in an organization contributes to employee commitment, customer satisfaction, successful stakeholder relationships, and improved profit/shareholder value.

Through the readings, cases, and debate issues covered in the course, we will address specific business ethics issues, many of which affect the reputation and success of the entire firm. In this course, students will learn that business ethics is a team activity that requires knowledge and leadership at all levels of management.

The objective is to help identify risks associated with ethical decisions and how to address those risks in the context of an organization. As the manager of a company, there is a need to identify and address ethical risks to avoid or minimize misconduct. The course will be highly interactive and challenges students to apply what they learn through a variety of in-class exercises.

BUS-203 Management Information Systems

3 semester credit hours

Prerequisites: None

Information technology lives all around us: in how we communicate, how we do business, how we shop, and how we learn. Smart phones, iPods, PDAs, and wireless devices dominate our lives, and yet it's all too easy for us to take information technology for granted. This course is an introduction to Information Technology and its applications to the business world. The student will explore issues with conducting business in a web-based environment and how to achieve a competitive advantage with a successful digital information system. Emphasis will be on information technology infrastructure with additional focus on wireless and mobile computing. Finally, the student will explore the building and management of systems, from both the organizational and managerial perspective. The course is designed to provide students with a strong understanding of information systems and the enormous importance they hold in today's business world.

BUS-301 Organization Management and Leadership

3 semester credit hours

Prerequisites: BUS 101: Principles of Management

This course is the study of organizational management and leadership. Concepts and theories are considered in the context of today's turbulent business environment, with attention to the evolution of management thinking and the impact of globalization and technology. Functions of management are considered, as are managerial roles, leadership, decision-making, communication processes, goal setting, allocation of responsibilities, and teamwork. The emphasis is on the application of concepts and theories and the development of strategies, goals, and objectives that enhance organizational performance and sustainability. The demands of innovation and change, as well as diversity, organizational culture, social responsibility, and ethics are considered in terms of their impact on organizational success.

BUS-302 Recruitment and Selection

3 semester credit hours

Prerequisites: BUS 111: Human Resources Management

Considering the high cost of staffing and turnover, organizations of any size need to be able to hire good talent quickly and efficiently. Organizational leaders need to know how to be effective in staffing to meet business needs. This course prepares students to administer all aspects of staffing including planning, sourcing, recruiting, assessing, and hiring. The course also covers legal aspects of staffing, aligning staffing plans to business needs, and staffing systems.

BUS-303 Training and Development**3 semester credit hours***Prerequisites: None*

This course is a comprehensive discussion and analysis of organizational training programs, their goals, objectives, and effects. The course starts with a discussion of organizational systems and their dynamics and then moves into strategies and practices important in training and development. The course then focuses on the process of determining the need for, developing, implementing, and assessing organizational training programs. This starts with conducting a training needs analysis and continues with the design and implementation of the program, along with a system for facilitating the success of the trainees. Finally, the course looks at specific types of training programs and training programs that apply to different elements of the organizations' personnel.

BUS-304 Labor Relations and Collective Bargaining**3 semester credit hours***Prerequisites: BUS 111: Human Resources Management*

BUS 304 is the study of the development of labor relations in the United States, methods of organizing employees, and the tools that organized groups in industry use to represent labor – the employees unions represent, and the settlement process of labor disputes in a union context. Labor union and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Public sector unions are considered in contrast to private sector unions. Topics include collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions.

BUS-305 Compensation and Benefits**3 semester credit hours***Prerequisites: BUS 111: Human Resources Management*

Compensation and benefit systems have become an integral part of human resource management. This trend is driven by changes in the global economy, corporate changes due to legal and market forces, and the need for innovation and critical thinking to remain competitive. Effective design and administration of compensation systems play a central role in attracting and retaining a highly qualified, motivated, and productive work force and in advancing the business objectives of the organization. This course provides an in-depth investigation of the principles, techniques and strategies used in developing and implementing compensation and reward systems.

The purpose of this course is to examine both direct and indirect salary and other compensation systems. The focus is on the role of human resources in managing competitive rewards and pay plans to achieve the appropriate goals of public and private organizations. Emphasis is placed on the determinants of general wage and salary levels and structures. The course will discuss and develop an understanding of total compensation systems, including, but not limited to, the interrelationship among employee performance and pay, intrinsic and extrinsic rewards, perceived equitable payments and employee satisfaction.

This course provides a comprehensive overview of compensation management strategies in organizations. Relevant models of compensation are discussed, including issues of executive compensation and other rewards and incentives to organizational strategies. The course will also include a review of various compensation influences, including laws and regulations.

BUS-401 Small Business Management**3 semester credit hours***Prerequisites: BUS 101: Principles of Management*

This course will examine fundamental principles, problems, and practices of entrepreneurship. The goal of the course is to provide the student with a foundation of small business management skills, with creativity and knowledge of what it takes to develop a successful business. This course will provide the student with a foundation of marketing strategies and principles including location, pricing methods, and funding. We will also emphasize the

strategies an entrepreneur might use to develop a successful business online. Students will learn the elements of a good business plan and other aspects of business ownership.

For the duration of the course, the student will participate in a business simulation which will allow for the development of business management skills and practice the techniques learned in the course.

BUS-402 Operations Management

3 semester credit hours

Prerequisites: BUS 101: Principles of Management

This course introduces the role of operations in companies in both manufacturing and service industries. This course offers a broad survey of the concepts and techniques involved in designing and managing operations. We will discuss the role that operations play in building competitive strength and in fulfilling the goal of creating value and delivering customer satisfaction. The course provides a broad introduction to operations management, covering quality, control, project management, capacity planning, location and layout strategies, and measurement. The course will cover leading decisions that operations managers face within the wider corporate and industry context, from initial product and process design to inventory and quality management, maintenance, and development over time.

This course will also introduce mathematical models to better delineate the challenges, successes, and benefits of each method and behind each decision. We will also introduce concepts and models of supply chain management, early-stage business operations management, inventory management, constraints, and currently successful methods.

BUS-403 Global Human Resources Management

3 semester credit hours

Prerequisites: BUS 111: Human Resources Management

The success of global businesses today depends upon their ability to effectively manage their global human resources. The ability to practice global human resource management is an increasingly important skill for today's leaders. This course examines human resource management in a global business environment. Students will be introduced to strategic management of people, culture, and labor systems in the context of types of institutions and organizations that operate in a global context.

ECO-101 Microeconomics

3 semester credit hours

Prerequisites: None

This is an introductory course in microeconomics for students who have no prior background in economics. The approach used will be mostly non-quantitative, but graphical analysis will be emphasized. Students will learn the basic concepts on the demand and supply of goods, the economic behaviors of households and firms and their interactions, and market structures. Students will also study situations where a competitive market fails to function efficiently and the ways to deal with them. At the end of the course, students should have acquired basic analytical tools useful for a variety of economic problems in our daily lives. This course assumes that students have a working knowledge of high school algebra.

ECO-102 Macroeconomics

3 semester credit hours

Prerequisites: None

This is an introductory course in macroeconomics for students who have no prior background in economics. The approach used will be mostly non-quantitative, but graphical analysis will be emphasized. Students will learn basic macroeconomic concepts on the aggregate demand and aggregate supply of outputs in the general economy, economic growth and unemployment, and the role of money and banking institutions in affecting the economy's

price level and inflation. Students will also study various fiscal and monetary policies used by the government to stabilize economic fluctuations. The analytical tools learned in this course will be useful in understanding and examining many real-world economic problems affecting the general economy. This course assumes that students have a working knowledge of high school algebra.

FIN-101 Principles of Finance

3 semester credit hours

Prerequisites: None

This is an introductory course in finance for students who have no prior background in economics or finance. The approach used will be mostly non-quantitative, but some arithmetic calculations will be used in case examples to strengthen students' understanding. Students will learn the basic concepts and tools used in finance that will help them understand how firms make decisions in financial management issues. Students will also learn how financial assets are priced, and how firms manage their financial capital in the short and long term. At the end of the course, students should have acquired basic analytical tools useful for making sound investment decisions.

FIN-401 Corporate Financial Management

3 semester credit hours

Prerequisites: FIN 101: Principles of Finance

This course is a natural continuation of Principles of Finance FIN-101. The Principles of Finance course taught basic financial principles such as the time value of money, interest rates, the valuation of stocks and bonds, cost of capital and introduced market theories such as the capital asset pricing model. This course continues by focusing on more advanced concepts specifically relevant to corporate finance and corporate valuation. The course explores capital structure and valuation techniques. The course then looks at options and their valuation and concludes with an in-depth look at both long-term and short-term financing options for corporations and their relative strengths and weaknesses.

PSY-101 Introduction to Psychology

3 semester credit hours

Prerequisites: None

This course introduces students to the discipline of psychology and explores, through a psychological lens, theory and research related to neurological, biological, cognitive, sociological, cultural, and developmental phenomena. Theoretical and empirical perspectives on personality and psychological disorders are also introduced.

PSY-200 Abnormal Psychology

3 semester credit hours

Prerequisites: None

This course explores the prevalence, symptoms, causes, and treatments related to major psychological disorders, including anxiety, somatic, mood, eating, sleep-cycle, stress-related, sexual, addiction, personality, and schizophrenia-related disorders. Historical developments, assessment and diagnostic approaches, and research methods in the discipline are also covered along with current legal and ethical perspectives. Vibrant, detailed case studies and concept checks help students apply what they've learned.

PSY-201 Research Methods in Psychology

3 semester credit hours

Prerequisites: None

This course introduces students to research methods in psychology. Students will learn the goals and processes of research as well as descriptive and correlational approaches to research. After learning about the basic principles of experimentation and the concepts of reliability and validity, students will plan and conduct simple and complex experiments using between-and within-group designs, small-N designs, and quasi-experimental designs. Students also learn to disseminate research through research reports and oral/written presentations.

PSY-203 Human Growth and Development**3 semester credit hours***Prerequisites: None*

This course explores how humans develop cognitively, emotionally, and socially as we age. From prenatal development through infancy, childhood, and adulthood, cognitive, moral, physical, emotional, and social development are discussed. The foundations of the discipline and its research methods are also explored.

PSY-204 Educational Psychology**3 semester credit hours***Prerequisites: None*

This course is the systematic study of learners, learning, and teaching. It emphasizes cognitive, social, and moral development while also focusing on educational diversity. It also covers motivating students to learn, creating effective learning environments and assessing student learning.

PSY-205 Psychology Statistics**3 semester credit hours***Prerequisites: None*

In this course, students will learn the principles of descriptive and inferential statistics and apply them to psychological research. Topics include measures of central tendency and variability, standardized distributions, hypothesis testing and t-tests, analysis of variance, correlation and regression.

PSY-210 Introduction to Applied Behavior Analysis*Prerequisites: None*

This course will provide students with an introduction to the principles of the science of behavior known as behavior analysis. The philosophical system known as behaviorism that underlies this area of study will be explored, as will the application of behavioral principles to a number of areas of society, including interpersonal relations, parenting, treatments for persons with intellectual and other disabilities, business and management, and more. Students will learn techniques for utilizing the principles of behavior in their own lives, as well as the social benefits that the incorporation of behavioral principles into educational, rehabilitative, organizational, and other settings will afford.

EDU-270 Autism Spectrum Disorder**3 semester credit hours***Prerequisites: None*

This course is to develop an understanding of autism spectrum disorders as well as other low incidence disabilities and acquiring effective preacademic, academic and social interventions to help students learn and participate fully in the classroom. The course provides an overview of autism spectrum disorders, from early childhood through the school age years, the identification and etiology, and best practices in programs and services for students identified with ASD's, as well as other low incidence disabilities.

PSY-304 History and Systems of Psychology**3 semester credit hours***Prerequisites: None*

This competency-based, writing-intensive course explores psychology's history and major schools of thought. From the Greek philosophers to the contributions of modern schools of thought such as evolutionary psychology, this course explores important theoretical and methodological movements in

psychology such as structuralism, functionalism, applied psychology, behaviorism, and psychoanalysis. Students are asked to evaluate the relative merits of each of psychology's approaches and deepen their knowledge of game-changing studies in the field.

PSY-306 Organizational Behavior

3 semester credit hours

Prerequisites: None

This course is a study of behavior in organizations and influences of individual, group, and organizational processes on performance. The course will cover a variety of topics, including the process of making and implementing decisions, effective communication in an organizational environment and the dynamics of office and organizational internal politics. Other concepts dealt with include motivation, solving conflicts, interpersonal communication and creating and maintaining positive organizational cultures and environments.

PSY-307 Group Counseling

3 semester credit hours

Prerequisites: None

This course explores the skills which are necessary for group work practice. It emphasizes basic theory about groups and group processes, demonstrates the skills necessary for effective practice, and gives the opportunity to discuss and practice these skills.

PSY-315 Social Psychology

3 semester credit hours

Prerequisites: None

This course is a dynamic study of how people's thoughts, feelings and actions are affected by others. Issues discussed include attitudes, prejudice, conformity, groups, interpersonal attraction and prosocial behaviors.

PSY-327 Interviewing and Counseling

3 semester credit hours

Prerequisites: None

This course explores the techniques for establishing a stable working relationship with a client and examines prominent contemporary approaches to interviewing and counseling from theoretical and practical standpoints.

PSY-330 Psychology of Behavior (ABA)

3 semester credit hours

Prerequisites: None

The focus of this course is on how we learn certain behaviors, why we behave as we do, and how human behavior can be modified. Topics include basic concepts, research methods used to study adaptive and maladaptive behaviors, assessment procedures, intervention strategies and outcomes, self-management, and ethical considerations in practice.

PSY-331 Genetics and Psychology

3 semester credit hours

Prerequisites: None

This course explores the connection between genetics and psychology, reviewing topics such as behavior, personality, intelligence, health and disease, and nature versus nurture. Students will gain a strong grounding in basic concepts in genetics, including Mendelian genetics and how traits are passed

down, as well as autosomal vs. x-linked disorders. The course also reviews pregnancy ,birth, fertility, genetic diseases, and prenatal diagnosis. The course will also address coping with genetic disorders and the impact on individuals and families.

PSY-345 Child Psychology

3 semester credit hours

Prerequisites: None

This course is the study of the physical, cognitive, emotional, and social development of the child from conception to adolescence. Topics include prenatal development, physical, cognitive, personality, and social/emotional development during infancy, early childhood, and middle childhood.

PSY-410 Cognitive Psychology

3 semester credit hours

Prerequisites: None

This course investigates the internal mental processes of thought such as visual processing, learning, memory, problem solving, and language. This course provides an introductory survey of these human cognitive abilities. To this end, the scientific method will be utilized to explore the absolute thresholds of human sensation (psychophysics) and will demonstrate how human perception is prone to gross inaccuracy.

PSY-400 Psychology Capstone

3 semester credit hours

Prerequisites: None

The focus of this course is for students to conduct a literature review of both primary and secondary sources, and then synthesize this information into the writing of an in-depth paper featuring research questions or a hypothesis, research methodology, and conclusion.

ENG-101 English Composition

3 semester credit hours

Prerequisites: None

This is an introductory course to English composition and rhetoric at the college level. Students will learn and engage in critical thinking and writing, as well as review and improve basic grammar skills and writing style. Thesis statements, topic sentences and overall organization within each piece of writing will be the main focus of this course. Writing will be examined as a recursive craft, requiring time and effort to fine tune the message and delivery of the written work. As the course progresses, students will understand the connections between writing, reading and learning, and have the opportunity to develop a personal strategy for becoming a better writer, reader and critical thinker by the end of the course.

ENG-102 Business Writing

3 semester credit hours

Prerequisites: None

This course teaches students how to plan, compose, and execute effective business documents according to current professional standards. The course emphasizes considerations of purpose, audience, organization, and style, and provides both broad guidelines for composition and targeted strategies for specific kinds of documents. Special attention is also given to the collection and analysis of data for use in reports and presentations.

English 102 is designed to give students both a conceptual understanding of what is important in various genres of business writing and the ability to competently execute documents in those genres. By the end of the course, students should be able to provide intelligent explications of strategies for business communication in a wide range of areas. They should also be able to employ those strategies in their writing.

ENG-201 Contemporary American Literature**3 semester credit hours***Prerequisites: None*

This course will provide the student with an overview of the important writers and works of American literature. Nonfiction essays, documents, poems, speeches, and short stories relevant to their historical times will be introduced and discussed in addition to works of fiction. Students will be responsible for familiarity with the indicated required works, and they will choose additional readings in a subgenre of their choice to further inform their literary education. The course will include the introduction/review of literary elements and analysis in application to discuss works of literature.

ENG-301 English Composition II**3 semester credit hours***Prerequisites: ENG 101: English Composition I*

This writing course builds upon those writing skills the student developed in Composition I. Specifically, Composition II differs in that it develops critical writing and thinking skills through in-depth reading and analysis of literature, translating the student's thoughts across a range of disciplines. The student will develop these critical reading and writing strategies by reading engaging works of fiction, non-fiction, drama, and poetry. The goal is to develop the student's own mature interpretation of these works with greater clarity and depth.

Further, the student will employ various literary theories or ways of reading that not only distinguish literal from figurative meaning, but also may portray the cultural, political, or philosophical underpinnings of a particular literary piece. Structurally, for example, the student will learn how form and content, as found in poetry, support each other in determining meaning.

Students will research and address opposing views of critics' interpretations of the literary works, and assert their own interpretations, informed by the best and brightest authorities the student can find.

As students continue their written explorations, they will apply their newly acquired interpretative and writing skills to a research paper. Here they will discover and demonstrate their abilities to take a position (argue) and discern expert from textual evidence to support their theses, applying the documentation requirements of the MLA.

MAT-101 College Algebra**3 semester credit hours***Prerequisites: None*

This course is designed to introduce the student to the basic principles of algebra. These principles include mathematical expressions such as polynomials, exponentials, and logarithms, and their manipulations. We will also cover functions and their graphs. The course will discuss a wide variety of equations such as inequalities, linear equations and quadratic equations and their solutions through algebra and graphing. Graphing of more complex equations such as parabolas, hyperbolas and circles will also be covered.

MAT-102 Introduction to Probability and Statistics**3 semester credit hours***Prerequisites: None*

This course is a conceptual introduction to the science of data for students and is designed to be a comprehensive yet friendly introduction to fundamental concepts in statistics. Comprehensive means that this course provides a solid foundation for students planning to pursue more advanced courses in statistics. The course assumes very little background knowledge in statistics and introduces new concepts with several fun and easy to understand examples.

At the completion of this course, students will have knowledge of descriptive statistics: graphical methods, measures of central tendency, spread, and association. Students will also understand and be able to apply basic probability theory and probability models for random variables. Students will be introduced to statistical inference: confidence intervals and hypothesis tests. Many examples will be based on real, current business and economics datasets. Calculations will be illustrated in Microsoft Excel.

This course is for everyone. If you think you can't learn statistics, this course is for you. If you have taken a statistics course before but feel like you need a refresher, this course is for you. Even if you are a relatively advanced researcher or analyst, this course provides a foundation and a context that helps to put one's work into perspective.

This course will discuss basic principles of probability and statistics that can be used in many contexts, both inside and outside of business. We will learn how to calculate probabilities and find averages and standard deviations from the mean. We will also learn about confidence intervals, the problem of surveying and margins of error. Towards the end of the course, we will get into slightly more complex tools such as chi squared statistics.

MAT-103 College Geometry

3 semester credit hours

Prerequisites: None

This course is designed to introduce the student to the basic principles of geometry necessary for further college level mathematics. These principles include properties of geometric shapes and measurements, calculating the dimensions, including one-, two- and three-dimensional properties of geometric figures. The course also discusses concepts such as similarity and congruency and geometric proofs establishing relationships between figures. The course continues with the characteristics of triangles, quadrilaterals, higher order polygons, circles, three dimensional figures and the properties of the sides and angles appurtenant to these figures. Finally, the course finishes with graphing and coordinate geometry.

MAT-201 Ideas in Math

3 semester credit hours

Prerequisites: None

This course covers a variety of basic mathematical skills relevant to business operations and business transactions. The course covers basic math skills and then segues to mathematical concepts relevant to banking, business operations, buying and selling, interest rates, loans, and taxation. This is a streamlined course meant to expose students to the basic math skills needed by most business and legal professionals.

HIS-101 American History I: Discovery to Reconstruction

3 semester credit hours

Prerequisites: None

This course is an introductory survey of American history from the colonial period through the Civil War and Reconstruction. Students will learn about migration from Europe and Africa and the formation of colonies, the impact of settlement on Native Americans, and the development of new social and political ideas as the country was created. It took the voices and actions of many different people to produce the singular structure of the United States, and because of this, the country's political history is intimately tied with its social, economic, and cultural development. Therefore, students will learn that the efforts of individuals – both famous and obscure – shaped the nation into what it is today. As we learn about our country's rich past, we become better and more informed citizens, ready to impact its future.

HIS-102 American History II: Westward Expansion to Post-Vietnam**3 semester credit hours***Prerequisites: None*

This course is a continuation of American History I, covering from Reconstruction through the end of the twentieth century. Students will learn about westward expansion, social movements that brought tremendous change to our laws and government, and the causes and consequences of the deadliest wars of the last century. It took the voices and actions of many different people to produce the singular structure of the United States, and because of this, the country's political history is intimately tied with its social, economic, and cultural development. Therefore, students will learn that the efforts of individuals – both famous and obscure – shaped the nation into what it is today. As we learn about our country's rich past, we become better and more informed citizens, ready to impact its future.

GOV-201 American Government**3 semester credit hours***Prerequisites: None*

In this introductory course to American Government, students will acquire a basic understanding of the American political process. The primary focus is on the individuals, groups, and institutions that form and inform our federal government, and how our laws have evolved. By learning about how our government functions at the national, state, and local levels, we come to understand the workings of a participatory democracy. Students will be encouraged to become active contributors to the political system by learning how government impacts their lives and how they can make a difference in the lives of others.

PSC-201 Comparative Politics**3 semester credit hours***Prerequisites: None*

This course is designed to give students a broad survey of the important issues in the study of comparative politics. We will gain an understanding of world politics and political systems and compare issues and structures on a global level. Students will conduct in-depth studies of individual countries and see how local issues have a worldwide impact and we will explore how politics works on individual, group, national, and global levels. Each country's study will apply a theoretical framework to explore broad issues such as why some countries modernize more quickly or why some are more democratic. Throughout the semester, students will gain knowledge of political institutions and processes and will learn to think critically about the consequences of public policies. We will observe the international economy and how politics shapes a nation's influence on the local and global levels. This course will help students learn about other countries, regions, and the world, and it will help them ask fundamental questions about politics and government.

SOC-201 Introduction to Sociology**3 semester credit hours***Prerequisites: None*

This is an introductory course in sociology for students with no prior background in the subject. This course guides students through the process of asking and answering important questions from a sociological perspective. Students will exercise critical thinking, reading, and writing skills as they are exposed to sociological theories and research that they can apply to important social issues. This course teaches how individuals are organized into social groups, ranging from intimate groups to bureaucracies, and how this influences individual behavior. We will consider the nature and interrelationships of basic social institutions, such as family, education, religion, and the economy.

SOC-202 Media and Cultural Literacy**3 semester credit hours***Prerequisites: None*

We may not recognize it, but as Americans living in the twenty-first century, we are constantly bombarded with messages from the movies, television, the Internet, radio, and advertisements. The multitude of messages we encounter each day attempt to persuade us to buy new products, go to the latest movies, or even change our political affiliation. In this course students will learn about the history and current state of mass communication in the U.S., from early newspapers and periodicals to the rise of the Internet and global media corporations. By discovering how mass media shapes our culture and influences our decisions about everything from the clothes we buy to the politicians we elect, we will become more savvy consumers and more responsible citizens. Students will learn how to approach media from a critical distance and will learn that to truly understand the messages sent by the mass media, we must understand the power dynamics inherent in our current system.

MSC-101 Introduction to Multicultural Studies**3 semester credit hours***Prerequisites: None*

This course is a survey of the major topics involved in the existing and growing diversity in American society. This course is designed to engage the student in an examination of the increasingly important issues of cultural, ethnic, and racial diversity as well as gender and class differences in the United States. The student will explore the unique links that exist between pluralistic politics and the social, cultural, and economic diversity of Americans. The course also analyzes the complexity of American society from a variety of perspectives using reading materials from many disciplines, including history, the social sciences and literature.

COM-356 Group Communication*Prerequisites: None*

This course is designed to develop effective and responsible public speaking skills. The course will focus on researching, organizing, writing, and presenting various types of speeches. The course will also address fear of public speaking and how it can be overcome. There will be a variety of speech assignments which students will present to the class and peer review as well as instructor feedback will be provided.

COM-270 Phonetics**3 semester credit hours***Prerequisites: None*

This course introduces students to principals of phonetic sciences with practical application of articulatory phonetics. Students will learn to discriminate between speech sounds and transcribe American English using the IPA symbols. The main objective of the course is to acquire an ability to listen to and transcribe speech sounds, and to identify normal and a typical pronunciation.

SOC-312 Social Work Practice**3 semester credit hours***Prerequisites: None*

This course introduces the social work competencies and the problem-solving model as conceptual frameworks, emphasizing the initial steps of problem and goal identification, data collection and preliminary contracting as applied to client systems of different sizes. It engages students in discussion of their observation and application of these processes in their practice assignments. Consistent with the fundamental commitment of the profession of social work to social and economic justice for all people, this course pays special attention to how institutional

structures impede people of various ages, classes, colors, races, cultures, disabilities, ethnicities, family structures, gender, marital status, national origin, religions, sex and sexual orientation to meet their needs.

SCI-101 Science of Nutrition

3 semester credit hours

Prerequisites: None

This course is a study of the human diet and looks at substantial elements of biology and chemistry as they relate to this study. The course looks at the four classes of macronutrients and two classes of micronutrients and the importance of each in a well-balanced diet. We will discuss sources of important nutrients and determine which sources are generally best to use. We will also discuss the impact of physical activity on a person's overall health. Nutrition-related diseases and disorders are also examined. Finally, the course examines different categories of people who have special dietary requirements, such as children and pregnant women.

SCI-102 Introduction to Life Processes

3 semester credit hours

Prerequisites: None

This course is an introductory study of the life processes of all organisms but focuses particularly on the life processes of human beings. It begins with some necessary background information about molecular and cellular structure and then moves into the life processes. These include nutrition, respiration, circulation, excretion and regulation and the maintenance of homeostasis. The course examines each of these processes and the human organ systems that carry them out. Diseases and other disruptions of homeostasis are also considered and discussed.

SCI-103 Essentials of Earth Science

3 semester credit hours

Prerequisites: None

Essentials of Earth Science covers a variety of scientific disciplines that relate to the composition of the Earth, its dynamic nature, and its position in space. The course first covers the composition of the surface of the Earth, including minerals and rocks. It then covers the weathering, erosion and deposition that shape the landscape of the surface of the Earth. The course then shifts to a discussion of the dynamic Earth, including earthquakes and volcanic activity. The course moves then to meteorology, including discussions of weather, air masses, precipitation, fronts, etc. Finally, the course surveys climate, climate change and the impact of human activities on the Earth's climate.

SCI-105 Chemistry

Prerequisites: None

Introduction to Chemistry covers a variety of subjects that relate to the study of matter. The course deals with the impact of chemistry on our daily lives. It focuses on the relationship of matter and energy and the structure of subatomic particles, atoms and molecules, which are the building blocks of matter. The course also focuses on compounds, bonds and chemical reactions and then moves to the characteristics of various types of molecules, such as acids, bases and organic compounds. Because it is anticipated that most Coopersmith students who will be taking this course are doing so as part of preparation for a career in a healthcare-related field, this course has been designed to focus on knowledge and skills necessary for those entering health-related careers.

SCI-201 Anatomy and Physiology**3 semester credit hours***Prerequisites: None*

Anatomy and Physiology covers a variety of subjects that relate to the human body, with an emphasis on information needed by aspiring health professionals. The course discussed the physiology of the human body, including surveys of the major organ systems of the body as well as the underlying biochemistry and cellular concepts that are the building blocks for human life. The course also focuses on diseases that impact the various human systems and the ways in which the body itself and treatment from health professionals can help maintain homeostasis. The course concludes with the way in which the human anatomy changes over time and the differences between healthy aging and problems that tend to affect the body as we age.

SCI-301 Environmental Science**3 semester credit hours***Prerequisites: None*

Environmental Science covers a variety of issues that relate to the environment and the human impact on the ecosphere. The course will examine the various biotic and abiotic factors that contribute to the environment and its health. We will look at the various biomes and climates that cover the Earth and the factors that distinguish them. We will also focus on human activities and their effects on the environment, including discussion of global climate change, deforestation, extinctions caused by human encroachment, etc.

BIO-225 Microbiology**3 semester credit hours***Prerequisites: None*

This course is a survey of microorganisms related to human disease and the laboratory procedures employed in their identification. This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

COM-371 Intro to Speech Science*Prerequisites: None*

This course provides future speech-language pathologists with the foundational knowledge of speech science necessary for clinical practice.

COM-372 A&P Speech and Hearing Mechanisms*Prerequisites: None*

This course explores the anatomical and physiological characteristics of the hearing mechanism and speech mechanism. Students will be able to identify pertinent anatomical structures important for the production of speech and the sensation of hearing, describe the physiology thereof, and be able to define/describe various pathologies of these systems that may affect hearing, communication, feeding, and swallowing.

COM-373 Intro to Audiology

Prerequisites: None

This course includes an introduction to the profession of audiology, basics of audiological assessment, and focus on the key role that the auditory system plays in the development of speech and language skills. We will cover audiology topics that are specifically pertinent to speech-pathologists, such as early intervention, auditory processing disorders, school services, and screening for hearing loss as part of the speech-language evaluation.