Contents

Tuition & Fees Update.................................................................................................................................................. 1
Course Descriptions ..................................................................................................................................................... 1
Errata ............................................................................................................................................................................ 4
Tuition & Fees Update
Effective January 1, 2020
Correction published, 11/26/2019 [period of attendance definition & calculations]

Tuition and Fees
Tuition rates and fees may change at any time without prior notice; however, students will not be charged retroactively for tuition and fee increases for coursework already completed or for coursework the student was in the process of completing.

Undergraduate Programs Tuition & Fees
The following is a list of tuition and fees applicable to Associate’s and Bachelor’s degree programs and/or undergraduate courses, effective January 1, 2020.

<table>
<thead>
<tr>
<th>Level Courses</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-400 Level Courses</td>
<td>$ 510.00</td>
</tr>
<tr>
<td>Technology Fee (per course)*</td>
<td>$ 115.00</td>
</tr>
<tr>
<td>Books, course digital materials** and instructional materials (average per course)</td>
<td>$ 125.00</td>
</tr>
</tbody>
</table>

Master’s Programs Tuition & Fees
The following is a list of tuition and fees applicable to Master's degree programs, effective January 1, 2020.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Accountancy</td>
<td>$740.00</td>
</tr>
<tr>
<td>Master of Arts in Curriculum and Instruction</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Early Childhood Education Leadership</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Education</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Health Care Administration</td>
<td>$740.00</td>
</tr>
<tr>
<td>Master of Arts in Human Services</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Leadership</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Organizational Management</td>
<td>$740.00</td>
</tr>
<tr>
<td>Master of Arts in Psychology</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Public Sociology</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Special Education</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Arts in Teaching and Learning with Technology</td>
<td>$665.00</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>$740.00</td>
</tr>
<tr>
<td>Master of Human Resource Management</td>
<td>$740.00</td>
</tr>
<tr>
<td>Master of Information Systems Management</td>
<td>$740.00</td>
</tr>
</tbody>
</table>

Doctoral Program Fees
The following is a list of fees applicable to Doctoral degree programs, effective January 1, 2020.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee (per course)*</td>
<td>$ 145.00</td>
</tr>
<tr>
<td>Books, course digital materials** and instructional materials (average per course)</td>
<td>$ 155.00</td>
</tr>
</tbody>
</table>
Schedule of Charges

The following list provides an estimated schedule of charges by online degree program for total charges for a period of attendance, and for an entire educational program.

A period of attendance is defined as four one courses or 12 credits for undergraduate students and as three courses or 9 credits for graduate students. Please refer to the Tuition and Fees lists in the Financial Information section for specific dollar amounts used to calculate these charges. Students who receive the Ashford University Military Grant should refer to their specific enrollment agreement tuition and fee lists for this information.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Period of Attendance</th>
<th>Entire Educational Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA in Early Childhood Education (67 credits)</td>
<td>$1,770</td>
<td>$39,600</td>
</tr>
<tr>
<td>AA in Military Studies (64 credits)</td>
<td>$1,770</td>
<td>$37,830</td>
</tr>
<tr>
<td>All Online Bachelor’s Programs (120 credits)</td>
<td>$1,770</td>
<td>$70,950</td>
</tr>
<tr>
<td>Master of Accountancy (48 credits)</td>
<td>$2,520</td>
<td>$40,470</td>
</tr>
<tr>
<td>MA in Curriculum and Instruction (30 credits)</td>
<td>$2,295</td>
<td>$23,100</td>
</tr>
<tr>
<td>MA in Early Childhood Education Leadership (30 credits)</td>
<td>$2,295</td>
<td>$23,100</td>
</tr>
<tr>
<td>MA in Education (36 credits)</td>
<td>$2,295</td>
<td>$27,690</td>
</tr>
<tr>
<td>MA in Health Care Administration (36 credits)</td>
<td>$2,520</td>
<td>$30,390</td>
</tr>
<tr>
<td>MA in Human Services (33 credits)</td>
<td>$2,295</td>
<td>$25,395</td>
</tr>
<tr>
<td>MA in Leadership (33 credits)</td>
<td>$2,295</td>
<td>$25,395</td>
</tr>
<tr>
<td>MA in Organizational Management (33 credits)</td>
<td>$2,520</td>
<td>$27,870</td>
</tr>
<tr>
<td>MA in Public Sociology (30 credits)</td>
<td>$2,295</td>
<td>$23,100</td>
</tr>
<tr>
<td>MA in Psychology (36 credits)</td>
<td>$2,295</td>
<td>$27,690</td>
</tr>
<tr>
<td>MA in Special Education (30 credits)</td>
<td>$2,295</td>
<td>$23,100</td>
</tr>
<tr>
<td>MA in Teaching and Learning with Technology (30 credits)</td>
<td>$2,295</td>
<td>$23,100</td>
</tr>
<tr>
<td>Master of Business Administration (39 credits)</td>
<td>$2,520</td>
<td>$33,210</td>
</tr>
<tr>
<td>Master of Human Resource Management (39 credits)</td>
<td>$2,520</td>
<td>$32,910</td>
</tr>
<tr>
<td>Program Name</td>
<td>Period of Attendance</td>
<td>Entire Educational Program</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Master of Information Systems Management (42 credits)</td>
<td>$2,520</td>
<td>$35,430</td>
</tr>
<tr>
<td>Master of Public Administration (36 credits)</td>
<td>$2,520</td>
<td>$30,390</td>
</tr>
<tr>
<td>Master of Public Health (42 credits)</td>
<td>$2,295</td>
<td>$32,280</td>
</tr>
<tr>
<td>Master of Science in Criminal Justice (39 credits)</td>
<td>$2,520</td>
<td>$32,910</td>
</tr>
<tr>
<td>Master of Science in Finance (39 credits)</td>
<td>$2,520</td>
<td>$32,910</td>
</tr>
<tr>
<td>Master of Science in Health Informatics and Analytics (39 credits)</td>
<td>$2,520</td>
<td>$32,910</td>
</tr>
<tr>
<td>Master of Science in Instructional Design and Technology (36 credits)</td>
<td>$2,295</td>
<td>$27,690</td>
</tr>
<tr>
<td>Master of Science in Instructional Design and Technology - CBE version (36 credits)</td>
<td>$1,850</td>
<td>$22,150</td>
</tr>
<tr>
<td>Master of Science in Technology Management (36 credits)</td>
<td>$2,520</td>
<td>$30,390</td>
</tr>
<tr>
<td>Post Baccalaureate Teaching Certificate: Elementary Education (33 credits)</td>
<td>$2,295</td>
<td>$25,395</td>
</tr>
<tr>
<td>Post Baccalaureate Teaching Certificate: Secondary Education (27 credits)</td>
<td>$2,295</td>
<td>$20,805</td>
</tr>
<tr>
<td>Doctor of Philosophy in Education (59 credits)</td>
<td>$3,546</td>
<td>$73,418</td>
</tr>
<tr>
<td>Doctor of Philosophy in Human Services (62 credits)</td>
<td>$3,546</td>
<td>$76,964</td>
</tr>
<tr>
<td>Doctor of Philosophy in Organizational Development and Leadership (62 credits)</td>
<td>$3,546</td>
<td>$76,964</td>
</tr>
<tr>
<td>Doctor of Psychology (62 credits)</td>
<td>$3,546</td>
<td>$76,964</td>
</tr>
</tbody>
</table>
Course Descriptions
(Includes only new, revised or discontinued)

Please see the Course Descriptions section in the Online Catalog for course descriptions not listed below. Revised course descriptions will be shown in italics, discontinued courses will be indicated with a strikethrough. New course descriptions will be standard font.

**BUS 202 Professional & Business Communications** 3 Credits
In today’s modern business world, professionals must excel in verbal, written, and visual business communication practices, including electronic and in-person communication. Almost every job posting includes a requirement for proficiency in verbal and written communication. As a result, to move up in one’s career, it is a critical necessity to develop these essential employability skills. In this course, students will learn the techniques of effective and appropriate business and professional communications for speech, video presentations, emails, PowerPoint, Web content, professional networking, and visual representations of data and be able to apply these techniques to all professional and business communications.

**BUS 410 Digital Marketing Essentials** 3 Credits
This course is designed to provide the theoretical understanding of the digital marketplace necessary to adapt to its many changes, while also equipping students with the skills they will need to perform vital functions of digital marketing. Prerequisite: BUS 330.

This course is designed to provide the theoretical understanding of the internet marketplace necessary to adapt to its many changes, while also equipping the students with the skills they will need to perform vital functions of internet marketing.

**BUS 495 Marketing Capstone** 3 Credits
This course is designed to bring together marketing knowledge gained throughout the entire program. Students will demonstrate a mastery of marketing components by designing and developing a strategic marketing plan for a product or service. The plan will reflect an understanding of the real-world problems by offering realistic solutions to business-to-business markets as well as domestic and global markets. Students will formulate the marketing plan sustainably and responsibly by evaluating various concepts such as consumer behavior, environmental analysis, market research, marketing mix (product, price, place, promotion), and digital and social marketing practices. Prerequisites: GEN 499. This course must be taken last in the program.

This course is designed to bring together marketing knowledge gained throughout the entire program. Students will demonstrate a mastery of marketing components by designing and developing a marketing plan for a product or service. The student will be attentive to domestic and global markets in a sustainable and responsible manner.

**BUS 638 International Business** 3 Credits
The International Business (Virtual Experience) course is designed to offer students opportunities for analyzing information and strategies for conducting business in the international marketplace. The course will allow students to examine international business practice and their impact on the global market via business process analysis such as PESTLE, SOAR, and SWOT. In addition, the course will expand on students’ knowledge of international business strategies and procedures, global corporate social responsibility and current international norms. The course will also demonstrate the impact of financial risks and currency fluctuation on foreign investment. Lastly, this course will give students the opportunity to examine various cultures through interactive activities. Prerequisite: As this course is an elective option for the student, elective courses must be completed after all other major courses and prior to the capstone course.

The International Business (Virtual Experience) course is designed to offer students an overview of the concepts of conducting business in the international marketplace. The course will allow students to examine international business practice and their impact on the global market via business process analysis such as PESTLE, SOAR, and SWOT. In addition, the course will expand on students’ knowledge of international business strategies and procedures, global corporate social responsibility and current international norms. The course will also demonstrate the impact of financial risks and currency fluctuation on foreign investment. Lastly, this course will give students the opportunity to examine various cultures through interactive activities with other international business students abroad.

**COM 327 Visual Communication** 3 Credits
Students will be introduced to communication fields’ standards related to the design of visual messages and the various software programs within the field. This course will teach students the importance of visual elements in communication, and how to effectively incorporate visual elements into messages for various media platforms.

**ECE 311 Early Childhood Curriculum & Methods** 3 Credits
Course is no longer offered.

**ECE 430 Early Childhood Education Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**ECE 497 Child Development Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**EDU 417 Cognitive Studies Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**EDU 440 Information Literacy** 3 Credits
This course will prepare students to be information-literate practitioners within a library environment. Students will learn the six frameworks of the Association of College and Research Libraries (ACRL) Framework for Information Literacy for Higher Education, and will examine ways of teaching information literacy to library users.

This course will provide students with hands-on experiences in strategies to access information in the 21st century, evaluate resources, and effectively use search engines to locate information. Students will learn Web 2.0 tools in a systematic way recommended by professional library associations.

**EDU 495 Library Science & Media Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**EDU 496 Capstone Instructional Design** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**EDU 498 Education Studies Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**EDU 695 MAED Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 696.

**ELL 417 English Learner Studies Capstone** 3 Credits
Course is no longer offered. Equivalent to EDU 499.

**ENG 341 Studies in Literary Genres** 3 Credits
Course is no longer offered. Equivalent to ENG 125.

**ENG 325 Intermediate Composition** 3 Credits
Students in this course will practice writing for multiple audiences and purposes. In addition to researching academic arguments, the
course emphasizes the analysis of discourse and writing in a variety of contexts, including public, personal, political, and professional. Students will synthesize the various voices that are involved in conversation, debate, and action, as well as add to the dialog with their own nuanced contributions. This course will focus on advancing critical thinking, analytical research, and written communication skills through English composition assignments and activities.

Intermediate Composition is designed for students who have some experience with college-level writing but want to develop their ability to write. The goal of this course is to help students learn techniques for writing effective narrative, reflective, analytical, and research essays. These techniques include the effective use of specific details to engage and persuade readers, methods of organization that enable readers to follow a line of thinking, and strategies for editing sentences for clarity and conciseness.

**EPP 553 Secondary Integrated Reading Methods** 3 Credits
This course will provide students with the opportunity to acquire knowledge, skills, and ability to deliver comprehensive instruction to English learners. Students will learn how to implement instructional programs that facilitate English language acquisition and development, including receptive and productive language skills, and that logically progress to the grade level reading/language arts program for English speakers. Students will acquire and demonstrate the ability to utilize assessment information to diagnose students’ language abilities and to develop lessons that promote students’ access and achievement in relation to state adopted academic content standards.

**EXP 200 Fundamentals of Adult Learning** 3 Credits
Course is no longer offered.

**GRO 202 Psychology of Aging** 3 Credits
Course is no longer offered.

**GRO 330 Social Policy & Aging** 3 Credits
Course is no longer offered.

**GRO 333 Mental Well-Being & Aging** 3 Credits
Course is no longer offered.

**GRO 440 Ethics & Legal Aspects of Aging** 3 Credits
Course is no longer offered.

**HCA 322 Health Care Ethics & Medical Law** 3 Credits
Prerequisites: GRO 325, HCA 205, HPR 201, HPR 231 or NUR 300

**HIS 342 The Middle East** 3 Credits
Course is no longer offered. Equivalent to SOC 308.

**HSM 318 Emergency Planning and Response** 3 Credits
This course will provide students with the skills to develop a comprehensive plan for risk analysis, threat assessment, staffing an emergency operations center, coordinating with supporting agencies, and the creation of a continuing testing program. Analysis of historical incidents as well as realistic scenarios are used to teach students how to plan for natural disasters as well as terrorism and other emergencies at the federal, state, and local levels. This course is designed to provide students with the ability to evaluate an emergency incident, determine its scope, understand the function of the first responders, learn the communication procedures necessary to alert the appropriate agencies, and understand how first responders are dispatched. Students will create a recovery plan for response to large scale incidents.

**INF 338 Leadership & Communication Skills for Project Managers** 3 Credits
Course is no longer offered.

**JRN 323 Broadcast & Digital Journalism** 3 Credits
Prerequisite: JRN 301

**JRN 330 Media Law & Ethics** 3 Credits
Prerequisite: JRN 201

**JRN 335 Cyber-journalism** 3 Credits
Course is no longer offered. Equivalent to JRN 341.

**LEA 420 Socio Cultural Intelligence in Criminal Justice** 3 Credits
LEA420 Socio-Cultural Intelligence in Criminal Justice will introduce students to the concept of effectively engaging with individuals from aspects of society different than their own. Emphasis will be on the implications of cultural intelligence for criminal justice practitioners in today’s increasingly complex communities. This will include an exploration of changing social expectations, developing a diverse workforce that is reflective of the community, and the implications of cultural intelligence in problem solving, decision-making, and communication, as well as examining both explicit and implicit bias.

**LIB 318 Peacemaking: A Study of Conflict Resolution** 3 Credits
Course is no longer offered.

**LIB 320 Global Socioeconomic Perspectives** 3 Credits
Course is no longer offered.

**LIB 323 Revolution & Terrorism in the Modern World** 3 Credits
Course is no longer offered.

**MGT 440 Dark Side of Leadership** 3 Credits
The purpose of this course is to provide an in-depth examination of light (ethical) and dark (unethical) leadership paradigms. Students will compare and contrast light and dark leadership styles while examining the effectiveness of each. Topics to be explored include dark leadership, general ethical principles, normative leadership theories, as well as, examining the challenges of ethical leadership in a global society.

**MIL 497 Military Studies Capstone** 3 Credits
In this final course, students will demonstrate their mastery of program outcomes in the Bachelor of Arts in Military Studies by creating an original research report on a current, relevant, and well-defined subject area. Prerequisite: Successful completion of the General Education Capstone course.

Students will demonstrate their mastery of the learning outcomes of the Military Studies major by demonstrating the ability to conduct historical research using primary and secondary sources and by creating a final research paper requiring comprehensive critical analysis of an approved topic in the areas of military leadership, conflicts, peace-making, peace-keeping, and humanitarian efforts.

**MPP 603 Applied Behavioral Science** 3 Credits
Prerequisites: MPP 602, HIA 625, and Faculty Advisor Approved

**MPP 604 Principles of Epidemiology** 3 Credits
Prerequisite: MPP 603/HIA 625

**MPP 605 Environmental Health Sciences** 3 Credits
Prerequisites: MPP 606 and Preliminary Practicum Work Approved

**MPP 699 Public Health Capstone/ CULMINATING EXPERIENCE** 3 Credits
Prerequisite: MPH 605 and MPH 650

PED 212 Foundation of Movement & Motor Activities 3 Credits
Last offer date will be 9/17/2019. Equivalent to ECE 207.

POL 211 Introduction to Politics 3 Credits
Course is no longer offered.

PPA 220 Public Service Leadership 3 Credits
PPA 220 Public Service Leadership examines the concepts and principles found in public service leadership. Introduces public sector leadership theories and explains the impact on government and societal relationships. Examines the role of ethics in the public service realm and the importance of building trust with the organization and the citizenry. Explores innovations for new leadership models for the future.

PPA 310 Public Organizational Theory & Behavior 3 Credits
PPA 310 Public Organizational Theory and Behavior presents the theories of how people behave in organizations with the emphasis on public sector and non-profit organizations. This course addresses Organization Behavior, Organization Theory, and Public Management with emphasis on public accountability while providing a perspective for managing public and nonprofit sector organizations. The focus is on the primary foundational aspects of organizational structure, communication, and accountability directly to the citizen. Students will also apply theory to practice and understand how to respond to the public mood of cutback and reduction in addition to an overall distrust of government.

PPA 510 Ethical Public Leadership 3 Credits
This course examines the ethical constructs found in public leadership. Reviews the different fundamental and ideal theories associated with the public leader. The course especially evaluates the public and non-profit sectors as they relate to culture, society, and diversity, when making leadership decisions. The framework for public leadership is also examined to identify why foresight is needed in the public sphere.

PPA 520 Stewardship of Public Funds 3 Credits
This course is an exploration of current governmental fiscal management practices. Nonprofit organizations are also included because they rely on special tax-exempt status conferred by the government and often receive government funding. Students in this course examine finance and budgeting concepts, theories, policies, and practices related to organizations as well as the fiscal climate within which they operate.

PSY 202 Adult Development & Life Assessment 3 Credits
Course is no longer offered.

PSY 325 Statistics for the Behavioral & Social Sciences 3 Credits
Descriptive and inferential statistics are investigated and multiple techniques for statistical analysis are introduced in this course. Formulas for presenting and evaluating data are explored in accordance with generally accepted protocol for statistical analysis. Prerequisite: MAT 232 (students in the RN-BSN program are waived from the MAT 232 course prerequisite)

SOC 322 Sociological Aspects of Adulthood 3 Credits
Course is no longer offered.

SOC 326 Diversity & Aging 3 Credits
Course is no longer offered.

SSC 320 Global Socioeconomic Perspectives 3 Credits
This course is an examination of global socioeconomic development in the context of globalization. Topics include population growth, natural resources, sustainable growth, migration, diplomacy, and the global consequences of inequality, poverty, and war. These topics are examined through the lens of social expectations, gender ideals, and economic justice. Equivalent to LIB 320.

SSC 330 Peacemaking: A Study of Conflict Resolution & Activism 3 Credits
An interdisciplinary study of peacemaking and activism with a focus on how they impact conflict resolution. Students examine thinking and behavior in response to social conflict such as aggression, threats, prejudice, avoidance, withdrawal, conformity, and obedience. Students study various strategies of peacemaking, activism, and negotiation and then apply these methods to in class activities. Equivalent to LIB 318.
Errata

The errata listed below apply to the 2019-2020 Ashford University Academic Catalog (effective date is July 1, 2019 unless otherwise noted). Entries below are provided to correct information presented in the original publication of the Catalog. Page numbers are provided to reference where the original entry may be found. To view all updates in context of the original publication, access the Online Catalog. If you have questions related to changes listed, please contact your Student Advisor for assistance.

Page 2
Revision, Published 10/28/2019
Commission on Accreditation for Health Informatics and Information Management Education
A copy of the documentation describing the University’s accreditation will be made available to any enrolled or prospective student upon request. Please contact the Senior Vice President of Academic Affairs, Chief Academic Officer & Accreditation Liaison Officer, Dr. Laura Palmer Noone, at (800) 798-0584.

Page 3
Revision, Published 10/14/2019
Ownership
Ashford University, LLC is a wholly owned subsidiary of Zovio Inc.
1811 E. Northrop Blvd.
Chandler, AZ 85286
8620 Spectrum Center Blvd.
San Diego, CA 92123

Page 4
Addition, Published 8/8/2019
State Regulatory Information

Page 15
Revision, Effective 10/22/2019
Nondiscrimination
Questions regarding Title IX may be referred to the Ashford University Title IX Coordinator, Leah Belsley, Poppy Fitch, at titleix@ashford.edu, or 8620 Spectrum Center Blvd., San Diego, CA 92123, 866.974.5700 Ext. 20705 or to the Office for Civil Rights at Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or a criminal complaint with local law enforcement.

Page 19 & 23
Revision, Effective 10/22/2019 [Title IX Coordinator]
Revision, Published 10/14/2019 [Address update]
Title IX/SAVE Coordinator for Ashford University:
Leah Belsley, Access and Wellness Counselor, Title IX Coordinator
Leah Belsley can be contacted at: Phone: (800) 798-0584, ext. 20705
Email: titleix@ashford.edu
Mailing Address: 8620 Spectrum Center Blvd, San Diego, CA 92123

Poppy Fitch, Associate Vice President, Student Affairs, Title IX/ADA Compliance Coordinator
Poppy Fitch can be contacted at: Phone: (800) 798-0584, ext. 20702

Leah Belsley, Access and Wellness Counselor, Deputy Title IX Coordinator
Leah Belsley can be contacted at:
Phone: (800) 798-0584, ext. 20705
Email: titleix@ashford.edu
Mailing Address: 1515 Arapahoe Street, Tower 3, Denver, CO 80202-8620 Spectrum Center Blvd, San Diego, CA 92123

Page 25
Addition, Published 12/19/2019
Pregnancy and Parenting Accommodations
Ashford University is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. The University has established a policy and procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.

While the online learning environment mitigates many impacts that pregnant or parenting students may experience, reasonable accommodations are available. This policy applies to all aspects of the University
program, including admissions, educational programs and activities.

Pregnancy and pregnancy-related conditions include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions, in accordance with federal law.

Pregnant student/Birth-parent refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.

Ashford University and its faculty, staff, and other employees shall not require a student to limit their studies due to pregnancy or pregnancy-related conditions. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study or research, and may seek assistance from the Office of Student Access and Wellness.

Page 26
Revision, Published 10/14/2019 [Sheri]
Revision, Published 11/15/2019 [Stephanie]

Investigation Findings: Appeal

The accused and/or complainant have five (5) business days, barring documented unforeseen circumstances from the date of communication of findings, to present the formal appeal, in writing, to the Associate Vice President, Financial Aid Policy and Compliance, Stephanie Cowser. Senior Vice President, University Services and Strategic Planning of Ashford University, Sheri Jones, Senior Vice President for Academic Affairs and CAO of Ashford University, Dr. Laura Palmer Noone.

The Senior Vice President for Academic Affairs and CAO, Senior Vice President, University Services and Strategic Planning Associate Vice President, Financial Aid Policy and Compliance, may be contacted as follows:

Email: Stephanie.Cowser@ashford.edu,
Laura.PalmerNoone@ashford.edu
Sheri.Jones@ashford.edu
Mailing Address:
Dr. Laura Palmer Noone Senior Vice President for Academic Affairs and CAO,

Page 30
Revision, Effective 10/22/2019

ADA Coordinator of Ashford University:
Rachel Orlansky, Director of Access and Wellness, ADA Compliance Officer

Rachel Orlansky can be contacted at:
Phone: (800) 798-0584, ext. 20706
Email: Rachel.Orlansky@ashford.edu
Mailing Address: 8620 Spectrum Center Blvd, San Diego, CA 92123

Poppy Fitch, Associate Vice President, Student Affairs, ADA Compliance Officer

Poppy Fitch can be contacted at:
Phone: (800) 798-0584, ext. 20702
Email: poppy.fitch@ashford.edu
Mailing Address: 8620 Spectrum Center Blvd, San Diego, CA 92123

Page 32
Revision, Published 8/8/2019

How to File an Appeal

The student should set forth in writing at least one of the above grounds for appeal with the information that supports the ground(s) for appeal. The written appeal shall be sent to GrievanceAppeal@ashford.edu. Students in the state of Georgia may appeal the final decision to:

Georgia Nonpublic Postsecondary Education Commission 2082 East Exchange Place, Suite 220 Tucker, GA 30084-5305 (770) 414-3300

Page 39
Revision, Published 9/27/2019

Special Provisions

Advisor of Choice

Both the accuser and the accused will be provided with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Students engaged in conduct procedures may be accompanied by the advisor of their choice to any meeting or proceeding. However, the advisor may only advise the student, and not otherwise participate in the proceedings.
Online Administrative Center in Denver

Ashford University has an online administrative and student service center located at 1515 Arapahoe Street, Tower 3, Floor 9, Denver, Colorado, 80202. The Center has approximately 58,079 square feet of space includes a reception area, 32 administrative offices, 11 conference rooms, 2 training spaces with 310 workstations, 6 breakroom/copy area, and an employee lounge.

Enrollment Services
- Program availability, admission, and orientation advisement.

Undergraduate Programs Tuition & Fees

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee (per course)*</td>
<td>$115.00</td>
</tr>
<tr>
<td>Books, course digital materials** and instructional materials (average per course)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Prior Learning Assessment - sponsored professional training (per credit evaluated)***</td>
<td>$30.00</td>
</tr>
<tr>
<td>Prior Learning Assessment: Experiential Learning Credit Workshop Fee †</td>
<td>$275.00</td>
</tr>
<tr>
<td>Prior Learning Assessment - experiential learning essay assessment (per evaluation)***</td>
<td>$125.00</td>
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<tr>
<td>Insufficient funds fee</td>
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<tr>
<td>Graduation fee</td>
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<tr>
<td>Replacement/Duplicate Diploma</td>
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</tr>
<tr>
<td>Official transcript</td>
<td>$10.00</td>
</tr>
<tr>
<td>Education records – Per page ^</td>
<td>$0.50</td>
</tr>
<tr>
<td>California Student Tuition Recovery Fund^^</td>
<td>$0</td>
</tr>
</tbody>
</table>

† Includes access to the workshop and one essay submission.

Delinquent Accounts and Financial Hold

An account is considered delinquent if payment is not received, for an outstanding balance, after multiple correspondence attempts from the University. Any student with a delinquent account will be put on a financial hold and not be allowed to register for a subsequent term or course until payment is received in full or a payment plan is established. A student with a delinquent account will not be permitted to take comprehensive exams, obtain copies of official transcripts, or receive a diploma.

An administrative fee may be assessed to a student’s account for items returned due to insufficient funds.

Ashford University Shared Tuition Savings Program

Ashford University (University) offers the Shared Tuition Savings (STS) to students selected and sponsored by a participating Employer. To be eligible for STS, students must be enrolled in Ashford University undergraduate or master’s level programs, or non-degree seeking coursework at the undergraduate or master’s level.

The Shared Tuition Savings program is funded with contributions from the student, the employer, and Ashford University. Shared Tuition Savings funds are awarded to students who meet the shared student and employer contributions. The Shared Tuition Savings program is intended to help students minimize educational loan debt by funding a recipient’s tuition costs that exceed student and employer payments. The Shared Tuition Savings program must be selected as a primary payment option. Students who desire to, may choose a secondary payment option.
Students may complete up to ten (10) undergraduate or (8) masters courses during a period up to 12-months, referred to as an STS Year. Concurrent enrollment (defined as the enrollment in more than one class in every five-week (undergraduate) or six-week (masters) module) is available for students to request with an accompanied additional payment. A student may not complete more than ten (10) undergraduate or eight (8) master’s courses without additional student funded payments within a single STS year.

All required STS forms (detailed below) must be completed, submitted, and approved prior to application for each new participating student. Continued participation in the savings program requires annual confirmation of eligibility. Students must send all required forms to their assigned advisor at least seven (7) days prior to the start of classes in the applicable STS Year.

The University provides this savings program in conjunction with the funding provided by the student and employer. Both the student and the employer must supply a qualified amount of tuition assistance to be eligible for the University STS accompanying savings program. It is a student’s responsibility to ensure on time student and employer payments. As such, STS students will be required to maintain a valid credit card on file to be charged for course costs up to employer and student contribution plus any fees assessed.

Documentation required for the Shared Tuition Savings includes the following:

- Shared Tuition Savings Agreement (executed between the University and Employer);
- Shared Tuition Savings Acknowledgement and Release Form;
- Student Finance Agreement indicating Shared Tuition Savings (located in the Ashford Online Application) or Payment Option Change Request Form (current students only); and
- Shared Tuition Savings Re-Confirmation of Benefits (completed annually after first year of enrollment).

Veterans Benefits Deferment Policy
Ashford University will permit students who are entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits to attend their course of education when the student provides the necessary eligibility documentation, until the earlier of either:

- the date VA provides payment to the educational institution, or
- 90 days after the date the educational institution certifies the student’s tuition and fees charges to VA.

During this period, Ashford University will not impose any penalty or late fees, deny access to classes, libraries, or other institutional facilities, or impose a requirement that students borrow additional funds because of the students inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Undergraduate Students: Certification for benefits will occur no earlier than 120 days prior to the start date of the last course within the certification term. Certification will occur no later than 30 days after the start date of a course.

Non-Degree Seeking students using VA Benefits: Non-Degree Seeking students may not utilize Veterans Affairs (VA) Education benefits unless a valid Primary School Letter is on file stating the course taken at Ashford University will transfer to the student’s Primary School. If using VA benefits, only two terms of General Education courses can be taken while a student has an undeclared program, unless a valid Primary School Letter is on file stating the course taken at Ashford University will transfer to the student’s Primary School.

Veterans Benefits
Ashford University Military Grant

Undergraduate Students: Students enrolled in an undergraduate program may be eligible for the Ashford University Military Active Duty Service Member Grant. Eligible students include Active Duty, National Guard, Reservists, spouses of Active Duty, National Guard, and Reservists, students using VA Education Benefits, Department of Defense employees using Tuition Assistance (TA), Veterans Affairs employees, and Civilian employees of the United States Coast Guard. All other eligible students must provide the University with an approved TA Authorization form or appropriate documentation required for the Shared Tuition Savings program. It is a student’s responsibility to ensure on time student and employer payments. As such, STS students will be required to maintain a valid credit card on file to be charged for course costs up to employer and student contribution plus any fees assessed.

Documentation required for the Shared Tuition Savings includes the following:

- Shared Tuition Savings Agreement (executed between the University and Employer);
- Shared Tuition Savings Acknowledgement and Release Form;
- Student Finance Agreement indicating Shared Tuition Savings (located in the Ashford Online Application) or Payment Option Change Request Form (current students only); and
- Shared Tuition Savings Re-Confirmation of Benefits (completed annually after first year of enrollment).
version of military service. Veterans of the U.S. Armed Forces must be certified for VA benefits through the U.S. Department of Veterans Affairs and by Ashford University. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification. All other eligible students must provide the University with an approved TA Authorization form or appropriate verification of military service.

The grant reduces tuition for undergraduate courses to $250 per credit. In addition, this grant also covers the sales tax, technology fees, graduation fee, and course materials required for an eligible student’s program of study, including standard shipping costs where applicable, when purchased through Ashford University’s bookstore or textbook partner. The cost of required electronic materials is also covered by the grant. Students should refrain from purchasing course materials prior to confirmation of sufficient enrollments. Military students who reside in a forward location may opt for a hard copy textbook at no additional charge.

Master’s Students: Students enrolled in a master’s program may be eligible for the Ashford University Military Active Duty Service Member Grant. Eligible students include Active Duty, National Guard, Reservists, spouses of Active Duty, National Guard, and Reservists, students using VA Education Benefits, Department of Defense employees using Tuition Assistance (TA), Veterans Affairs employees, and Civilian employees of the United States Coast Guard. Veterans of the U.S. Armed Forces must be certified for VA benefits through the U.S. Department of Veterans Affairs and by Ashford University. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification. All other eligible students must provide the University with an approved TA Authorization form or appropriate verification of military service.

The grant covers the sales tax, technology fees, graduation fee, and course materials, including standard shipping costs where applicable, required for an eligible student’s program of study and purchased through Ashford University’s bookstore or textbook partner. The cost of required electronic materials is also covered by the grant. Students should refrain from purchasing course materials prior to confirmation of sufficient enrollments. Military students who reside in a forward location may opt for a hard copy textbook at no additional charge. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification. All other eligible students must provide the University with an approved TA Authorization form or appropriate verification of military service.

Doctoral Students: Students enrolled in a Doctoral program may be eligible for the Ashford University Military Active Duty Service Member Grant. Eligible students include Active Duty, National Guard, Reservists, spouses of Active Duty, National Guard, and Reservists, students using VA Education Benefits, Department of Defense employees, Veterans Affairs employees, and Civilian employees of the United States Coast Guard. All other eligible students must provide the University with an approved TA Authorization form or appropriate verification of military service. Veterans of the U.S. Armed Forces must be certified for VA benefits through the U.S. Department of Veterans Affairs and by Ashford University. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification. All other eligible students must provide the University with appropriate verification of military service.

The grant amount for Doctoral degree students will equate to 15% of the cost of tuition. In addition, this grant also covers sales tax, technology fees, graduation fee, and course materials, including standard shipping costs where applicable, required for an eligible student’s program of study and purchased through Ashford University’s bookstore or textbook partner. waives the per course Technology Fee, sales tax charged on tuition fees, Digital Resources (MATFEE), and Constellation Digital Materials (CDM Fee) (covering the cost of eBooks and course materials), cost of printed books and materials when needed, including standard shipping costs and sales tax, required for an eligible student’s program of study when purchased. Students should refrain from purchasing course materials prior to confirmation of sufficient enrollments. Military students who reside in a forward location may opt for a hard copy textbook at no additional charge. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification. All other eligible students must provide the University with an approved TA Authorization form or appropriate verification of military service.

All Degree Levels: The military grant is not retroactive. Students who exceed 365 days of consecutive nonattendance will be asked to recertify eligibility for the Ashford University Military Active Duty Service Member Grant upon return by providing appropriate verification of military service.

Page 65
Addition, Effective 1/07/2020
Ashford University Veteran Grant

Undergraduate Students: Students enrolled in an undergraduate program may be eligible for the Ashford University Veteran Grant. Eligible students include,
students using VA Education Benefits, veterans discharged under honorable conditions, Department of Defense (DoD) employees not using Tuition Assistance, and Department of Affairs (VA) employees. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification if using benefits or a copy of the DD-214 showing veteran was honorably discharged.

The grant reduces tuition for undergraduate courses to $450 per credit. In addition, this grant also covers the sales tax, technology fees, graduation fee, and course materials required for an eligible student’s program of study, including standard shipping costs where applicable, when purchased through Ashford University’s bookstore or textbook partner. The cost of required electronic materials is also covered by the grant. Students should refrain from purchasing course materials prior to confirmation of sufficient enrollments.

**Master’s Students:** Students enrolled in a master's program may be eligible for the Ashford University Veteran Grant. Eligible students include, students using VA Education Benefits, veterans discharged under honorable conditions, veterans discharged under general conditions, Department of Defense (DoD) employees not using Tuition Assistance and Department of Veteran Affairs (VA) employees. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification if using benefits or a copy of the DD-214 showing veteran was honorably discharged.

The grant covers the sales tax, technology fees, graduation fee, and course materials, including standard shipping costs where applicable, required for an eligible student’s program of study and purchased through Ashford University’s bookstore or textbook partner. The cost of required electronic materials is also covered by the grant. Students should refrain from purchasing course materials prior to confirmation of sufficient enrollments.

**Doctoral Students:** Students enrolled in a Doctoral program may be eligible for the Ashford University Veteran Grant. Eligible students include, students using VA Education Benefits, veterans discharged under honorable conditions, veterans discharged under general conditions, Department of Defense (DoD) employees not using Tuition Assistance, and Department of Veteran Affairs (VA) employees. Grants are only applied to an eligible student’s account upon receipt of an approved VA certification if using benefits or a copy of the DD-214 showing veteran was honorably discharged.

The grant covers the sales tax, technology fees, graduation fee, and course materials, including standard shipping costs where applicable, required for an eligible student’s program of study and purchased through Ashford University’s bookstore or textbook partner.

**All Degree Levels:** The veteran grant is not retroactive. Students who exceed 365 days of consecutive non-attendance may be asked to recertify eligibility for the Ashford University Veteran Grant upon return by providing appropriate verification of military service.

**Page 66**
Revision, Effective 1/7/2020

**Military Grant Grandfathering**

Students who previously received the Ashford University Military Active Duty Service Member or Veteran Grant, and who subsequently enroll in another degree program after graduating, are permitted to continue to receive the grant without recertifying eligibility, unless they have been out of attendance more than 30 days.

Students who were previously enrolled with University of the Rockies and maintain their current program will continue to receive the University of the Rockies rate for the Military Grant; however, Students who exceed 30 days of consecutive non-attendance and are not on an approved Academic Leave will be asked to recertify eligibility for the Ashford University Military Active Duty Service Member or Veteran Grant upon return by providing appropriate verification of military service. At that point, those students will receive the Ashford University Military Grant for Graduate students.

**Page 68**
Revision, Published 7/16/2019

**Ashford University Alumni Tuition Grant**

Students who graduate from an Ashford University or University of the Rockies Master’s degree program and enroll in an Ashford University Doctoral program also qualify for the Alumni Tuition Grant. Students awarded this grant will receive a 25% tuition discount per course. This discount may not be utilized concurrently in the same enrollment period with any other Ashford University sponsored grant, scholarship, or benefit program. To maintain eligibility, students must maintain Satisfactory Academic Progress and remain continuously enrolled at the University.

**Page 68**
Revision, Published 1/6/2020

**Ashford University Bridge Grant**

Students that meet eligibility requirements will be awarded the Bridge Grant not to exceed $3,922.00 or $4,762.00, for their first academic year. In order for a
student to receive those funds and continue to be eligible, they must also meet academic standards. Students are expected to complete four successful courses in 26 weeks per payment period in their first academic year and maintain good academic standing. Students who do not maintain good academic standing will not receive the Bridge Grant in the payment period that standards were not met. Students who fail to meet academic standards in their first payment period automatically lose eligibility for their second payment period. Students can appeal the loss of the Bridge Grant by speaking with a Financial Services Manager and students may subsequently be requested to provide supporting documentation.

Page 80
Revision, Effective 1/01/2020
Return of Title IV Funds
If a return of Title IV funds creates a balance on the student’s account, the student will be responsible for full payment. A student will not be allowed to re-enter, or register, or receive an official academic transcript until the outstanding balance has been paid in full or is currently on an approved payment plan.

Page 89
Revision, Published 1/17/2020
Oral and Interpersonal Communication Competency (3 credits)
• BUS 202 Professional & Business Communications (3 credits)

Page 96
Revision, Effective 7/16/2019
Program Enrollment and Cancellation
Ashford University reserves the right to cancel or terminate the agreement if the applicant fails to engage in Student Success Orientation (if required to enroll in Student Success Orientation), meet basic academic requirements during conditional admission, violate the Student Community Standards, fail to make satisfactory academic progress, fail to make payment in accordance with the terms of his or her student finance agreement, and/or fail to meet attendance requirements as outlined in this Catalog. Applicants who are denied admission may be allowed one more period of conditional admission at Ashford University. Individuals who are denied admission two times while in conditional standing may re-apply to Ashford University no earlier than six months from their last date of attendance.

Page 97
Revision, Published 9/27/2019 [VA Limits]
Revision, Published 12/19/2019 [VA Limits]
Non-Degree Seeking Students
Applicants seeking to enroll in one or more courses as a non-degree seeking student are generally expected to meet the full admissions requirements for the degree program through which the course(s) are offered* and any prerequisite coursework required for an individual course. Non-degree seeking students are not eligible to take EXP 105 or Capstone coursework. Non-Degree Seeking students may not utilize Veterans Affairs (VA) Education benefits, unless a valid Primary School Letter is on file stating the course taken at Ashford University will transfer to the student’s Primary School. A limit of two courses may be taken and submitted to the VA if a student is not enrolled in an approved degree program and the courses must be in a general education subject area. Additional courses may be taken and submitted to the VA only if a student enrolls in an approved Ashford University degree program or a valid Parent Primary School Letter is on file stating the course taken at Ashford University will transfer to the student’s Primary School. Admission requirements for enrolling in coursework as a non-degree seeking student are outlined specifically in each degree-level section of this Catalog.

Page 105
Correction, Published 7/31/2019
Repeated Courses – Doctoral
During Coursework phase of a student’s program: Students may repeat any course with grades of C, C+, U, WU, or NP (In-Residence Workshops only) once. A maximum of two different courses with grades of C, C+, U, WU, or NP may be repeated. Grades of C and C+ will count towards meeting degree requirements; however, a student may only receive a combination of two C, C+, U, WU, and NP grades at the Doctorate level.
If a single course is failed more than once, or more than two different courses are failed, students exceed the number of allowable C, C+, U, WU, and NP grades. If a student has less than a 3.0 GPA and exceeds the number of allowable C, C+, U, WU, and NP grades, the student will be academically dismissed from their program of study. If the student has a 3.0 GPA or greater, the student will be granted an exception to the number of allowable C, C+, U, WU, and NP grades and may continue attending courses without interruption, but the student must retake any unsuccessful grades applicable to the current program within the next three (3) courses. While all courses and grades remain on a student’s transcript, any course with a C, C+, U, WU, or NP grade may be
Doctoral Project Extension courses will be academically allowable NP grades in Dissertation, Dissertation Extension, Applied Doctoral Project Planning II, Dissertation Extension, Applied Doctoral Project, and/or Applied Doctoral Project Extension courses, and/or In-Residence Workshops, if applicable. Students who exceed the number of allowable NP grades during the Doctoral Research phase will be academically dismissed from their program of study.

Courses that must be repeated due to an unsuccessful grade do not count towards eligibility for financial aid. This may affect the student’s eligibility for financial aid funds. Students are encouraged to contact the Financial Aid Office for more information.

Repeated Courses - Doctoral

A student may repeat any course with grades of C, C+, NP, U, and WU once. A maximum of two different courses with grades of C, C+, NP, U, and WU may be repeated. Grades of C and C+ will count towards meeting degree requirements; however, a student may only receive a combination of two C, C+, NP, U, and WU grades at the Doctorate level.

If a single course is failed more than once, or more than two different courses are failed, exceed the number of allowable C, C+, NP, U, and WU grades. If a student has less than a 3.0 GPA and exceeds the number of allowable C, C+, NP, U, and WU grades, the student will be academically dismissed from their program of study. If the student has a 3.0 GPA or greater, the student will be granted an exception to the number of allowable C, C+, NP*, U, and WU grades and may continue attending courses without interruption, but the student must retake any unsuccessful grades applicable to the current program within the next three (3) courses. While all courses and grades remain on the transcript, any course with a C, C+, NP, U, or WU grade may be excluded from this policy if a subsequent 30 credits of coursework with grades of B- or better is completed.


A maximum of two different courses with letter grades of F, or WF may be repeated once at the graduate level. If a single course is failed more than once, or more than two different courses are failed, students exceed the number of allowable F or WF grades and will be automatically dismissed from their program of study.

All courses remain on the transcript. Unsuccessful completion of the first course of a student’s program will result in the rescheduling of the course and revision of future course sequence. There is no restriction on the number of courses with a grade of C or W that may be repeated at the Master’s level so long as other requirements of satisfactory academic progress are met. The grade point average will be calculated based on the grade given in the second course. Exceptions to the limit on repeating courses must be approved by the Vice
President of Academic Services, the University Registrar, or designee.

Dismissed students should refer to the Appeal of Academic Dismissal policy outlined in this Catalog. Appeals are evaluated by an Appeals Committee made up of the University Registrar or designee, and representative from Academic Affairs. Students who are denied re-admission after an appeal will not be eligible to submit another appeal for a period of less than six (6) months since their last appeal was received by the University. Students who have an approved appeal and do not successfully complete their next scheduled repeated course will be dismissed and may not submit another appeal for a period of less than six (6) months.

Courses that must be repeated due to an unsuccessful grade do not count towards eligibility for financial aid. This may affect the student’s eligibility for financial aid funds. Students are encouraged to contact the Financial Aid Office for more information.

Page 106
Correction, Published 7/31/2019
Incomplete Grades

Eligibility Criteria
For students experiencing temporary hardships, Incomplete “I” grades may be issued at the discretion of the instructor. To issue a grade of “I” for a course, the following conditions must be met:

• The student must have completed at least 2/3 of the assignments in the course;

• With the exception of assignments due during the final week of the course, the student’s Course Weighted Average to Date must be at least 59.50 (undergraduate students) or 69.50 (graduate students); and

• The student must submit an Incomplete Grade Request to his or her instructor prior to the submission of final grades.

Due to required hours necessary for a particular term of a registered Practicum and the multiple term experience for Internship, and Doctoral Research Dissertation/Applied Doctoral Project courses, incomplete grades may not be issued for Practicum, Internship, Dissertation/Applied Doctoral Project Planning I and II/Applied Doctoral Project or Dissertation/Applied Doctoral Project Extension or Dissertation/Applied Doctoral Project courses, with the exception of the final Practicum or Internship course in the series.

Page 108
Revision, Effective 1/01/2020
Transcripts

Official transcripts may only be provided to third parties upon written consent from the student via the Official Transcript Request form. Students may print copies of their unofficial transcripts free of charge through the Student Portal. Transcripts will be withheld if a student has a transcript hold or is delinquent in his or her financial obligations to the University.

Page 114
Revision, Published 9/17/2019
Bachelor’s Degree Transfer Credit, Prior Learning Credit, and Nontraditional Credit Provisions and Limitations

- A maximum of 90 credits of combined nontraditional learning, prior learning, and transfer credits may be accepted and applied toward the 120 credits required for a Bachelor’s degree.

- Within the 90 credit maximum, a maximum of 75 credits of nontraditional credit, including a maximum of 30 credits of prior learning may be applied toward degree completion. These 75 credits can be any combination of acceptable types of nontraditional credit.

- Within the 75 credit nontraditional maximum, a maximum of nine (9) nontraditional credits may be applied toward the major requirements (including additional majors). Nontraditional credits may also apply up to a maximum of 50% of the requirements for a minor or specialization or 100% of the requirements for a transfer concentration. The content of nontraditional credits must be comparable to the content of the replaced course.

- Nontraditional credit may not be counted toward the residency requirement in a degree program.

- Nontraditional credit may not be granted when it duplicates college credit previously earned. Credit will not be given for the same learning twice.

- Nontraditional credit is posted to the transcript as credit earned (i.e., without a grade), and does not affect a student’s grade point average.

- PLA credit cannot be awarded for a course previously taken with the University when a failing grade was received.

- A maximum of nine (9) credits with a “D” grade are transferable into a program of study as long as the student’s cumulative overall GPA is 2.0 or above. If students sign an Authorization to Close File form or
all transcripts are not obtained, their CGPA cannot be determined therefore, “D” grades cannot be applied. “D” credits cannot be applied toward the major or toward General Education competencies at any time.

- Maximum allowance of six (6) credits may be accepted from Physical Education type activity courses (unless student was a prior PE major). Physical Education type credits are generally applied towards the elective credit requirement.
- Maximum allowance of six (6) credits may be accepted for software applications courses.
- Unless special conditions exist, upper-division courses will not be considered equivalent or duplicative of lower-division courses.
- Credits earned from a regionally or approved nationally accredited institution as part of an Associate degree where a student earned a 2.0 cumulative GPA or higher are accepted as fulfilling all General Education competency and core competency requirements of a Bachelor’s program*, with the exception of Foundations and Skills for Lifelong Learning General Education Competency, and the General Education Capstone, if one of the two subsequent conditions is satisfied:
  - The student meets the General Education requirements for Bachelor degrees offered through state universities in which the college granting the Associate degree resides; OR
  - The transfer credits and Associate degree have been evaluated and deemed acceptable by the University Registrar’s Office.

*This does not constitute a waiver of any course required to earn a particular major.

* Certificate programs and Associate degrees with minimal general education coursework Associate of Applied Science (AAS) degrees will not be accepted as fulfilling all General Education core or competency requirements and Credits earned in an AAS degree or certificate program will be evaluated on an individual course by course basis for application toward the Bachelor's degree.

Courses taken that are similar to those taken in an Associate of Arts or Associate of Science degree program will be accepted in transfer.

- Georgia residents may apply a maximum of 30 credits toward a Bachelor's degree from credit by examination and prior learning assessment.

Through Experiential Learning: Students may participate in the experiential learning component by first enrolling in the experiential learning course, EXP 200 Fundamentals of Adult Learning. EXP 200 is a 3 credit elective course, and per credit tuition is charged at the regular rate outlined in the current tuition and fee schedule in the Financial Information section of this Catalog. Upon successful completion of EXP 200, Experiential Learning Credit (ELC) Workshop, a collection of 5 self-paced modules that guides students through the writing of their Experiential Essay, which will be reviewed for credit towards a specific course in their degree program. To gain access to the ELC workshop, students will be charged a $275 fee, which includes one essay submission. At the conclusion of all of the modules within the workshop, students may submit one or more experiential essays for review. Ashford University faculty will evaluate the experiential essay submission for evidence of college-level learning applicable to the student’s Ashford University degree program. Additional charges apply per evaluation submitted, as outlined in the tuition and fee schedule in the Financial Information section of this Catalog. Payment for evaluation is charged per essay submitted for evaluation and does not guarantee that credit will be awarded. No credit is awarded for completion of the workshop.

Students should contact their Academic Advisor to request access to the Experiential Learning Credit Workshop.

Students may participate in one or both PLA components depending on their experience, background, and need.

Prior Learning Assessment credit awarded at another regionally or approved nationally accredited institution may be transferred to Ashford University with the approval of the Ashford University Registrar and the Department of Prior Learning Assessment, if the content area falls within the regular curricular offerings of Ashford University. In order to be applied toward an Ashford University degree, transcript records must include PLA subject area and/or content information. Students may also be required to submit the original PLA documentation. Such transfer credit counts toward the nontraditional credit maximum applicable in a degree program.

Prior Learning Assessment applies to students pursuing Associate or Bachelor’s degrees. It does not apply to students pursuing a graduate degree or non-degree seeking students. To be eligible for PLA, undergraduate students must be fully admitted, satisfy the English Proficiency requirement, and successfully complete their first course at Ashford. Additionally:
Prior Learning Assessment credit may be applied to an Associate of Arts program on a course match basis only;

PLA cannot be used to waive EXP 105, Honors College Courses, or a Capstone course; and,

Prior learning assessment credit may or may not be transferable. It is the student’s responsibility to find out if credits will transfer to an institution that the student may plan to attend in the future.

Students who have formally completed the PLA process but disagree with the final credit decision may be eligible to appeal. Please contact the Department of Prior Learning Assessment to discuss the appeal process. Please read the Nontraditional Credit Provisions and Limitations for more information in this section of the Catalog.

Page 133

Conditional Admission Requirements for Associate Degree Programs

Revision, Effective for students starting on or after 12/17/2019 [documentation]

Applicants seeking admission to an Associate of Arts degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

- Have a regular high-school diploma earned through college preparatory or regular high school courses, a GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.*

  - An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.

  - Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may, at its discretion, require an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED or state certificate awarded. Failure to provide documentation by Day 7 of Week 3 will result in the student being denied admission.

  - If no high school diploma was earned, applicants who have successfully completed at least a two year program or have earned a minimum of 60 transferable credits that is acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted. Unofficial transcripts must be provided. Failure to provide documentation by Day 7 of Week 3 will result in the student being denied admission.

- Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in the General Academic Information & Policies section.

- Have the ability to study in English indicated by one of the following**:

  - Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;***

  - Received a GED that was taken in English;***

  - A minimum of 30 transferable credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English; or

  - Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination taken within the past two (2) years. For the TOEFL, a minimum score of 500 paper-based or 61 Internet-based is required. For the IELTS, a minimum score of 6 is required. Copies of official scores must be submitted prior to provisional enrollment, and official scores must be submitted for full admission.

Due to the accelerated, adult-learner focus of the academic programs offered in the online modality, applicants under the age of 18 generally will not be admitted.^

*Requirements for residents of California and Mississippi are outlined separately; please refer to Additional Admission Requirements for Residents of California and Mississippi.

Provisional Admission Requirements for Associate Degree Programs

Students must meet the following requirements in order to be provisionally admitted to an Associate of Arts degree program at Ashford University:

- Successfully complete Student Success Orientation;

- Attain a cumulative course grade of C- or better by Day 6 of Week 3 in their first course; and,
- Attend Week 4 of their first course; and
- Submit proof of graduation from high school in one of the following forms:
  - Official or unofficial copy of high school transcripts or diploma indicating graduation;
  - Official or unofficial documentation of passing the GED or state certificate awarded;
  - High school name and graduation date listed on an official transcript from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies; or
  - Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Attendance in Week 4 constitutes a student’s confirmation of his or her intention to continue in the program as a regular student. Upon attendance in Week 4 of their first course, students are considered matriculated, regular students in their degree program. Students who meet the requirements for Full Admission will be fully admitted into the degree program.

Page 134 & Page 137
Correction, Published 9/27/2019 [appeal procedure]
Appeal Procedure beyond a Second (2nd) for a Third Consecutive Conditional Admission Period or Ashford Promise Attempt

Provisional admission status must be attained by the end of the second (2nd) attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second (2nd) attempt of the Ashford Promise must wait six months from the date they were denied admission to re-apply, or they may appeal the University’s decision using the process outlined subsequently to request a third (3rd) any additional consecutive attempt of conditional admission in the Ashford Promise. Students that fail their third (3rd) consecutive attempt of conditional admission in the Ashford Promise will not be provided a fourth (4th) attempt.

Full Admission Requirements for Associate Degree Programs

Note: Additional requirements for residents of California and Mississippi and for students seeking admission based on credentials earned outside of the United States are outlined separately.

Page 137
Deletion, Effective for students starting on or after 12/17/2019
Additional Full Admission Requirements for Applicants with International Academic Credentials

In addition to meeting requirements for full admission outlined in the admission policy for Associate of Arts programs, applicants relying on academic credentials earned outside the United States must submit an official evaluation sent directly from an approved evaluation service indicating that the student meets full admission requirements (student copies are not accepted) prior to the conclusion of the fourth (4th) attempted Ashford University course (equivalent to one academic term). To start the fifth (5th) course, applicants relying on academic credentials earned outside the United States must complete this requirement or they will be withdrawn from the program.

Page 137
Deletion, Effective for students starting on or after 12/17/2019

Additional Full Admission Requirements for Residents of California and Mississippi

California residents must submit proof of graduation from high school in one of the following forms:

- Official or unofficial copy of high school transcripts indicating graduation;
- Official or unofficial documentation of passing the GED or state certificate awarded; or
- Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Mississippi residents must submit proof of graduation from high school in one of the following forms:

- Official high school transcript indicating graduation;
- Notation on transcript from another college indicating graduation from high school for transfer students; or,
- Official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Proof of graduation, or equivalent, is required prior to disbursement of any financial aid. See Financial/Financial Aid Implications for Residents of California and Mississippi, under Loan Disbursement Information in the Financial Information section of this Catalog for more information concerning financial aid and payment requirements for California and Mississippi residents.

Page 137
Revision, Effective for students starting on or after 12/17/2019 [documentation]

Conditional Admission Requirements for Bachelor's Degree Programs

Conditional Admission Requirements for Bachelor's Degree Programs Applicants seeking admission to a Bachelor's degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

- Be 22 years of age or older or be exempt from this requirement by meeting one of the following criteria:
  - Has earned a minimum of 20 transferable credits* as defined by Ashford University transfer credit policies;
  - Has 0-19 transferable credits and successfully completed the Student Success Orientation course;
  - Is seeking readmission to Ashford University after withdrawal from a degree program;
  - Is a current degree-seeking student at Ashford University requesting to change majors; or
  - Is a former Ashford University Clinton Campus student requesting to transfer to the online modality.

*If satisfying the Under 22 exemption with 20 transferable credits, unofficial transcripts must be submitted with the Application for Admission.

Due to the accelerated, adult-learner focus of the academic programs, applicants under the age of 18 generally will not be admitted.

- Have a regular high-school diploma earned through college preparatory or regular high school courses, a GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.**
  - An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals.
Additional Admission Requirements for Residents of California and Mississippi.

***Satisfying the English Language Requirement does not exempt a student who earned his/her high school diploma outside of the United States from the additional admission requirements for applicants with international academic credentials.

^If satisfying the English Language Requirement through a high school diploma, GED, or equivalent was not completed in the United States, additional documentation may be required. Please contact the Registrar’s Office for further information.

^^ Under 18 applicant seeking to enroll in a Bachelor’s Degree program must appeal in writing to the University Registrar. The appeal must include a written essay and submission of unofficial documentation showing proof of High School graduation as outlined in the catalog. Appeal decisions will be communicated from the Registrar’s Office to students via email and must be approved prior to enrollment. All Under 18 applicants are required to successfully complete Student Success Orientation.

Conditionally admitted students who do not achieve provisional or full admission status after one attempt in the Ashford Promise are allowed a second period of conditional admission to be provisionally or fully admitted. Attendance in the first course is confirmation of a student’s intent to matriculate and, therefore, constitutes an attempt. Subsequent withdrawal from the course or institution, whether administrative or student-initiated, concludes an attempt.

Failing to meet Basic Academic Requirements (BAR) (attaining a cumulative course grade of C- or better as of Day 6 of Week 3 in the first course) also concludes an attempt. Students who fail to meet Basic Academic Requirements are denied admission and are required to successfully complete the Student Success Orientation as a prerequisite to a subsequent attempt (if they have not already successfully completed it).

Students who are administratively withdrawn for failing to submit required Financial Aid documents during the conditional admission period are required to submit the required documents as a prerequisite to a subsequent attempt.

Ashford University reserves the right to deny admission or re-admission to any applicant. Ashford University does not admit students based on an “ability-to-benefit” test. Ashford University recognizes the importance of protecting student privacy and reserves the right to request documentation to establish or verify any student’s identity at any time, for administrative or
compliance purposes. Students are expected to provide such documentation, and failure to do so may be considered a violation of the Student Community Standards. The University may deny or rescind admission to any student for failure to authenticate his or her identity.

Applicants are conditionally admitted to a Bachelor's degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and are approved by the Registrar’s Office. Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Page 140
Revision, Effective for students starting on or after 12/17/2019 [documentation]

Additional Conditional Admission Requirements for Applicants with International Academic Credentials

The following admission requirements are applicable to applicants relying on academic credentials earned outside the United States. Please note that visa services are not provided and that the University will not vouch for a nonimmigrant alien student’s status or associated charges. In addition to the conditional admission requirements outlined in the admission policy for Bachelor’s degree programs, copies of documentation indicating that the student meets the following admission requirements are required for conditional admission:

- Submit copies of an unofficial evaluation from an approved evaluation service indicating that the student has met one of the following requirements:
  - Completion of a two-year program from an appropriately accredited post-secondary institution, as defined by Ashford University transfer credit policies
  - Achievement of equivalency of a United States high school diploma
- All academic records from countries other than the United States must have been evaluated by one of the following evaluation services:
  - Educational Credentials Evaluators, Inc. (ECE); OR
  - World Education Services (WES).

Note: Applicants who have already had their international credentials evaluated prior to applying to Ashford University may petition the Registrar's Office for acceptance of evaluations from other credible agencies.

Page 140
Revision, Effective for students starting on or after 12/17/2019 [documentation]

Provisional Admission Requirements for Bachelor's Degree Programs

Students must meet the following requirements to be provisionally admitted to a Bachelor’s degree program at Ashford University:

- Successful completion of Student Success Orientation, if required*
- Attain a cumulative course grade of C- or better by Day 6 of Week 3 in their first course; and
- Attend Week 4 of their first course; and

  - Submit proof of graduation from high school in one of the following forms:
    - Official or unofficial copy of high school transcripts or diploma indicating graduation;
    - Official or unofficial documentation of passing the GED or state certificate awarded;
    - High school name and graduation date listed on an official transcript from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies;
  - Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

*Students are required to successfully complete Student Success Orientation if they:
- Have zero (0) traditional college-level transferable credits at the time of application, or
- Are under age 22 and have 0-19 transferable credits.

Attendance in Week 4 constitutes a student’s confirmation of their intention to continue the program as a regular student. Upon attendance in Week 4 of their first course, students are considered matriculated, regular students in their degree program. Students who meet the
requirements for Full Admission will be fully admitted into the degree program.

Page 141
Revision, Effective for students starting on or after 12/17/2019 [documentation]
Full Admission Requirements for Bachelor's Degree Programs
Note: Additional requirements for residents of California and Mississippi and for students seeking admission based on credentials earned outside of the United States are outlined separately.

Page 142
Deletion, Effective for students starting on or after 12/17/2019 [documentation]
Additional Full Admission Requirements for Applicants with International Academic Credentials
In addition to meeting the requirements for full admission outlined in the admission policy for Bachelor's degree programs, applicants relying on academic credentials earned outside the United States must submit an official evaluation sent directly from an approved evaluation service indicating that the student meets full admission requirements (student copies are not accepted) prior to the conclusion of the fourth (4th) attempted Ashford University course (equivalent to one academic term). To start the fifth (5th) course, applicants relying on academic credentials earned outside the United States must complete this requirement or they will be withdrawn from the program.

Additional Full Admission Requirements for Residents of California and Mississippi
California residents must submit proof of graduation from high school in one of the following forms:
- Official or unofficial copy of high school transcripts indicating graduation;
- Official or unofficial documentation of passing the GED or state certificate awarded; or
- Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Mississippi residents must submit proof of graduation from high school in one of the following forms:
- Official high school transcript indicating graduation;
- Notation on transcript from another college indicating graduation from high school for transfer students; or
- Official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Proof of graduation, or equivalent, is required prior to disbursement of any financial aid. See Financial/Financial Aid Implications for Residents of California and Mississippi, under Loan Disbursement Information in the Financial Information section of this Catalog for more information concerning financial aid and payment requirements for California and Mississippi residents.

Page 143
Revision, Effective 7/16/2019
Student Success Orientation
The orientation is designed to provide students with a complete overview of the Ashford University experience, prepare them for success in their courses, and help them to self-evaluate their readiness to succeed in an online classroom setting.

Students will be instructed on Ashford University policies and the learner resources that are available to them through interactive videos and assessments. Students enrolled in orientation must successfully complete all assigned activities. Students who do not participate in a gradable activity during Week 1 will have their enrollment cancelled. Students will need to work with their Enrollment Services Advisor to be rescheduled.

Students must successfully complete orientation prior to commencing any credit-bearing coursework at Ashford University, if required. Students who have successfully completed online coursework at Ashford University are exempt from the orientation requirement.
Official or unofficial copy of high school transcripts indicating graduation;

• Official or unofficial documentation of passing the GED or state certificate awarded; or

• Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor’s degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Page 147
Revision, Published 9/11/2019

General Education Course Sequence
The following General Education course sequence is the standard for the University. Courses may be substituted to satisfy specific General Education requirements. Associate students and Bachelor students with who transfer in with less than 30 transferrable credits will be scheduled to take GEN 104 as their 3rd course following GEN 102. GEN 104 will satisfy 3 credits of elective requirements.

Page 154
Revisions, Effective for students starting on or after 11/19/2019 [Course Change]
All students in this program will take MGT 440 going forward effective 1-28-2020.

Bachelor of Arts in Business Leadership

Major Course Requirements (39 credits)

• MGT 440 Dark Side of Leadership (3 credits)

• MGT 450 Strategic Planning for Organizations (3 credits)—Prerequisite: MGT 330

Page 175 and various
Revision, Published 9/11/2019

Certification and Licensure Terms and Conditions:
An online degree from Ashford University does not lead to immediate teacher licensure in any state. If you want to become a classroom teacher, contact your state’s education authorities prior to enrolling at Ashford to determine what state-specific requirements you must complete before obtaining your teacher’s license.

Ashford graduates will be subject to additional requirements on a state-by-state basis that will include one or more of the following: student teaching or practicum experience, additional coursework, additional testing, or, if the state requires a specific type of degree to seek alternative certification, earning an additional degree. None of Ashford’s online education programs are CAEP, TEAC or NCATE accredited. None of Ashford’s online education programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), which is a requirement for certification in some states. Other factors, such as a student’s criminal history, may prevent an applicant from obtaining licensure or employment in this field of study. All prospective students are advised to visit the Education Resource Organizations Directory (EROD) and to contact the licensing body of the state where they are licensed or intend to obtain licensure to verify that these courses qualify for teacher certification, endorsement, and/or salary benefits in that state prior to enrolling. Prospective students are also advised to regularly review the state’s policies and procedures relating to licensure as those policies are subject to change.

*The Council for the Accreditation of Educator Preparation (CAEP) is the resulting entity from the merger of the Teacher Education Accreditation Council (TEAC) and National Council for Accreditation of Teacher Education (NCATE).

Pages 170, 171, 172, 174
Correction, Published 10/21/2019

Bachelor of Science in Information Technology
Bachelor of Science in Computer Software Technology
Bachelor of Science in Cyber and Data Security Technology
Bachelor of Science in Web and Mobile App Technology

Core Course of Study

• *MAT 232 Statistical Literacy (3 credits)

*Students must complete MAT 222 and MAT 232 in this program, or equivalent in transfer.

Page 176 and various
Revision, Effective 01/01/2020
Note: The date of degree conferral recorded on the student’s transcript and diploma will reflect the date the student completes all academic degree requirements. However, release of transcripts, diplomas, and verifications for degrees awarded are contingent upon submission of the Petition to Graduate form, payment of
the graduation fee, and payment of any outstanding balances with the University.

**Page 184-185**

*Revision, Published 9/11/2019*

**Bachelor of Arts in Education Studies**

Certification and Licensure Terms and Conditions: An online degree from Ashford University does not lead to immediate teacher licensure in any state. If you want to become a classroom teacher, contact your state's education authorities prior to enrolling at Ashford to determine what state-specific requirements you must complete before obtaining your teacher's license. Ashford graduates will be subject to additional requirements on a state-by-state basis that will include one or more of the following: student teaching or practicum experience, additional coursework, additional testing, or, if the state requires a specific type of degree to seek alternative certification, earning an additional degree. None of Ashford's online education programs are CAEP, TEAC or NCATE accredited. None of Ashford's online education programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), which is a requirement for certification in some states. Other factors, such as a student’s criminal history, may prevent an applicant from obtaining licensure or employment in this field of study. All prospective students are advised to visit the Education Resource Organizations Directory (EROD) and to contact the licensing body of the state where they are licensed or intend to obtain licensure to verify that these courses qualify for teacher certification, endorsement, and/or salary benefits in that state prior to enrolling. Prospective students are also advised to regularly review the state’s policies and procedures relating to licensure as those policies are subject to change.

*The Council for the Accreditation of Educator Preparation (CAEP) is the resulting entity from the merger of the Teacher Education Accreditation Council (TEAC) and National Council for Accreditation of Teacher Education (NCATE).*

California Students: According to education code in California, a degree in professional education does not qualify as the Bachelor’s degree requirement listed in the qualifications to obtain a single subject teaching credential. Thus, the Bachelor of Arts in Education Studies degree offered at Ashford University will not satisfy the BA requirement in the list of qualifications needed to obtain a single subject teaching credential in the state of California.

Current requirements for single subject may be found at [https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=16](https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=16).

Current requirements for multiple subject may be found at [https://www.ctc.ca.gov/docs/default-source/leaflets/cl561c.pdf?sfvrsn=12](https://www.ctc.ca.gov/docs/default-source/leaflets/cl561c.pdf?sfvrsn=12).

**Page 186-187**

*Revision, Effective 9/17/2019*

**Bachelor of Arts in English Language Learner Studies**

- LNG 212 Second Language Acquisition (3 credits)  
  Prerequisite: LNG 101 or LNG 321
- LNG 312 Second Language Acquisition (3 credits)  
  Prerequisite: LNG 101 or LNG 321

**Page 188**

*Correction, Published 10/11/2019 [7th PLO]*

**Bachelor of Arts in Instructional Design**

**Program Outcomes**

7. Justify design decisions through effective communication in visual, oral, and written form.

**Page 201-202**

*Revision, Effective 9/17/2019*

**Bachelor of Science in Human Services Leadership**

1. Analyze the delivery of social and community services from a political, socioeconomic, and psychosocial perspective to inform human services leadership decision making;
2. Apply ethical and cultural sensitivity as a human services leader in determining the scope and provision of human services for a variety of populations;
3. Evaluate local social and human services and program offerings at the individual, family, group, organization, and community levels;
4. Analyze leadership roles and responsibilities associated with the ethical administration of human services;
5. Analyze ethical issues and challenges inherent in the administration and provision of human services from a leadership perspective;
6. Examine the development and management of community-based human services programs that support children, adolescents, adults, and families; and
6. Originate research-based projects and develop proposals to implement public policy in the Human Services context.

Page 203
Revision, Effective 9/11/2019 [Pre-requisite revision is for the RN-BSN program only, all other programs will still require MAT 232 as the prerequisite for PSY 325]

Bachelor of Science in Nursing (RN-BSN)
- PSY 325 Statistics for the Behavioral & Social Science (3 credits) Prerequisite: MAT 232- Students in the RN-BSN program are waived from the MAT 232 prerequisite.

Page 204
Correction, Published 7/2/2019 [PD]
Revision, Effective 10/1/2019 [Program Description and PLOs]

Associate of Arts in Military Studies
The Associate of Arts in Military Studies combines a broad general-education curriculum with studies of specific economic, social, political, technological, environmental, and military challenges. This program enables students to earn a degree while expanding their knowledge of current, relevant, and evolving security and military issues.

The Associate of Arts in Military Studies degree provides students with a solid foundation in general education from which the fundamentals of military studies can be drawn. Students will make use of the critically reflective tools for interpreting pertinent historical, cultural, philosophical, and political issues that lead to an understanding of military studies. For more information about program cost, educational debt, and completion rates of students who attended this program, please visit www.ashford.edu/pd/oaams.

Program Outcomes Students who successfully complete the Associate of Arts in Military Studies degree program will be able to:

1. Explain the concept of security and how it has evolved;
2. Describe past and current economic, social, political, technological, environmental, and military threats and risks;
3. Discuss courses of action to mitigate threats and risks from real-world security and military events; and
4. Identify moral and ethical issues related to the military.

Page 206
Revision, Effective 9/17/2019
Bachelor of Arts in Communication Studies
- COM 327 Visual Communication (3 credits)
- JRN 321 Visual Journalism (3 credits) Prerequisite: JRN 301

Page 210
Revision, Effective 10/1/2019
Bachelor of Arts in Homeland Security and Emergency Management
- HSM 318 Emergency Planning & Response (3 credits)
- HSM 315 Emergency Planning (3 credits)

Page 212
Revision, Effective 9/17/2019
Bachelor of Arts in Journalism and Mass Communication
- COM 327 Visual Communication (3 credits)
- JRN 321 Visual Journalism (3 credits) Prerequisite: JRN 301

Page 212
Revision, Effective 10/1/2019
Bachelor of Arts in Law Enforcement Administration
Program Learning Outcomes

1. Examine the leadership and management skills appropriate to ethical law enforcement administration;
2. Develop management and leadership skills appropriate to law enforcement administration;
3. Evaluate the practices and systems for maintaining individual rights;
4. Distinguish standards of police responsibility, accountability, ethics, and rights;
5. Explain the intersection of race, crime, and social policy;
6. Evaluate the guidelines for policing in today's increasingly complex communities; and
7. Develop an understanding of police responsibility, ethics, and rights;
8. Analyze criminal behavior;
9. Demonstrate an understanding of race, crime, and social policy;
10. Analyze meaningful research that informs leadership in decision-making and policy development.
11. Develop an understanding of the character traits necessary for becoming a responsible, moral law enforcement leader;
12. Evaluate the strategies for effective policing in today's increasingly complex communities; and
13. Develop an understanding of police responsibility, ethics, and rights;
14. Analyze criminal behavior;
15. Demonstrate an understanding of race, crime, and social policy;
16. Analyze meaningful research that informs leadership in decision-making and policy development.

Major Course Requirements (36 credits)

- HSM 318 Emergency Planning & Response (3 credits)
- HSM 315 Emergency Planning (3 credits)
- LEA 420 Socio Cultural Intelligence in Criminal Justice (3 credits)
- LEA 413 Investigations Management (3 credits)

Students must earn a minimum of 30 upper-division credits.

In this program, 3 credits from the major may also satisfy General Education requirements.

Major Course Requirements (45 36 credits)

- PPA 310 Public Organizational Theory & Behavior (3 credits)
- PPA 220 Public Service Leadership (3 credits)
- MGT 330 Management for Organizations (3 credits)
- MGT 380 Leadership for Organizations (3 credits)
- POL 303 The American Constitution (3 credits)
- POL 310 Environmental Policies (3 credits)
- ECO 203 Principles of Macroeconomics (3 credits)
- BUS 308 Statistics for Managers (3 credits)
- PHI 445 Personal & Organizational Ethics (3 credits)
- PPA 301 Principles of Public Administration (3 credits)
- PPA 303 Finance for Public Administrators (3 credits) Prerequisite: ECO 203
- PPA 305 Budgeting for Public Administrators (3 credits)
- PPA 307 Intergovernmental Relations & Issues (3 credits) Prerequisite: PPA 301
- PPA 401 Urban Management (3 credits) Prerequisite: PPA 301
- PPA 403 Administrative Law (3 credits)
- PPA 405 Personnel Management (3 credits)
- PPA 497 Public Policy Formation (3 credits) Prerequisite: GEN 499

Satisfies General Education requirements.

Quantitative Reasoning Core Competency requirement must be met before taking this course.

This course must be taken last in the program.

Page 219

Correction, Published 10/3/2019

Business Administration Minor (18 credits)

Please note: This minor is not available to students majoring in Business Administration, Business Economics, Finance, Human Resources Management, or Sports and Recreation Management.

Page 221

Correction, Effective 7/30/2019

Global Studies Minor (18 credits)
- LIB 318 Peacemaking: A Study of Conflict Resolution (3 credits)
- SSC 330 Peacemaking: A Global Study of Conflict Resolution & Activism (3 credits)
- ENG 317 International Voices (3 credits)  
  Prerequisites: English Proficiency
- POL 255 Introduction to International Relations (3 credits)
- POL 353 Comparative Politics (3 credits)
- ENV 322 Energy & Environmental Systems (3 credits)
- LIB 320 Global Socioeconomic Perspectives (3 credits)
- SSC 320 Global Socioeconomic Perspectives (3 credits)

**Page 222**  
Revision, Effective 10/08/2019  
**Health Psychology Minor (18 credits)**  
Please note: This minor is not available to students majoring in Psychology.

- PSY 101 Introduction to Psychology (3 credits)
- PSY 317 Cognitive Functioning in the Elderly (3 credits)  
  Prerequisite: PSY 101 or equivalent
- GRO 202 Psychology of Aging (3 credits)
- HCS 316 Cultural Diversity in Health & Illness
- PSY 350 Physiological Psychology (3 credits)  
  Prerequisite: PSY 101 or equivalent
- PSY 361 Health Psychology (3 credits)
- PSY 380 Counseling and Behavior Change (3 credits)  
  Prerequisites: HWE 200 and PSY 361

**Page 225**  
Correction, Published 7/22/2019 [Name Correction]  
Revision, Effective 7/30/2019 [Course Changes]  
**Social Sciences Minor (18 credits)**  
Please note: This minor is not available to students majoring in Social Science.

- SSC 101 Introduction to Social Science (3 credits)
- POL 255 Introduction to International Relations (3 credits)
- LIB 320 Global Socioeconomic Perspectives (3 credits)
- SSC 320 Global Socioeconomic Perspectives (3 credits)

- SSC 330 Peacemaking: A Study of Conflict Resolution & Activism (3 credits)
- SSC 340 Human Health and Global Environmental Change (3 credits)
- ANT 353 Anthropology of Gender (3 credits)  
  Prerequisite: Written Communication Core Competency and ANT 101 or Global Awareness Competency Requirement

**Page 226**  
Revision, Effective 7/30/2019  
**World History Minor (18 credits)**  
Please note: This minor is not available to students majoring in History.

- HIS 104 World Civilizations II (3 credits)
- HIS 378 Historiography & Historical Methodologies (3 credits)
- HIS 306 Twentieth-Century Europe (3 credits)
- LIB 320 Global Socioeconomic Perspectives (3 credits)
- SSC 320 Global Socioeconomic Perspectives (3 credits)
- HIS 355 Decolonization in Asia, Africa and the Americas (3 credits)  
  Prerequisites: HIS 204 and English Proficiency
- HIS 379 The Atlantic World (3 credits)

**Page 239**  
Revision, Effective for students starting on or after 12/17/2019 [documentation]  
Revision, Effective 10/21/2019 [CAP Appeal]  
**Conditional Admission Requirements (Master’s Programs)**  
Applicants seeking admission to any Master’s degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

- Have a Bachelor’s degree or graduate-level degree  
  from a regionally accredited or approved nationally accredited college or university with a grade point average (GPA) of 2.0* or above. Applicants with a grade point average of 2.0 to 2.74 will be placed on Academic Watch. Applicants must provide an unofficial or official transcript or diploma demonstrating degree completion by Day 7, Week 3 of their first course or they will be denied admission;

Applicants are conditionally admitted to a Master’s degree program when they submit a completed application indicating that they meet admission...
requirements outlined for that program and are approved by the Registrar’s Office. Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Conditionally admitted students who do not achieve provisional or full admission status after one attempt in the Ashford Promise, are allowed a second period of conditional admission to be provisionally or fully admitted. Attendance in the first course is confirmation of a student’s intent to matriculate and, therefore, constitutes an attempt. Subsequent withdrawal from the course or institution, whether administrative or student-initiated, concludes an attempt. Students who are administratively withdrawn for failing to submit required Financial Aid documents during the conditional admission period are required to submit the required documents as a prerequisite to a subsequent attempt.

Page 250 & 290
Revision, Effective 10/21/2019
Appeal Procedure for a Third beyond a Second (2nd) Consecutive Conditional Admission Period or Ashford Promise Attempt
Provisional admission status must be attained by the end of the second (2nd) attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second (2nd) attempt of the Ashford Promise must wait six months from the date they were denied admission to re-apply, or they may appeal the University’s decision using the process outlined subsequently to request a third (3rd) any additional consecutive attempt of conditional admission in the Ashford Promise. Students that fail their third (3rd) consecutive attempt of conditional admission in the Ashford Promise will not be provided a fourth (4th) attempt.

Page 241
Revision, Effective for students starting on or after 12/17/2019 [documentation]
Provisional Admission Requirements
Students must attend beyond Week 3 of their first course and have submitted official or unofficial college transcripts or diploma in order to be provisionally admitted to a Master’s degree program at Ashford University:

Attendance beyond Week 3 constitutes a student’s confirmation of their intention to continue in the program as a regular student. Upon attendance beyond Week 3 of their first course, students are considered matriculated, regular students in their degree program. Students who meet the requirements for Full Admission will be fully admitted into the degree program.

Page 253
Correction, Published 9/11/2019
[Clarification on the credits required for the MBA, core requirements are 33 credits, with an elective option for students, making the total credits to graduate, 39 credits]
Master of Business Administration
Core Requirements (39 credits)
Elective Choice: (6 credits)

Page 262
Correction, Published 7/24/2019
Master of Arts in Education

1. Design appropriate, challenging and diverse learning experiences informed by contemporary, research-based theory and practice;
2. Employ differentiated instructional practices aligned with learner strengths and differences, diverse cultures, and diverse communities to promote student learning in a safe, collaborative, engaging, inclusive, 21st century learning environment;
3. Design a variety of strategies and experiences to elicit evidence of learner growth and responsive instructional decisions;
4. Analyze research that generates positive social change along with evidence-based practices and academic writing;
5. Design learner-centered instruction aligned with Common Core State Standards, digital age standards (NETS-S), and 21st Century skills to promote learner achievement and growth;
6. Demonstrate innovative actions serving as advocates and change agents within communities by engaging in continuous professional growth;
7. Use knowledge of subject matter and central concepts of the discipline(s) to create technology-enriched learning environments that promote learner achievement and innovation;
8. Construct effective methods of collaboration, communication, and partnership with
colleagues, community, and stakeholders; and

9. Apply confidence, competence, and purpose around digital citizenship, consuming, creating, and communicating information and ideas using technology.

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Page 264

Deletion, Effective for students 9/17/2019

English Language Learners Specialization (12 credits)

As of September 17, 2019, students may no longer declare the English Language Learners Specialization in the Masters of Arts in Education.

Page 285

Revision, Effective for students starting on or after 11/19/2019 [Program Description, 2 PLOs, and 2 Course Changes]

Master of Public Administration

Degree Focus

The Master of Public Administration is designed for students with a baccalaureate degree in any academic discipline who seek careers in government management at the federal, state, local level, or in non-profit, non-governmental organization management. Graduates will demonstrate knowledge of public leadership and service in diverse communities, with a focus on finance, urban planning/redevelopment, public policy, and management. The Master of Public Administration is designed for students with a baccalaureate degree in any academic discipline who seek careers in government management at the federal, state, or local level and in non-profit management. Graduates increase interpersonal and management skills while gaining a wide range of proficiencies in financial management, budgeting, quantitative methods, urban planning/redevelopment, and personnel management.

Program Outcomes

Master of Public Administration graduates will be able to:

1. Develop critical thinking skills appropriate to a commitment to the principles and values of public service;

2. Develop critical thinking skills relevant to public administration contexts;

3. Evaluate the impact of political influences on the public sector decision-making processes;

4. Evaluate the impact of political, socioeconomic, and cultural influences on the public sector decision-making processes;

5. Analyze the needs of various stakeholders in the development of public policy;

6. Assess the effectiveness of public administration strategies for dealing with urban planning and redevelopment;

7. Evaluate public administration trends and strategies for financing government operations; and

8. Assess the role and function of public administration in today’s multicultural environment.

Course Requirements (36 credits)

- BUS 600 Management Communications with Technology Tools (3 credits)
- BUS 610 Organizational Behavior (3 credits)
- OMM 618 Human Resources Management (3 credits)
- OMM 640 Business Ethics & Social Responsibility (3 credits)
- BUS 660 Contemporary Issues in Organizational Leadership (3 credits)
- *MAT 540 Statistical Concepts for Research (3 credits)
- PPA 601 Foundations of Public Administration (3 credits)
- PPA 602 Public Financial Management (3 credits)
- PPA 520 Stewardship of Public Funds (3 credits)
- PPA 603 Government Budgeting (3 credits)
- PPA 510 Ethical Public Leadership (3 credits)
- PPA 604 Urban Planning/Redevelopment (3 credits)
- PPA 605 Negotiating, Bargaining & Conflict Management (3 credits)
- PPA 699 Public Policy Development (3 credits)

Page 289 - 291
Correction, Published 9/11/2019 [Conditional Admission, 12 credits or more]
Revision, Effective 10/21/2019 [Doctoral CAP Appeal]
Revision, Effective for students starting on or after 12/17/2019 [documentation]

Admissions Policies and Procedures for Doctoral Programs

Conditional Admission Requirements
Applicants seeking admission to any Doctoral program must meet the following admission requirements prior to the start of the first course at Ashford University:

1. Provide proof of a Master’s degree from a regionally or approved nationally accredited institution with a graduate-level cumulative GPA of 3.0 or higher, or an earned Doctoral degree from a regionally or approved nationally accredited institution. Applicants must provide an unofficial or official transcript demonstrating degree completion by day 7, Week 3 of their first course or they will be denied admission;
   - Students who have completed 12 credits or more of doctoral-level coursework may have their GPA calculated for doctoral coursework to meet the 3.0 graduate GPA requirement.
2. Have access to a computer with an Internet connection and meet the minimum technology requirements and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in the General Academic Information & Policies section of this Catalog;
   - Conditionally admitted students who do not achieve provisional or full admission status after one attempt in the Ashford Promise, are allowed a second period of conditional admission to be provisionally or fully admitted.

Provisional Admission Requirements
Students must attend beyond Week 3 of their first course and have submitted official or unofficial college transcripts in order to be provisionally admitted to a Doctoral degree program at Ashford University.

Full Admission Requirements
The following requirements must be met prior to the conclusion of the third (3rd) attempted Ashford University course in a degree-seeking program. To start the fourth (4th) course, students must complete all the requirements subsequently outlined and must meet all admissions requirements applicable to their specific degree program. Students who do not complete all requirements will not be fully admitted and will be withdrawn from the program.

- Submission of an official transcript from the regionally accredited or approved nationally accredited institution that awarded the Master’s degree indicating a minimum GPA of 3.0 or an official transcript from a regionally or approved nationally accredited institution that awarded a Doctoral degree, with a degree conferral date prior to the start of the first course at Ashford University.
  - Students who have completed 12 credits or more of doctoral-level coursework may have their GPA calculated for doctoral coursework to meet the 3.0 graduate GPA requirement.
- Students must submit official TOEFL or IELTS scores, if required for admission.

Page 291
Correction, Published 12/18/2019

Non-Degree Seeking Student General Admission Requirements for Doctoral Level Coursework
It is the responsibility of the applicant to provide Ashford University with all materials required for admission.
prior to enrolling in coursework as a non-degree seeking student. Please see additional policies for non-degree seeking students under Classification of Students in the General Academic Information and Policies section of this Catalog.

Students seeking to enroll in Doctoral-level coursework as a non-degree seeking student must meet the following requirements:

1. Submit an official or unofficial transcript from the regionally accredited or approved nationally accredited institution that awarded the Master’s degree indicating a grade-level cumulative GPA of 3.0 or higher or an earned Doctoral degree from a regionally or approved nationally accredited institution with a degree conferral date prior to the start of the first course at Ashford University;

   o Students who have completed 12 credits or more of doctoral-level coursework may have their GPA calculated for doctoral coursework to meet the 3.0 graduate GPA requirement.

2. Submit an official or unofficial transcript from the regionally accredited or approved nationally accredited institution showing proof of credit awarded for any required prerequisite coursework;

3. Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this Catalog; and

4. Have the ability to study in English indicated by one of the following:

   o Earned a Bachelor’s or Master’s degree in which the primary language of instruction was English; or

   o Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination taken within the past two (2) years. For the TOEFL, a minimum score of 550 paper-based or 79 internet-based is required. For the IELTS, a minimum score of 6.5 is required. Copies of official or unofficial scores must be submitted prior to enrolling in coursework as a non-degree seeking student.

Page 292
Revision, Effective 10/29/2019

Online Course Attendance Policy

In-Residence Workshops
During the In-Residence Workshop in San Diego, students are expected to actively participate for the full sixteen hours of instructional time. Failure to actively participate 90% or greater (at least fourteen hours) of instructional time during the In-Residence Workshop will result in the student being withdrawn from the workshop, and he or she will be required to repeat the workshop. During the Virtual In-Residence Workshop, students are expected to actively participate for the full ten hours of instructional time. Failure to participate 90% or greater (at least nine hours) of the instructional time during the Virtual In-Residence Workshop will result in the student being withdrawn from the workshop, and he or she will be required to repeat the workshop. Active participation is defined as actively engaging in the learning environment and not engaging in other activities such as: work obligations, unrequired technology use, and caretaking responsibilities.

Page 293
Revision, Effective 10/29/2019

In-Residence Workshop Requirement

Doctoral students have an In-Residence Workshop Series requirement as part of the Doctoral programs, excluding Doctor of Psychology, Clinical Specialization. Students are required to complete three In-Residence Workshops as part of their graduation requirements. Students must attend their first workshop in-person at Ashford’s San Diego, CA main campus and subsequent workshops can be taken either in-person or virtually. Each workshop prepares students for their Dissertation or Applied Doctoral Project and post-doctoral experiences. These interactive sessions offer students an opportunity to meet and collaborate with colleagues and faculty. The workshops help to ensure student success in completion of their program.

Students must successfully complete all three (3) required In-Residence Workshops prior to starting the Planning II course. Each workshop provides students with knowledge and skills necessary to meet significant research milestones and facilitate successful progression. Therefore, students are required to successfully complete each workshop during designated time frames throughout the program. Students who do not successfully complete each workshop during the designated time frame will not be allowed to progress to their next scheduled course. Students will work with their Academic Advisor to schedule the workshops.

First In-Residence Workshop: Must be successfully completed prior to the start of the 19th credit of the program.

- RES 8001 In-Residence Workshop 1
- RES 8101 Virtual In-Residence Workshop 1 (see Virtual In-Residence Workshop Request section)
Second In-Residence Workshop: Must be successfully completed prior to the start of the 37th credit of the program.

- RES 8002 In-Residence Workshop 2
- RES 8102 Virtual In-Residence Workshop 2

Third In-Residence Workshop: Must be successfully completed prior to the start of the Planning II course of the program.

- RES 8003 In-Residence Workshop 3
- RES 8103 Virtual In-Residence Workshop 3

In-Residence Workshop Experience
The in-person workshop will take place over three (3) scheduled days at Ashford’s San Diego, CA main campus. Students will be expected to participate in classroom sessions involving group and individual activities throughout the workshop.

The virtual workshop will take place over two (2) scheduled days. Students will be expected to participate in two (2) synchronous meetings. These meetings will be facilitated via a web-based video conference tool, and each meeting will last about (five) (5) hours. During the synchronous meetings, students are expected to remain actively engaged via web video conferencing for the entire length of each meeting. Students can also expect to complete asynchronous activities, in an online classroom, throughout the workshop.

Virtual In-Residence Workshop Request
The University is committed to providing an equal opportunity to access a full educational experience. Students who present appropriate documentation of disability and are otherwise qualified to participate, may be granted the opportunity to take part in the Virtual In-Residence Workshop. Please see Accessibility Support Services: Office of Student Access and Wellness in Student Rights and Responsibilities section of this catalog. Students who are unable to travel to attend their first In-Residence Workshop in-person may be approved for a Virtual In-Residence Workshop. The Virtual In-Residence Workshop Request may be approved for the following documented reasons:

- Military duty that resulted in an inability to continue in the course or program^;
- Personal or immediate family medical emergency*;
- Disability related impacts;
- Act of nature;
- Death in the immediate family*; or
- International residence.

^ For information regarding Readmission of Students After Military Service under the Higher Education Opportunity Act of 2008, please see the General Academic Policies and Information section of this catalog.

*Immediate family is defined as including husband, wife, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, (step/adoptive) mother, (step/adoptive) father, (step/adoptive) brother, (step/adoptive) sister, and (step/adoptive) child.

Additional considerations can be made on a case-by-case basis as determined by the University. Virtual In-Residence Workshop Requests may be submitted to the Office of the Registrar. Please contact the Office of the Registrar at student.forms@ashford.edu to initiate the request.

Doctoral students have an In-Residence Workshop Series requirement as part of the Doctoral programs, excluding Doctor of Psychology. Clinical Specialization. The In-Residence Workshop Series prepares students for their Dissertation or Applied Doctoral Project and post-doctoral experiences. These interactive sessions offer students an opportunity to meet and collaborate with colleagues and faculty. The workshops help to ensure student success in completion of their program. Students will work with their Academic Advisor to schedule their workshop.

In-Residence Workshops
Students who attend the In-Residence Workshop are expected to actively participate for the full sixteen hours of instructional time. Failure to actively participate 90% or greater (at least fourteen hours) of instructional time during the In-Residence Workshop will result in the student being withdrawn from the workshop, and he or she will be required to repeat the workshop. Students will be enrolled in an online classroom at least three days before the In-Residence Workshop starts.

- RES 8001 In-Residence Workshop 1 (0 credits)
- RES 8002 In-Residence Workshop 2 (0 credits)
- RES 8003 In-Residence Workshop 3 (0 credits)

Virtual In-Residence Workshop Request
Students experiencing hardship or who are unable to travel to attend an In-Residence Workshop may be approved to attend a Virtual In-Residence Workshop. The Virtual In-Residence Workshop Request may be approved for the following documented reasons that directly impact the student’s ability to attend the workshop in-person:

RES 8001 In-Residence Workshop 1
- Personal or immediate family medical emergency;
- Disability related impacts;
- Act of nature;
- Death in the immediate family;
- International residence.
• Documented military duty that resulted in an inability to continue in the course or program\(^\text{\$}\);  
• Documented personal or immediate family medical emergency\(^*\);  
• Documented disability-related impacts;  
• Documented act of nature;  
• Documented death in the immediate family\(^*\);  
• Documented temporary severe economic hardship;  
Or  
• Documented international residence  
\(^*\)For information regarding Readmission of Students after Military Service under the Higher Education Opportunity Act of 2008, please see the General Academic Policies and Information section of this Catalog.  
\(^\text{\$}\)Immediate family is defined as including husband, wife, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, (step/adoptive) mother, (step/adoptive) father, (step/adoptive) brother, (step/adoptive) sister, and (step/adoptive) child. Additional considerations can be made on a case-by-case basis as determined by the University. Please contact the appropriate Dean for specific consideration. Approval to attend Virtual In-Residence Workshop RES 8104 is not required.  
Virtual In-Residence Workshop Requests may be submitted to the Office of Student Access and Wellness. Please contact the Office of Student Access and Wellness at Access@ashford.edu to initiate the request.  

**Virtual In-Residence Workshop**  
The workshop will take place over four (4) scheduled days. Students can expect to complete asynchronous activities, in an online classroom, throughout the four (4) days. In addition, they will be expected to participate in synchronous meetings during two (2) of the four (4) days. These scheduled meetings will be facilitated via a web-based video conference tool, and each meeting will last about four (4) hours. During the synchronous meetings, students are expected to connect via phone and computer for the entire length of each meeting.  
• RES 8101 Virtual In-Residence Workshop 1 (0 credits)  
• RES 8102 Virtual In-Residence Workshop 2 (0 credits)  
• RES 8103 Virtual In-Residence Workshop 3 (0 credits)  

**Doctoral Research**  
**Dissertation & Applied Doctoral Project**  
As a requirement for graduation from Ashford University with a degree of Doctor of Philosophy (PhD), each student must complete and successfully defend a Dissertation. As a requirement for graduation from Ashford University with a degree of Doctor of Psychology (PsyD), each student must complete and successfully defend either an Applied Doctoral Project or a Dissertation. The Doctoral Research phase begins after successful completion of the Doctoral Capstone Seminar and includes: Dissertation Planning I/II, Applied Doctoral Project Planning I/II, Dissertation, Dissertation Extension, Applied Doctoral Project, and Applied Doctoral Project Extension courses.  

**Applied Doctoral Project**  
Students are enrolled in Applied Doctoral Project for a minimum of five credits (RES 8981-8985). Students satisfactorily progressing through the ADP course requirements experience, but not meeting the required milestones in the designated timeframe, will be required to reenroll in the corresponding ADP course experience. Students needing more than two reenrollments in any of the ADP courses will need to appeal to enroll in the Applied Doctoral Project Extension, RES 8986/8987 to remain in the program and complete the designated milestone(s).