



**State of Maine**  
**Department of Education**  
**Additional Degree Approval Report**

Bachelor of Science in Nursing  
Associate of Science in Information Technology  
Bachelor of Science in Information Technology

May 16, 2012

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## **A. Organization and Governance**

*The Academic Governance Manual for Kaplan University* is the document that details the administrative responsibilities of the governing board, administrators, faculty, and staff. The following excerpts from the Governance Manual outline these responsibilities; the document can be found in its entirety in **Appendix A**. The organization chart for Kaplan University-Maine (KU-Maine) Campuses can be found in **Appendix B**.

### **A.1. Governance**

#### ***Faculty Authority***

The faculty constitutes the highest academic authority of the University. The faculty has full authority in all areas of academic integrity, quality, and excellence of the University within the limits defined by the University Board of Trustees. The Board of Trustees is responsible for approving the educational degree programs of the University and for adding or discontinuing degree programs. Determination of course offerings and curriculum is the responsibility of the faculty as described in section 2.1 of the Manual (**Appendix A**). All changes to this Manual must be approved by a two-thirds vote of the Faculty Senate, which serves as a representative of the faculty body.

Faculty status and duties will be voluntary and by invitation from the vice president for academic affairs and provost.

Faculty authority of constituent schools shall reside with the faculty members of those constituent schools. Faculty members whose institutions operate under specific statutory and regulatory authority are expected to conform their practices and procedures to those statutes and regulations, even when inconsistent with this Manual.

#### ***Governance and Planning Committee***

The Governance and Planning Committee is responsible for developing the long-range plan for the University and the academic governance system. Amendments to this Manual pass through this committee for administrative review. After this review, any changes are sent to the Faculty Senate. The Faculty Senate can vote to accept or deny the proposed amendment, but cannot make modifications. All denied changes are returned to the Governance Committee or other specified committee for modification.

The Governance and Planning Committee will be co-chaired by the president (or designee) and the vice president for academic affairs and provost. Either of the co-chairs may call a

Governance Committee meeting at any time during the course of the academic year. It is the responsibility of either of the co-chairs to call meetings no less than twice every year during the months of June and December to review and consider all final revisions to the Academic Governance Manual for the coming academic year.

## **A.2. Organization**

The organization chart for the KU-Maine Campuses can be found in **Appendix B**. The KU-Maine organizational structure is designed to ensure dependable management oversight, academic leadership, and consistency of the student experience across all of the Maine locations.

The overall administrative organization of Kaplan University consists of the president; senior vice presidents, vice presidents, and chief officers; presidents of the constituent schools; and other administrators within Kaplan University (e.g., registrars, admissions directors, financial aid officers, and academic advisors).

The academic organization of Kaplan University consists of the vice president for academic affairs and provost, the presidents and deans of the constituent schools, vice presidents, deans, assistant deans, department chairs, and faculty.

### ***Academic Faculty Organization***

The head of the academic organization at KU-Maine is the Academic Dean, who reports to the KU-Maine President. Associate Academic Deans for each Maine campus report to the Academic Dean. The faculty are assigned by campus and program to report to one of these three deans.

## **B. Institutional Objectives**

The proposed new programs are consistent with Kaplan University's mission, which is defined on page 11 of the Kaplan University catalog as follows:

Kaplan University is an institution of higher learning dedicated to providing innovative undergraduate, graduate, and continuing professional education. Our programs foster student learning with opportunities to launch, enhance, or change careers in a diverse global society. The University is committed to general education, a student-centered service and support approach, and applied scholarship in a practical environment.

To accomplish its mission, Kaplan University has established the following purposes:

1. Provide academic programs that have been developed and assessed by faculty, staff, and members of educational, professional, and business communities.
2. Provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthens student academic achievement.
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of culture and diversity.
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
5. Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.
6. Prepare students to meet the ever-changing needs of their communities now and in the future.

Kaplan University recognizes the worth and dignity of all people and is sensitive to the diversity of cultural and ethnic backgrounds represented in its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities.

The University employs instructional methods based on adult learning theory and is committed to the development of each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation and may include group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development.

The University helps students reach their educational goals by providing them with the communication skills necessary to work successfully with clients and other professionals, offering courses that prepare them to successfully participate in society, equipping them with the business knowledge necessary to succeed in the "real world," and encouraging them to become involved in professional organizations that will promote their learning and professional skills.

Kaplan University serves many Maine students who previously had not envisioned themselves as "college material" or who had received little or no encouragement to pursue higher education. The Mitchell Institute's July 2007 study *From High School to College: Removing Barriers for Maine Students* (**Appendix C**) examined the gap between Maine's strong high

school completion rate and its below-average college enrollment rate. The intent to enroll in college has steadily increased since 2002, but actual college enrollment has not. One of the identified challenges noted was that *“most [K-12] educators do not believe that all students are capable of graduating from high school ready for college”* (pg. 10) and *“some educators still have a limited view of college as a four-year degree program in the liberal arts and sciences.”* (pg. 30) Another finding is that 55 percent of high school students agreed with the statement *“My community strives to encourage young people to consider attending college”* (pg. 10) and 56 percent agreed that *“a college education is very valuable in my community.”* (pg. 10)

Kaplan University, through its mission-driven efforts, strives to reach those who have faced some of the barriers described in the Mitchell Institute report. KU-Maine has a relentless focus on helping those students overcome those obstacles. The University prides itself on its student-focused service, from the Admissions team to the classroom experience and career service efforts. The University is cognizant of its role as a critical entry point into higher education for historically “underserved” students--particularly with its emphasis on facilitating student success through proactive support. The University has broadened its impact through methodical programmatic growth beyond the associate degree level, introducing baccalaureate degrees in 2011. In an effort to effectively position itself to meet community needs, the University has fostered relationships with local business, social service, and governmental entities and continues to seek input from each.

Kaplan University has methodically planned over the past three years to offer additional degrees. Full arrays of internal and external inputs were considered in analyzing the University’s readiness to pursue the strategic goal of developing and offering new degree programs. Due to this strategic planning, the University has securely positioned itself to provide the necessary resources, infrastructure, and other key support services to make this major transition successful.

### **C. Degree Requirements**

The complete degree requirements for the three programs for which the University is requesting authorization are listed in **Appendix D**. The following section includes an abbreviated version of the degree requirements.

#### **Bachelor of Science in Nursing - Degree Requirements**

The proposed Kaplan University pre-licensure BSN program consists of the curriculum outlined below. The initial version of the curriculum has been developed by qualified nursing faculty and has been mapped to the American Association of Colleges of Nursing Essentials for Bachelor of Science in Nursing Education, the Maine Board of Nursing education requirements, and the

QSEN competencies. This curriculum was developed by members of the Kaplan University School of Nursing faculty and will be further developed and finalized for the KU-Maine BSN program once the DON and faculty have been hired. The final version of the BSN curriculum will reflect the recognized standards of nursing education and be compliant with the requirements presented in the Maine Board of Nursing requirements for nursing education. Since the generic BSN program is new to Kaplan University, and will be launched at KU-Maine, the curriculum which has been developed is considered to be the initial version. The Director of Nursing at KU-Maine, and the Maine nursing faculty, will review, make recommendations for any changes and approve the final curriculum in order to assure that it aligns with State of Maine requirements and reflects the local standards of nursing practice.

**Program Overview  
GENERIC BSN  
QUARTER CREDIT**

Course #	Title	Clock Hours			Clinical + Lab Hours	Total Hours	Quarter Credits	Prerequisites
		Lecture	Lab	Clinical				
<b>TERM 1</b>		<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>15</b>	
CM107	College Composition I	50	0	0	0	50	5	none
MM212	College Algebra	50	0	0	0	50	5	none
SS144	Sociology	50	0	0	0	50	5	Any college composition I course

<b>TERM 2</b>		<b>140</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>160</b>	<b>15</b>	
CM220	College Composition II	50	0	0	0	50	5	Any college composition I course
SC121	Human Anatomy & Physiology I	40	20	0	0	60	5	None
PS124	Introduction to Psychology	50	0	0	0	50	5	none
<b>TERM 3</b>		<b>140</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>160</b>	<b>15</b>	
SC131	Human Anatomy & Physiology II	40	20	0	0	60	5	SC121

HU280	Bioethics	50	0	0	0	50	5	Any college composition I course
SC202	Foundations of Science	50	0	0	0	50	5	200-level mathematics course or above
<b>TERM 4</b>		<b>140</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>160</b>	<b>15</b>	
SC115	Principles of Nutrition	50	0	0	0	50	5	None
SC246	Fundamentals of Microbiology	40	20	0	0	60	5	none
MM207	Statistics	50	0	0	0	50	5	MM150 or higher
<b>TERM 5</b>		<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>180</b>	<b>17</b>	
CM206	Interpersonal Communications	50	0	0	0	50	5	Any college composition I course
SC435	Genetics	60	0	0	0	60	6	none
NU309	Pathophysiology	60	0	0	0	60	6	SC131
<b>TERM 6</b>		<b>80</b>	<b>60</b>	<b>60</b>	<b>120</b>	<b>200</b>	<b>13</b>	
NU301	Fundamentals of Nursing Care	40	0	0	0	40	4	Completion of all general education courses, co-requisite Fundamentals of Nursing Care clinical course

NU302	Fundamentals of Nursing Care Clinical	0	40	60	100	100	4	Co-requisite NU301
NU307	Physical Assessment	40	20	0	20	60	5	Co-requisite NU301

	<b>TERM 7</b>	<b>80</b>	<b>60</b>	<b>90</b>	<b>150</b>	<b>220</b>	<b>14</b>	
NU311	Nursing Care of Adults I	40	0	0	0	30	4	NU301, NU307, NU309, co-requisite Nursing Care of Adults I Clinical course
NU312	Nursing Care of Adults I Clinical	0	40	90	130	130	5	Co-requisite NU311
NU305	Clinical Pharmacology	40	20	0	20	60	5	NU301, NU307, NU309
	<b>TERM 8</b>	<b>80</b>	<b>40</b>	<b>120</b>	<b>160</b>	<b>230</b>	<b>13</b>	
NU321	Care of the Childbearing Families	40	0	0	0	40	4	NU311, NU305, co-requisite Care of Childbearing Families Clinical course
NU322	Care of the Childbearing Families Clinical	0	20	60	80	80	3	Co-requisite NU321
NU310	Nursing Research	60	0	0	0	60	6	MM207, HU280 or equivalent, NU351
	<b>TERM 9</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>13</b>	
NU327	Care of Children, Adolescents & Families	40	0	0	0	30	4	NU311, NU305, co-requisite Care of Children, Adolescents & Families Clinical course
NU328	Care of Children, Adolescents & Families Clinical	0	20	60	80	80	3	Co-requisite NU327

HU300	Arts & Humanities 20th Century & Beyond	60	0	0	0	60	6	Any college composition course
<b>TERM 10</b>		<b>40</b>	<b>40</b>	<b>90</b>	<b>130</b>	<b>170</b>	<b>15</b>	
NU315	Care of the Mental Health Patient & Family	40	0	0	0	40	4	NU301, NU307, NU309, co-requisite Care of Mental Health Patient & Family Clinical
NU316	Care of the Mental Health Patient & Family Clinical	0	0	60	60	60	2	Co-requisite NU315
NU411	Nursing Care of Adults II	40	0	0	0	40	4	NU311, co-requisite Nursing Care of Adults II Clinical course
NU412	Nursing Care of Adults II Clinical	0	40	90	130	130	5	Co-requisite NU411
<b>TERM 11</b>		<b>40</b>	<b>0</b>	<b>60</b>	<b>60</b>	<b>100</b>	<b>12</b>	
NU418	Nursing Care of the Older Adult	40	0	0	0	40	4	NU411, co-requisite Nursing Care of the Older Adult Clinical course
NU419	Nursing Care of the Older Adult Clinical	0	0	60	60	60	2	Co-requisite NU416
NU422	Leadership and Management Concepts in Nursing	40	0	0	0	40	4	NU351, co-requisite Leadership and Management Nursing Concepts Clinical course
NU423	Leadership and Management Concepts in Nursing Clinical	0	0	60	60	60	2	Co-requisite NU422

	<b>TERM 12</b>	<b>180</b>	<b>20</b>	<b>90</b>	<b>820</b>	<b>260</b>	<b>12</b>	
NU452	Community-Based Nursing Care	40	0	0	0	40	4	NU411, NU422, NU351, co-requisite Community-Based Nursing Care Clinical course
NU453	Community-Based Nursing Care Clinical	0	0	60	60	60	2	Co-requisite NU452
NU426	Nursing Trends in the Changing Healthcare Environment	60	0	0	0	60	6	NU310, NU351
	<b>TERM 13</b>	<b>120</b>	<b>20</b>	<b>90</b>	<b>440</b>	<b>200</b>	<b>16</b>	
NU496	Bachelor's Capstone in Nursing for Entry Level Practice	60	0	0	240	60	6	All core program courses
NU497	Bachelor's Capstone in Nursing for Entry Level Practice Clinical Course	0	20	90	140	140	4	All core program courses
SS310	Exploring the 1960s: An Interdisciplinary Approach	60	0	60	60	60	6	Any college composition course
<b>TOTALS</b>		<b>1250</b>	<b>280</b>	<b>510</b>	<b>1120</b>	<b>1990</b>	<b>185</b>	

### Associate of Applied Science in Information Technology

The Associate of Applied Science in Information Technology program consists of a minimum of 90 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate of applied science degree.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CS 114: Academic Strategies for the IT Professional OR CS 121: Pathways to Academic Success*	5
IT 117: Introduction to Website Development	5
IT 163: Database Concepts Using Microsoft Access OR IT 238: Data Modeling for Health Informatics	5
IT 190: Foundations in Information Technology	5
IT 193: Foundations of Programming Using Visual Basic OR IT 258: Foundations of Programming Using Java	5
IT 273: Networking Concepts	5
Choose one of the following 100/200-level courses:	5
AB 140: Introduction to Management	
AB 209: Small Business Management	
AB 220: Global Business	
IT 296: Associate's-Level Information Technology Externship <sup>†</sup>	
IT 299: Associate's Capstone in Information Technology	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>‡</sup>	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

### Bachelor Science in Information Technology

The Bachelor of Science in Information Technology program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a Bachelor of Science degree.

## Curriculum

Courses	Credits
<b>APPLIED TECHNOLOGY TRACK</b>	
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
IT 117: Introduction to Website Development	5
IT 163: Database Concepts Using Microsoft Access OR IT 238: Data Modeling for Health Informatics	5
IT 190: Foundations in Information Technology	5
IT 193: Foundations of Programming Using Visual Basic OR IT 258: Foundations of Programming Using Java	5
IT 261: Desktop Administration	5
IT 273: Networking Concepts	5
Choose one of the following 100/200-level courses:	5
MT 140: Introduction to Management	
MT 209: Small Business Management	
MT 220: Global Business	
200-level: Mathematics Course	5
IT 301: Project Management I	6
IT 302: Human Computer Interaction	6
IT 331: Technology Infrastructure	6
IT 337: Internet Business Fundamentals OR MT 300: Management of Information Systems	6
Choose one of the following 300/400-level courses:	6
IT 350: Structured Query Language	
IT 354: Database Design	
MT 451: Managing Technological Innovation	
IT 402: IT Consulting Skills OR IT 489: Information Technology Externship	6
IT 460: Systems Analysis and Design	6
IT 499: Bachelor's Capstone in Information Technology	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>68</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives*	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

### *Career Focus Areas*

Kaplan University offers several options for personalizing a degree in IT by focusing electives on a particular career focus area. Career focus areas consist of a minimum of four courses and allow students to concentrate on their individual career interests.

### *Tracks of Study*

There are two tracks available in the Bachelor of Science in Information Technology program: applied technology and information systems.

Students enrolled in the applied technology track will study the foundational concepts, tools, and methods of IT through a curriculum designed to support the needs of a business. Students could develop a broad foundation in the fundamental areas of IT as well as an in-depth understanding in an area of interest by choosing from one of five career focus areas: information systems management, new media/Internet marketing, network administration, project management, or Web development. Students study core information technologies such as the Internet, networking, operating systems, project management, systems analysis and design, and Web design.

Students enrolled in the information systems track will study how to design and implement information systems and technologies to solve technology and business problems. Leveraging a curriculum designed to maintain currency with technological advances and business needs, students enrolled in the information systems track could develop technology, business, and communication skills relevant to the IT professional. Students study core information systems skills and technologies such as application development, database management, information security, systems analysis and design, and systems architecture. There are five career focus areas available to students enrolled in the information systems track: application development, database management, health informatics, information security and forensics, and mobile computing.

### **D. Admission Requirements**

General Admission requirements for all Kaplan University degree programs can be found on page 17 of the catalog (**Appendix E**).

### **General Policies**

Listed below are general requirements and procedures that Kaplan University has established for all students seeking admission. Some programs have additional admissions and other requirements, which can be found in the individual school sections of the catalog.

1. All applicants to the University must complete an Enrollment Agreement and all required documents and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.

2. All applicants must complete an informational interview. For campus interviews, parents or spouses are encouraged to be present.
3. All applicants are encouraged to tour the campus and/or online learning environment prior to starting classes.
4. All courses are conducted in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the University's admissions test or placement exam (if applicable), an interview, and the completion of any necessary documents.
5. The University is authorized under federal law to enroll nonimmigrant, alien students. International students who wish to be admitted to any Kaplan University for-credit program must be 18 years or older, complete admissions requirements, and provide evidence of adequate financial resources. To ensure that international students are prepared to complete college and university-level coursework, they must demonstrate a command of oral and written English skills. Please refer to the International Applicants Admissions Policy for specific requirements.
6. All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.
7. By the end of the fifth week of classes, students enrolled in an advanced start degree option must furnish an official transcript indicating receipt of a comparable associate's degree or bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. If this document is not submitted by the end of the fifth week of classes, the student will be blocked from classes until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
8. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

9. By the end of the third week of classes, all onsite students entering an advanced start degree option or graduate program during a midterm start must present the University with an official transcript indicating receipt of a bachelor's or associate's degree, as required by the specific program, from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
10. Prior to starting an academic program or being conditionally admitted, undergraduate students may be required to participate in entrance assessments. A minimum performance score on these assessments may be required to begin an academic program or to be conditionally admitted to the University. If a student fails to achieve the minimum score, he or she may not be admitted to the University or may be required to take foundational coursework. In the event that a student is required to take foundational coursework, he or she must earn a minimum grade of satisfactory ("S") in the foundational coursework. A student may retake the foundational coursework once; however, if, on the second attempt, a minimum grade of satisfactory ("S") is not earned, he or she will not be permitted to reapply for admission to the University for 12 months. Students who are required on the basis of their score to enroll in foundational coursework will enjoy all the rights and resources of a fully instated student during the completion of the foundational coursework, and all of the University's policies apply. Online students (online and Learning Center students, and campus students who enroll as fully online students) who earn a grade of satisfactory ("S") in the University's foundational course, KU 076: University Fundamentals, will be referred to the Admissions Department for conditional admittance to the University for an upcoming term. Online students who earn a grade of unsatisfactory ("U") in KU 076: University Fundamentals will have the opportunity to repeat the course once in the following 12-month period. If the student earns a grade of "U" on the second attempt, he or she must wait 12 months to reapply for admission to the University. Upon reentry, the student must again participate in entrance assessments and, if required to take foundational coursework, a grade of "S" must be earned prior to conditional admittance.

Online students who are required to take foundational coursework and fail to earn a grade of "S" will not be admitted to the University. Onsite students who are required to take foundational coursework may also register for one or two select first-term courses, chosen with assistance from a campus Academic Advisor.

11. All first-time Kaplan University students will be considered conditionally admitted to the University and will not be eligible for Title IV federal financial aid while in this status. All of the University's policies nevertheless apply to such students, and they enjoy all the rights and resources of a fully accepted student during the period of conditional admission. Non degree-seeking students will be considered fully accepted rather than conditionally admitted. Students returning to the University may be excluded from this policy based on a review of their academic record of previous coursework.
12. The University will review the academic performance of all conditionally admitted students. Students who meet the following criteria will be fully admitted to the University:
  - a. At the end of the fifth week of classes, conditionally admitted undergraduate students must have earned a grade up to that point of 65 percent or higher for all coursework.
  - b. All conditionally admitted students must submit all required documentation in a timely manner, as necessary to secure the method of payment for their tuition cost and fees.

Conditionally admitted students who meet the above criteria will be fully accepted into their programs and will only then become eligible for Title IV federal financial aid and to receive credit for all coursework completed.

The University will not fully accept any conditionally admitted student not meeting these criteria, and such a student will not owe any financial obligation to the University except for the application fee, which is nonrefundable. Onsite students not admitted to the University are required to return all textbooks. Failure to do so will result in the student being charged for textbooks not returned. Onsite students who purchase textbooks may return them without charge should their admission be reversed as a result of not meeting the University's conditional admission requirements.

Students who are not fully accepted into their programs will be reversed and may not reapply for admission for 1 year unless they qualify for a waiver as applied by the Dean of their academic program.

13. The state of Maine requires all students born after 1956 and enrolled in an onsite degree program to provide proof of specific immunizations at the time of admission. Students seeking admission to a Kaplan University campus in the state of Maine must submit proof of immunization against measles, mumps, rubella, diphtheria, and tetanus.

Proof of immunization must detail the administration of the following:

- a. A DT booster within the last 10 years
- b. An adult MMR vaccination for individuals who previously received an MMR vaccination prior to their first

Students who fail to submit documentation of required immunizations will be denied admission to the University.

14. The Dean of the academic program has the final discretion to approve candidates for admission to a program.
15. An applicant to the University's undergraduate programs must meet one of the following criteria:
  - a. Be a high school graduate
  - b. Possess a General Education Development (GED) certificate
  - c. Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by the student's home state, and be beyond the age of compulsory attendance in that state
  - d. Be a high school senior eligible to apply and submit proof of high school graduation

High school students may take individual courses at the University under special local and state programs. These students will be enrolled as non-degree-seeking students until they have graduated high school and are admitted to the University under regular admissions requirements.

Onsite students must present evidence of high school graduation or equivalent to the University. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of graduation from an approved high school. If students who currently reside in the United States, but attended school in foreign countries, are unable to produce the required documents, evidence may include certification from other official sources.

Online students must attest to high school graduation or approved equivalent. Acceptable attestation for the University may be the proof of graduation attestation included on an Enrollment Agreement, the Free Application for Federal Student Aid (FAFSA), or any other document deemed acceptable by the University. If, for any reason, this attestation of high school graduation or its equivalent is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the

University will take all other appropriate actions. The statements made in this attestation are verified through a random sampling of students admitted to the University. If a student is selected for this verification, he or she will have 30 days in which to provide the University with such proof of graduation as is described above. If the University is required to obtain this proof of graduation on the student's behalf, there will be a \$10 fee charged to the student's account. Title IV financial aid cannot be used to pay this fee. If this fee is charged, it must be paid by the student using his or her own funds. All graduates of foreign high schools must provide actual proof of graduation.

### **Acceptance to the University**

Upon completion of all admissions requirements, Kaplan University administration will review the information and inform applicants in writing whether they have been accepted for enrollment.

If an applicant is not accepted, he or she will not owe any financial obligation to the University except for the application fee, which is nonrefundable. Questions regarding the admissions decision should be addressed to the Dean of the academic program to which the student applied or the Campus President/Executive Director.

### **International Applicants**

Kaplan University is authorized under federal law to enroll nonimmigrant, alien students. International applicants interested in enrolling in an online nursing, health science, or education program should contact their Admissions Advisor for information related to international availability. Not all programs are available for enrollment. In addition to the general requirements listed in this Catalog, additional requirements apply to all international students.

International students who wish to be admitted to any Kaplan University for-credit program must:

1. Be 18 years or older.
2. If applying to an onsite program, submit bank statement(s), with balance(s) converted into U.S. dollars, indicating that the student or parent/guardian has sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and/or living expenses will be paid in advance of each term. If enrolled in English language course(s) at another institution, bank statement(s) or a certified government sponsor letter proving sufficient funds for the entire Kaplan University program can be submitted along with the Enrollment Agreement.
3. Demonstrate a command of oral and written English skills to ensure they are prepared to complete college- or university level coursework. Evidence of the student's English

language proficiency must be provided at the time of enrollment and may include the following:

- a. The minimum required TOEFL, IELTS, EIKEN, or PTE Academic score:

TOEFL	PAPER-BASED	COMPUTER-BASED	INTERNET-BASED
Undergraduate	525	195	71
Graduate	550	213	80

IELTS	
Undergraduate	6 (no band less than 5.5)
Graduate	6.5 (no band less than 5.5)

EIKEN	
Undergraduate	Grade 2A
Graduate	Grade Pre-1

PTE ACADEMIC	
Undergraduate	48
Graduate	53

- b. Proof of completion of secondary education (or higher) in a country where English is the primary language
  - c. A transcript indicating completion of at least 45 quarter credit hours (or equivalent) and a CGPA of 2.0 or higher (or equivalent) from a university located in an English speaking country
  - d. Proof of completion of secondary education at an international high school where English is the primary language of instruction
  - e. A transcript indicating completion of an English composition course with a grade of "C" or above from a U.S. institution of higher learning
  - f. The minimum required score on the University's English Proficiency examination
4. If applying to an onsite program, submit an enrollment fee of \$100.00 U.S. with the Enrollment Agreement, which will exempt the student from paying administrative, application, and registration fees stated on the Tuition and Fees Schedule, if applicable.

The application fee is fully refundable if the applicant decides not to complete the enrollment process or is not accepted by the University.

5. If applying to an onsite program, submit a registration fee of \$100.00 U.S. Upon receipt of the Enrollment Agreement, the University will issue the appropriate to students attending a residential campus in order to apply for a student visa. If enrolled in English language course(s) at another institution, final acceptance will be contingent upon submission of the above-referenced evidence of English language proficiency and sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire Kaplan University program.
6. If applying to an online program, submit a tuition deposit and/or application fee as stated on the Enrollment Agreement.
7. Submit a high school or official college transcript (as required by the program of application) by the end of the fifth week of classes. Transcripts from foreign institutions must meet the same requirements as domestic institutions. Foreign transcripts must be translated into English along with an explanation of the grading scale, evaluated for equivalency to a United States high school or college diploma by an authorized school official, appropriate outside agency, or approved foreign credential evaluator, and submitted prior to enrollment. Evaluation documents must include U.S. equivalency of the degree and/or diploma and a course-by-course equivalency evaluation if the student desires to receive credit for individual courses.

For undergraduate students, any costs incurred for this service may be the responsibility of the student and may range from approximately \$50.00 to \$150.00 U.S.

If the evaluation document indicates that a foreign institution allows a student to directly receive a postgraduate degree without conferring a bachelor's degree, the foreign postgraduate degree may be accepted for admission to the University's graduate programs, or advanced start bachelor's degree options, if the foreign postgraduate degree is equivalent to a U.S. postgraduate degree offered by an institution accredited by a U.S. Department of Education recognized accrediting agency.

International applicants seeking admission to one of the University's graduate programs, and who have completed an international 3-year bachelor's degree with coursework deemed to be equivalent to the completion of 3 years of undergraduate study at a regionally accredited university in the United States, will be reviewed on a case-by-case basis by the Dean of the academic program or his or her designee.

### **Kaplan Commitment Program**

Kaplan University has implemented the Kaplan Commitment Program, which gives students new to Kaplan University the opportunity to attend classes for five weeks.

All first-time Kaplan University students are enrolled in the Kaplan Commitment Program and considered conditionally admitted to the University. All University policies apply to Kaplan Commitment Students, and they enjoy all the rights and resources of a fully accepted student during the period of conditional admission.

The University reviews the academic performance of all conditionally admitted students. Students who meet the following criteria are fully admitted to the University:

- At the end of the fifth week of classes, conditionally admitted undergraduate students must have earned a grade up to that point of 65 percent or higher for all coursework.

#### **Program Specific Admission Requirements**

In addition to meeting the general admissions requirements, there are specific admissions requirements for students pursuing a Bachelor of Science degree in Nursing or an Advanced Start Bachelor of Science degree in Information Technology.

#### ***Bachelor of Science in Nursing***

In addition to the general Kaplan University admissions requirements, the School of Nursing requires applicants to achieve a passing score on the Kaplan Test Prep Admission Test:

The Kaplan Test Prep (KTP) Admission Test is a tool to determine if candidates have the academic skills necessary to complete an initial program of nursing education and pass the NCLEX<sup>®</sup> licensure exam. The KTP Admission Test is an online, multiple-choice test that evaluates the basic reading, math, and writing skills of candidates seeking entry into a nursing program leading to RN licensure.

#### **Reading Section:**

Number of questions: 22

Timing: 45 minutes

Candidates read four passages and answer questions that measure the essential skills required for reading:

- Determining the logic of a passage
- Comprehending details
- Drawing basic inferences
- Identifying the purpose of a passage

**Math Section:**

Number of questions: 28

Timing: 45 minutes

The test measures the candidate's ability to apply mathematical principles in the following areas:

- Conversions
- Operations
- Ratios
- Word problems

In addition to these requirements, there are specific admission criteria which are required for nursing applicants. These include, but are not limited to, evidence of physical assessment, proof of immunization status, drug screen, and criminal background check. The specific admission policies and procedures for the KU-Maine BSN program will be comprehensive and comply with the requirements of the Maine Board of Nursing. The Kaplan University 2011-2012 Catalog page 159 presents examples of nursing admission criteria that are in place for other nursing programs, including the Master of Science in Nursing, the Bachelor of Science in Nursing, and the Associate of Science in Nursing.

***Bachelor of Science in Information Technology - Advanced Start Degree Option***

Kaplan University offers the Advanced Start Bachelor of Science in Information Technology degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree.

The combination of career courses and general education in the first two years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option

Students enrolled in the Advanced Start Bachelor of Science in Information Technology degree option who do not possess prior learning credit comparable to the 100/200-level prerequisites for the career focus area courses must complete the relevant coursework.

### **Refund Policy**

For all Kaplan University programs, the following individuals shall be entitled to a refund of all monies paid, with the exception of the non-refundable application fee:

- Applicants who are not accepted by Kaplan University;
- Applicants who are dismissed as a result of failing to meet the minimum entrance assessment score or to meet any other condition of enrollment or admittance required for the program of study;
- Conditionally admitted students who choose to withdraw at the end of week 5 of the first term; or
- Conditionally admitted students who entered the University during a midterm start and choose to withdraw at the end of week 3 of the first term.

### **E. Academic Programs**

Kaplan University – Maine is currently authorized by the Maine Department of Education to offer programs at the Associate and Bachelor Degree levels. The University hereby requests authority to offer the following additional programs.

#### **1. Bachelor of Science in Nursing**

The Bachelor of Science in Nursing program is designed to provide Maine residents with an opportunity to earn entry-level baccalaureate nursing education to meet the complex demands of health care and to pursue employment in numerous nursing and management specialties.

The University's degree program emphasizes professional growth and continuous learning. The program features a capstone course and a professional development plan that includes career planning. Additionally, the program is designed as a foundation from which students could pursue graduate nursing studies.

## **2. Associate of Applied Science in Information Technology:**

The Associate of Applied Science in Information Technology program is designed to prepare students with the general education, applied knowledge, technical skills, and communication skills to pursue a wide range of entry-level positions in the information technology field including the areas of network administration, software programming, and Web development. Students are taught the foundational skills to install and maintain computer networks, troubleshoot hardware and software problems, manage databases, and develop Web pages.

## **3. Bachelor of Science in Information Technology:**

The objective of the Bachelor of Science in Information Technology program is to prepare students to pursue career advancement in information technology by providing the technical knowledge, communication, critical thinking, and creative skills relevant to the modern workplace. The degree program is designed to help students develop a working knowledge of information technology (IT) concepts, tools, and methods as well as the leading-edge technologies needed to design information systems. In addition, students are taught to apply technical competencies to solve business problems. This degree program accommodates both the student whose immediate educational goals are satisfied by the completion of a bachelor's degree and the student who is planning to pursue study in the information technology field beyond the baccalaureate level.

Once approved, these baccalaureate and associate degree programs will be phased in during the 2012-2013 academic year. More detailed information regarding each program is attached in **Appendix D**. Included are program outlines and descriptions as well as one syllabus from each program. The programs will be taught on campus and/or online. Some courses utilize a blended format, which combines online and classroom teaching methods.

### *Academic Standards*

The University's academic policy can be found on page 34 of the catalog. The following section includes an abbreviated version of the policy.

## Grading System

The University grading system is listed below. Letter grades are utilized for transcripts.

GRADES	POINTS	DEFINITION
A	4.0	Superior
A-	3.7	Superior
B+	3.3	Above Average
B	3.0	Above Average
B-	2.7	Above Average
C+	2.3	Average
C	2.0	Average
C-	1.7	Average
D+	1.3	Below Average
D	1.0	Below Average
F	0.0	Failure
AU		Audit
CC		Credit by Examination
EC		Experiential Credit
I		Incomplete
NR		Not Required
P		Pass
S		Satisfactory
TC		Transfer Credit
U		Unsatisfactory
W		Withdrawal

In addition to the general undergraduate requirements for graduation, the School of Nursing stipulates that nursing students must:

1. Achieve a minimum grade of "C" in each of the major and core requirements for the program.
2. Comply with all applicable policies and requirements related to the practicum experience.

## F. Faculty

All faculty are credentialed according to the faculty course credentialing standards of Kaplan University. The faculty who will be teaching in the Information Technology and Nursing programs will all be subject to these same stringent standards. Additionally, the nursing faculty

will meet all the specific criteria identified by the Maine Board of Nursing, including licensure for clinical faculty in the state of Maine. The complete standards are described in the Kaplan University Faculty Handbook:

### Faculty Qualifications

Faculty status and duties will be voluntary and by invitation from the dean of each school. All faculty members must have earned their academic credential(s) from accredited institutions.

#### *Undergraduate Qualifications*

To be considered academically qualified to teach undergraduate courses, a faculty member must: (a) hold a master's degree, (b) have significant professional experience in the assigned area of teaching, and (c) have substantial documented teaching experience. If the master's degree is not in the field, the faculty member must have a minimum of 18 semester credit hours (27 quarter credit hours) of graduate work in the area of assigned teaching responsibility.

To be considered professionally qualified to teach undergraduate courses, a faculty member must hold a bachelor's degree in the field combined with a record of extensive professional experience and other appropriate professional certifications. Faculty in this category must be approved by the Provost.

#### *Exceptional Qualifications*

In some instances, individuals who do not meet the above qualifications may be granted faculty status by the Provost, upon recommendation by the dean, if the individual has exceptional qualifications based on experience and demonstrated performance in the field.

The faculty constitutes the highest academic authority of the University. The faculty has full authority in all areas of academic integrity, quality and excellence of the University within the limits determined by the University Board of Trustees. The Board of Trustees is responsible for approving the educational degree programs of the University and for adding or discontinuing degree programs. Determination of course offerings and curriculum is the responsibility of the faculty as described in the Academic Governance Manual. All changes to the Academic Governance Manual must be approved by a two-thirds vote of the Faculty Senate which serves as a representative of the faculty body.

### **Bachelor of Science Nursing Faculty**

All nursing faculty for the KU-Maine nursing program will be licensed Registered Professional Nurses (RN) in the state of Maine. Nursing faculty will be required to hold a minimum of a master's degree in nursing. Per Kaplan University's credentialing requirements, no exceptions will be made to this requirement.

The faculty of the Kaplan University School of Nursing is responsible for the development and implementation of the philosophy of the nursing program. The School of Nursing faculty are responsible for the development of the nursing curriculum. This is the starting point for the curriculum to be used in the KU-Maine nursing program; the Director of Nursing and KU-Maine nursing faculty will have input to develop and revise the curriculum. Additionally, the School of Nursing faculty evaluate student admission and progression, retention, and graduation policies for the nursing program. The nursing faculty are responsible for participating in the academic advising of nursing students as well as evaluation of performance. Nursing faculty participate in the selection and promotion of faculty members, in cooperation with the Director of Nursing. Nursing faculty receive training specific to their roles in providing instruction in the online, clinical, and skills laboratory settings. Faculty members are provided guidance and monitored for compliance with professional standards of practice and are required to meet all requirements specified by the clinical sites where they provide instruction. The faculty: student ratio for clinical instruction is 1:8, or as specified by the clinical site. All faculty and students complete an orientation prior to beginning clinical learning experiences.

### **Undergraduate School of Information Technology Faculty**

Every faculty member at KU-Maine is required to hold a master's degree; faculty who teach for the School of Information Technology are required to hold a master's degree in IT, or computer-related field, with a minimum of 18 hours of IT/computing content coursework, and/or any of the following degrees: MBA, MS, MA, M.Ed., MFA with additional certifications, professional experience and/or 18 graduate credits in that area.

### **Faculty Training and Support Services**

Kaplan University-Maine currently employs 14 full-time faculty, 9 department chairs, and 65 adjunct faculty across two campuses and 11 degree programs. In the typical term, 60% of courses are taught by full time faculty across both campuses.

All new faculty members complete an online course, PD101: New Faculty Orientation. This course introduces faculty to Kaplan University, the teaching environment, and the Kaplan University online learning platform. The course also reviews teaching theory as it applies to the

teaching environment, and it introduces faculty to the expectations and standards required of Kaplan University's faculty. Finally, it provides faculty with best practices to improve the classroom experience for our students.

Because of the need to share information and build learning communities, Kaplan University provides professional development opportunities to all faculty members. Professional development includes both training and scholarship activities. Professional development encompasses, but is not limited to, providing forums for ideas, incentives for growth, and recognition for achievement. Because the nursing education program will be delivered using a combination of the online and campus/clinical-based modalities, the faculty members are oriented to both forms of teaching and learning.

All faculty members are:

- Required to complete the organization's mandatory Training Modules within 30 days of hire
- Training addresses the organization's values, ethics and compliance expectations
- Required to complete New Faculty Orientation
- Provided with a copy of the Faculty Handbook, which is accessible from the Kaplan University Center of Teaching and Learning website
- Provided with the materials (text and expanded syllabus) for the program and courses they are teaching
- Required to participate in a training call or faculty meeting on or about the week prior to the start of classes, which assures faculty are prepared to completed pre-term activities prior to the first day of class
- Expected to participate in regular departmental faculty meetings, faculty training calls, workshops, and end-of-course surveys
- Provided with periodic electronic communications to assure they are aware of important upcoming events and deadlines
- Required to participate in ongoing, formal training, which may include, but is not limited to, departmental training meetings, workshops related to teaching and learning and to maintain the levels of required professional continuing education training relevant to their professional discipline

Faculty members are required to complete a minimum of 15 hours of professional development annually. Faculty document their professional development hours in a central data repository

and these hours are monitored and audited by the Academic and Associate Academic Deans for completion and appropriateness. Faculty in-service programs are offered each term on campus.

The Center for Teaching and Learning (CTL) is an online resource center solely for the benefit of faculty. The CTL offers weekly workshops on various educational topics. All sessions are recorded for viewing at a later date.

The University has a budget for professional development. Faculty can request funds to attend professional development opportunities offered outside of the institution.

In addition, faculty are eligible to enroll in Kaplan University's Gift of Knowledge program that allows faculty free tuition to Kaplan's degree programs.

### **Evaluation Criteria for Faculty**

The Academic Dean, Associate Academic Dean, or Department Chair periodically observes, reviews, and evaluates the work and performance of all faculty members in their courses. The criteria used embody the mission and goals of the University, the defined learning outcomes for students, and the purposes and responsibilities described herein. Faculty members are evaluated on the basis of five core criteria. No single criterion predominates; rather, faculty members' evaluations should reflect their overall attainment of the aspirations expressed in these criteria. A description and brief examples of each criterion are listed below.

### **Evaluation Criteria Description**

<b>Evaluation Criteria</b>	<b>Description</b>
Expertise	Knowledge of subject matter, currency of knowledge, breadth of topical expertise
Preparation	Relevancy and efficacy of examples, discussions, and exercises; responsiveness to student inquiry;
Presentation	Energy, attitude, and enthusiasm; engagement of students
Classroom Management	Participation and contribution; time management; completion of the assigned curriculum
Cultural/Environmental Contribution	Support for the University's mission, including participation in retention efforts and activities related to the achievement of student outcomes; collegial relations; participation in student support.

### A. Full-time Faculty

Full-time faculty members are reviewed annually (at a minimum) on these five criteria by the Academic Dean, Associate Academic Dean, or Department Chair. The evaluation is based on performance in the classroom, student performance, and student feedback. The evaluator compares each review with prior observations and discusses strengths and successes with the faculty member. In the event that remedial or developmental measures are needed, full-time faculty members then have a period in which to adopt and complete the recommended measures. The Academic Dean, Associate Academic Dean, and/or Department Chair will conduct follow-up observations to evaluate the faculty member's success and improvement.

### B. Adjunct Faculty

Adjunct faculty are reviewed on the same criteria during their first term and as often, thereafter, as determined necessary by the appropriate administrator. The evaluation is based on performance in the classroom, student performance, and student feedback. While student end-of-term surveys are not the only evaluative tool, they, along with other performance data, will provide guidance to the Academic Dean, Associate Academic Dean, or Department Chair in discussion of the faculty member's strengths and successes. In the event that remedial or developmental measures are needed, the Academic Dean, Associate Academic Dean, and/or Department Chair may recommend that the faculty member take (1) remedial or developmental measures, (2) be provided with other support opportunities such as special mentoring or (3) be provided with additional training by the Center for Teaching and Learning, or (4) not be offered future teaching opportunities.

### C. End-of-Term Surveys

At the end of each term, students complete an end-of-term survey measure of the instructor and the course. The Office of Institutional Effectiveness flags student survey results that are not used in overall computations due to validity and/or reliability issues such as response rate and class size to assist faculty and managers in accurately interpreting results. Questions on the end-of-term survey directly related to faculty performance include such items and topics as:

- Course:
  - Course Activities: The course activities have practical application to my degree and/or career choice.

- Course Materials: The course materials enhanced my learning.
  - Amount of Work: The amount of work that was required for this course was manageable.
  - Course Overall: Overall, I was satisfied with the quality of this course.
- Instructor:
    - Instructor Engaging: The instructor actively engaged students with the course materials.
    - Instructor Followed Syllabus: The instructor followed the syllabus during the term.
    - Instructor Knowledge: The instructor demonstrated strong knowledge of the course content.
    - Instructor Overall: Overall, the instructor was supportive of my success.
    - Instructor Preparation: The instructor was prepared to teach this class.
- Student:
    - My Performance: My performance in this class is important to my success as a professional.

The results of the most recent end-of-term instructor surveys for the February 2012 term are attached as **Appendix F**. On this sample, the faculty are identified by number for the purpose of confidentiality. Kaplan University uses the results of these surveys to improve the classroom experience and the curriculum.

## **G. Student Services**

Kaplan University-Maine has a student-centered service model. We provide students with the tools needed to be successful. Each student has an advising support team based on the student's major. The support team consists of an Academic Advisor specific to the department, the Department Chair of the program, and an assigned Financial Aid Officer. The support team works with students upon enrollment and continues to assist and guide them through to graduation. The Academic Advisor helps students choose the most appropriate courses, connects students with resources in the community, refers students to the Academic Success Center (online and on ground) when appropriate, and supports the general needs of the students. The Department Chair supports the student academically. The Financial Aid Officer works with the student to meet the financial responsibilities that are associated with obtaining an education.

Career Resources is a student-focused service that provides comprehensive career planning to Kaplan University students at all levels of study and to Kaplan University alumni. Campus students have access to their campus' Career Services Department. Experienced career specialists and career coaches empower individuals to make and implement well-conceived career plans by providing expertise, resources, and support.

Recognizing that career development is a lifelong process, the Career Resources team strives to help students master the arts of self-assessment, occupational exploration, decision making, goal setting, self-marketing, the job search, and developing productive connections in the workplace. Career Resources offers a collaborative instructional link between students, faculty, prospective employers, and the global community. Career Resources fosters a welcoming, accessible environment where diversity is celebrated and the uniqueness of each individual is valued.

The Career Resources staff will assist students in their job searches. Career services include assistance with job search planning, developing a resume and cover letter, interview preparation, decision making, job offer negotiations, and other job search issues. Note that career services offered by the University are not an obligation or guarantee of employment.

Students may experience educational, personal, or financial problems during their enrollment. Kaplan University offers academic advising and other student services to students, as necessary, to assist them in meeting their educational goals. Students requiring other types of professional assistance will be referred by Student Services to counselors or agencies.

#### **Academic Freedoms and Student Responsibilities**

A student who has been accepted into an academic program of study at Kaplan University has certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is the access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with perceived injustices, students may seek redress through grievance procedures established in accordance with the University nondiscrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasonable exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
6. Students will be given full disclosure and explanation of all fees and financial obligations to the University.
7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the University.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, clinical, externship, and lab settings, and to abide by the policies of the University.
10. Students are expected to conduct all relationships with the University staff and faculty, their peers, and their clients with honesty and respect.
11. Students are to comply with directions by Kaplan University faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.

13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.
14. The responsibility to respect and protect the learning environment at the University is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at the University depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

### Conduct

Kaplan University requires students to conduct themselves in accordance with the standards of their future professions. The University has also taken precautions to discourage dishonesty and preserve the academic integrity of its programs. Students will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Kaplan University documents (see also the Honor Code).
2. Theft, deliberate destruction, damage, misuse, or abuse of Kaplan University property or the property of private individuals associated with the University.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Kaplan University activities.
4. Failure to comply with Kaplan University officials acting within the scope of their employment responsibilities.
5. Failure to comply with all Kaplan University regulations, whether contained in official University publications or announced as administrative policy by a University official or other person authorized by the Campus President/Executive Director or the President of the University.
6. Violence or threats of violence toward persons or property of students, faculty, staff, or Kaplan University.
7. Improper use of email and Internet access. Please see the Responsible Use of University Technology Policy for additional information.

8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials.
9. Sharing Kaplan University-provided user name and password information with another person, allowing another to impersonate a student while logged into any University system, or logging into any University system with another person's user name and password. Kaplan University provides each student with a distinct user name and password combination so that the University may confirm the identity of students as they log into online courses. Misuse of this information, impersonation of a student, or allowing another to impersonate a student is strictly prohibited.

#### **Additional Code of Conduct for Campus Activities**

In addition to the violations noted above, students participating in onsite activities will be held accountable for, or should report, the following violations while on Kaplan University, clinical, or externship property:

1. The use of alcoholic beverages or controlled substances on Kaplan University or externship property, including the purchase, consumption, possession, being under the influence of, or sale of such items.
2. The use of any tobacco products in Kaplan University buildings, and eating or drinking in the classrooms or any location other than designated areas.
3. Bringing animals onto Kaplan University property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
4. Bringing children into Kaplan University teaching areas. The University does not provide childcare services and cannot assume responsibility for their health and safety.
5. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
6. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.

7. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto Kaplan University property.
8. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
9. Rape, including acquaintance rape and/or sexual assault, in any form.
10. Unauthorized presence in, or forcible entry into, a Kaplan University facility or Kaplan University-related premises.
11. All forms of gambling.
12. Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension and/or dismissal.

#### **Responsible Use of University Technology**

Kaplan University values freedom of expression and encourages diverse viewpoints endemic to an academic institution. At the same time, the University expects all students to act in a responsible, ethical, and legal manner when using the University's school facilities, equipment, websites, and systems ("Sites"). Sites include, but are not limited to, the online classroom, online seminars, virtual campus, discussion boards, and internal email system.

To facilitate social networking and to establish a sense of community, some Kaplan University Sites allow students to post their own content or communicate with others. When students use any Sites to post or transmit text, video, audio, or other material ("User Content") for social networking purposes, they agree to accept sole responsibility for their User Content.

Kaplan University Sites are intended to be used for business and educational purposes only. Students must agree that their User Content, which includes information posted or communicated that is not considered an educational record under the Family Educational Rights and Privacy Act of 1974 (FERPA), may not:

1. Infringe on the intellectual property, trade secret, privacy, or publicity rights of others or contain copyright-protected material without the written permission of the copyright owner.

2. Contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful, or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics.
3. Be posted in a false name or the name of another person, or include impersonations of any person, except where such impersonations are obvious and are included exclusively for the purpose of parody.
4. Include illegal material or encourage, solicit, or glorify illegal activity.
5. Contain false statements or misrepresentations that could damage themselves, the University, or other students.
6. Include commercial advertisements or solicitations, except if the University has specifically authorized their inclusion.
7. Include material that is otherwise objectionable to the University.

The University does not have control over and cannot censor all User Content students submit to its Sites or prevent students from uploading or adding inappropriate User Content to its Sites. The University does, however, monitor its Sites to the best of its ability to ensure that students do not submit, upload, add, or exchange any inappropriate User Content to or on its Sites.

If students' User Content contains anything described above, it may result in a written warning to those students concerning the misconduct and further disciplinary action up to and including immediate suspension or dismissal.

If students see or hear inappropriate User Content on Kaplan University Sites they should promptly report it pursuant to the procedures set forth in the Problem Resolution, Student Complaints, and Grievance Procedures listed in this Catalog.

All Kaplan University Sites and computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are done so exclusively to assist students in their educational activities. Students should not expect that computer files, email, voicemail, Internet bookmarks, or any of their User Content are confidential or private, and, therefore, should have no expectation of privacy whatsoever related to their usage of these Sites to the extent that the information is not considered an educational record under FERPA.

Even when content, such as a message or file, is erased, it may still be possible to recover the message or file. Therefore, the University cannot ensure the privacy of content that is not considered an educational record. Messages sent through the University's email or instant messaging accounts and Kaplan University-owned facsimile equipment, the contents of the hard drives of any computer that is the property of the University, any User Content, and any voicemail messages saved on telephones that are the property of the University may be used in administrative, judicial, or other proceedings such as those resulting from student grievances, even where the information is considered an educational record.

In addition, the University licenses software to support its educational processes. Without express written consent of the University, students are not permitted to copy, remove, alter, or install software on equipment owned by the University. By using the University's computer equipment, software, and communication devices, all students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the University's right to conduct such monitoring.

### The Honor Code

Kaplan University functions on a global campus, with a diverse student population and a unique study platform. These and other unique constraints make an Honor Code vital to the University's educational mission and integrity.

As a vehicle through which standards of personal conduct and self-regulation are established, the Honor Code is more than an aspirational goal. Rather, it represents an integral part of the University's educational philosophy. With this goal, above all, students are warned to avoid any actions that give even the appearance of impropriety or reflect negatively on the University, its educational mission, or its students.

The Honor Code applies to any academic matter relating to the attendance, enrollment, and performance of a student at the University. This includes any activity that may affect a grade, one's status as a student, or another student's satisfaction of the requirements for graduation, such as:

1. Any application for admission or supporting documentation
2. Any final or midterm examination
3. Any quiz
4. Any essay, research paper, or other assignment for a course that a student is expected to complete on his or her own

5. Any misrepresentation concerning grade point average, academic honors, class rank, or personal history that is made for the purpose of inducing another person to act or refrain from acting on the basis of that misrepresentation

#### Prohibited Activities

1. Plagiarism (see the Plagiarism Policy in this Catalog)
2. Altering academic or clinical records
3. Falsifying information for any assignments
4. Partly or wholly completing an assignment(s) by submitting work partially or wholly completed by another student
5. Copying work or written text from a student, the Internet, or any document without giving due credit to the source of the information

#### Disciplinary Actions, Suspensions, and Dismissals

All students are expected to conduct themselves as responsible adults, to comply with all Kaplan University policies and regulations, to attend classes regularly, to meet their financial obligations to the University, and to maintain a satisfactory level of academic achievement. The University reserves the right to suspend or dismiss any student who:

1. Exhibits conduct that is found by the administration to be detrimental to fellow students, other individuals, the community, or the University, as addressed in the Conduct section of this Catalog;
2. Fails to maintain satisfactory academic progress;
3. Fails to provide required documents (e.g., transcripts) by the stated deadline or provides inadequate or false documentation, as required by certain degree programs;
4. Fails to meet attendance standards; and/or
5. Fails to meet financial obligations to the University.

Any violation of the University's policies or regulations may result in one or more of the following disciplinary actions:

1. Verbal warning
2. Written warning
3. Grade reduction
4. Suspension
5. Dismissal

The University's administration will determine the action(s) to be taken based on the severity of the infraction and the student's prior disciplinary record. Days spent on suspension will be counted as absences and cannot exceed the amount of allowable absences stated in the Attendance/ Tardiness Policy.

Students may submit a written appeal to the appropriate Kaplan University Review Committee within 10 business days of receiving notification of the disciplinary action. All grade-related and plagiarism appeals are to be directed to the Academic Appeals Committee. The appeal must include a General Report/Compliance Form (available from the student's Academic Advisor or a compliance coordinator) and sufficient information to permit fact-finding and investigation. The Committee will hold a meeting and the student will be notified of the Committee's decision within 5 business days after the meeting.

#### **Problem Resolution, Student Complaints, and Grievance Procedures**

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

##### *Online*

- Step 1:** Communicate with the appropriate instructor or staff member or administrative manager.
- Step 2:** Communicate with their Academic Advisor.
- Step 3:** Communicate with the Dean of their academic program or administrative manager.
- Step 4:** Unresolved concerns may be brought to the attention of Kaplan University's Student Relations Group. Students may contact the Student Relations Group at the following email address: [studentrelations@kaplan.edu](mailto:studentrelations@kaplan.edu).

##### *On Campus*

- Step 1:** Communicate with the appropriate instructor or staff member.
- Step 2:** Communicate with the Program Coordinator.
- Step 3:** Communicate with the Campus Academic Dean.
- Step 4:** Contact the Campus President/Executive Director.
- Step 5:** Unresolved concerns may be brought to the attention of Kaplan University's Student Relations Group. Students may contact the Student Relations Group at the following email address: [studentrelations@kaplan.edu](mailto:studentrelations@kaplan.edu).

Retaliation against any student using this complaint process is strictly prohibited. A complaint of retaliation will promptly be investigated, will constitute separate charges, and will be handled in the same manner as discrimination and other grievance complaints

Crime Awareness and Campus Security

#### *On Campus*

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Kaplan University makes available to all current and prospective students and employees, upon request, the University's policies and procedures for maintaining campus security. This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on each Kaplan University campus.

Prior to enrolling, prospective students may contact the University's Admissions Office to request a copy of the Crime Awareness and Campus Security Policies and Procedures, including crime statistics.

#### **Drug and Alcohol Abuse Awareness and Prevention**

#### *On Campus*

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266), Kaplan University provides a Drug-Free Schools and Workplaces information package to each onsite student during the matriculation process. This package includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; a description of health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to students.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

1. Online student records are maintained for a minimum of 6 years from the end of the award year aid was last awarded or award year the student last attended. Campus student records are retained for a minimum of 5 years from the end of the award year aid was last awarded or award year the student last attended. Academic transcripts are maintained indefinitely.
2. Students have the right to inspect and review their education records during normal school hours with an appointment within 45 days of the day the Campus President/Executive Director receives a written, dated request for access. Kaplan University does not permit students to inspect or review confidential student guidance notes maintained by the University, nor financial records, including any information those records contain, of their parents or guardians.
3. Students have the right to request the amendment of education records that they believe are inaccurate, misleading, or a violation of privacy. A student requesting amendment of an education record should submit a written, dated request to the Campus President/ Executive Director, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the University decides not to amend the record, the University will notify the student of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The University may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff , or a person or company

with whom the University is affiliated or has contracted such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

5. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202

The rights afforded to, and consent required of, parents under this Act transfer from the parents to the student once the student becomes eligible.

#### **Directory Information Public Notice**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Kaplan University maintains an online directory for the University community. Upon the first day of attendance at the University, students' profile listings, including student names and user names, become available to the University community (students, faculty, and administrators). The online directory may also include information commonly referred to as "directory information." The University designates the following categories of student information as directory information:

- Name
- Address
- Telephone number
- Email address
- Photographic representations of students
- Field of study
- Grade level
- Enrollment status
- Dates of attendance at the University
- Degrees, honors, and awards received
- Participation in officially recognized campus activities

The University does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. Students who improperly use the directory or any information it contains may be subject to disciplinary action. Students have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon withdrawal from the University, student directory information will be removed. Upon graduation from the University, student directory information will become eligible for inclusion in an alumni directory.

Additionally, the University may release directory information to third parties without prior consent of students. Directory information may be disclosed by the University at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

Currently enrolled students may choose to withhold disclosure of their directory information by obtaining the Directory Information Withholding Request Form from the Campus Registrar (onsite) or the Kaplan University Office of the Registrar (online), completing the form, and returning it to the Campus Registrar/Kaplan University Office of the Registrar. The University will honor a student's request to withhold directory information; however, cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons. The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the University prior to receipt of the request.

### **Career Services**

Career Resources is a student-focused service that provides comprehensive career planning to Kaplan University online students at all levels of study and to Kaplan University alumni. Onsite students have access to their campus's Career Services Department. Experienced career specialists and career coaches empower individuals to make and implement well-conceived career plans by providing expertise, resources, and support.

Recognizing that career development is a lifelong process, the Career Resources team strives to help students master the arts of self-assessment, occupational exploration, decision making, goal setting, self-marketing, the job search, and developing productive connections in the workplace. Career Resources offers a collaborative instructional link between students, faculty, prospective employers, and the global community. Career Resources fosters a welcoming,

accessible environment where diversity is celebrated and the uniqueness of each individual is valued.

The Career Services staff will assist students in their job searches. Career services include assistance with job search planning, developing a resume and cover letter, interview preparation, decision making, job offer negotiations, and other job search issues. Note that career services offered by the University are not an obligation or guarantee of employment.

Although the University will assist the student, finding a job is the ultimate responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all. The Career Resources staff at the University uses a software product for which online students need to register. Resumes need to be uploaded by students, enabling them to search all available job leads posted by employers interested in Kaplan University online students.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the University is authorized to guarantee that a graduate will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels. Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the University to provide updated resume information and are encouraged to use the resources available in the Career Resources Department.

## **Part-Time Employment**

### *On Campus*

Many students work on a part-time basis during their training to help with their education costs. If a student requires assistance in securing part-time employment while attending classes, the Career Services Department will make reasonable efforts to assist them in their search. Note that such efforts offered by the University are not an obligation or guarantee of employment.

### **Guidance Services**

Students may experience educational, personal, or financial problems during their enrollment. Kaplan University offers academic advising and other student services to students, as necessary, to assist them in meeting their educational goals. Students requiring other types of professional assistance will be referred to counselors or agencies they may contact.

## **Personal Appearance**

Students are required to dress in an appropriate manner while on campus and at the assigned internship, externship, or clinical location. The student should show concern for the appropriateness of dress while attending Kaplan University and be guided by the principle that what is proper for the workplace is proper for the University. Professional appearance is as important as the development of professional skills. All students are expected to arrive for class in attire that is prescribed by the University. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class. Administrators and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

## **Personal Property**

### *On Campus*

Kaplan University assumes no responsibility for loss or damage to a student's personal property or vehicle, including the contents of any vehicle. Student Activities Kaplan University offers a wide range of activities and organizations in which students can participate. Clubs and activities reflect students' interests at each location, including online.

## **Student Interaction**

Student interaction is considered to be an important component of the academic experience at Kaplan University. Both the facility and class organization are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors or the Director of Education (onsite) / Academic Advisor (online) if they wish to join study or special interest groups.

## **Student Health Services**

### *On Campus*

Kaplan University does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student's responsibility.

## H. Library and Learning Resources

Because library skills are an integral part of a student's academic achievement, students receive instruction in library skills and procedures. The development of library skills is strengthened by research components built into the University's curriculum. Professional librarians and trained support personnel are available to assist students and faculty through the Academic Success Center and campus libraries as well as the online library.

The KU-Maine campus sites combined library holdings total over 17,000 volumes. Beyond the library walls, students and faculty request from the collections of most Maine libraries through the KU-Maine membership in the Minerva consortium, and through participation in MaineCat, Maine's union catalog containing nearly four million unique items. Further, students and faculty may walk in and borrow from any of the Greater Portland Alliance of Colleges and Universities (GPACU), including the University of Southern Maine, Southern Maine Community College, Maine College of Art, St. Joseph's College and the University of New England. Finally, the Kaplan University Online Library provides access to 51,000 electronic books.

The KU-Maine library does not rely solely on books. Both the physical size of the libraries and current trends dictate that many resources are, and will increasingly be, electronic. For journal articles, access is primarily online. Students utilize the MARVEL! databases provided by the Maine State Library and the University of Maine System. Among the databases offered are Academic Search Premier, Business and Company Resource Center, Business Source Premier, EconLit, Regional Business News, Value Line Research Center for academic libraries, and Wall Street Journal. KU-Maine subscribes to a growing number of databases including CREDO Reference, a collection of nearly four hundred reference titles covering a broad array of subject areas. The nursing students will have additional resources specific to the areas of healthcare and nursing practice, including CINAHL and OVID. Online library access is available at any time.

The Director of Library Services works closely with the Academic Dean and Department Chairs to identify the appropriate current materials to support the proposed and current academic programming.

The Nursing program will be launched at KU-Maine's new Augusta location. KU-Maine has allocated substantial funds, \$25,000, for acquisitions to its library and learning resources collection as part of the opening of the Augusta location. A significant portion of that funding will be focused on support of the Bachelor of Science Nursing program. Information Technology program related acquisitions will also be part of the Augusta launch funding as well as planned purchases for the two existing campuses as part of the 2012/13 budgets.

## I. Facilities

Kaplan University – Maine serves students at the South Portland and Lewiston campuses. The South Portland campus is located at 265 Western Avenue in South Portland, and the Lewiston campus is located at 475 Lisbon Street in the Southern Gateway to Lewiston. KU-Maine intends to open a third location in Augusta, Maine, in the fall of 2012. KU-Maine has signed a lease for the 20,000 square foot building that is located at 14 Marketplace Drive.

The architectural plan for the Augusta building includes general use classrooms and specialty, program specific lab spaces to enhance delivery of the curriculum. There will be a dedicated nursing simulation lab that will be outfitted with sophisticated equipment to model three hospital rooms, each representing a different patient circumstance including general medical/surgery, obstetrics/neonatal, and intensive care. The supervising nurse educators will work from a control room that allows them to closely monitor student performance and adjust the clinical scenarios based on actions of the student nurse. Each simulation room is also fitted with ceiling-mounted digital video cameras to record the learning experiences. This video can be monitored in real time by other students who will be seated in an adjacent debriefing room. The video recordings can also be reviewed with each student after he/she has performed the clinical skills to enhance the learning experience.

A second lab space will be outfitted for the criminal justice programming with a state-of-the-art firearms training simulator, which, like the nursing simulation, allows students to experience scenarios where their professional decision-making skills are tested, and their actions are recorded and reviewed as part of the learning process.

The facility will also have two dedicated computer labs that will enhance the delivery of the proposed Information Technology programs as well as the computer dependent portions of other programs and courses. When not in use for classroom activities, the computer labs are available to all Kaplan University-Maine students.

Finally, the plan includes a medical assisting lab outfitted with equipment and facilities for students to learn clinical skills like venipuncture and electrocardiogram administration.

In addition to the aforementioned laboratories, the facility will include four general use classrooms with appropriate classroom technology, a library, student success center, student lounge, faculty and staff offices, and private meeting spaces for small and large groups.

The Lewiston and South Portland campuses include traditional classrooms, computer labs, a medical lab, student lounges, and a library. The KU-Maine campuses have personnel dedicated to departments for admissions, academic advising, financial aid, library services, career

services, the bookstore, and the business office. The staff is led by an administrative team who is supported by Kaplan University staff.

Kaplan University's online course platform is located on the Internet at [kucampus.kaplan.edu](http://kucampus.kaplan.edu). It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. Each course (ground courses, blended courses, and online courses) is supported by the eCollege platform, known as the Kaplan University Advanced Classroom Environment (KU ACE). KU ACE is a unique high-performance, multiuser learning resource management system. The classroom environment encourages student involvement and interaction through audio seminars (for online classes only), text-based class discussions (for online and blended classes), readings, and quizzes. In addition, virtual office hours allow students to communicate directly with instructors. The KU ACE platform has a team of technical support analysts for both student and faculty.

All three locations provide easy access for the communities they serve. Both are served by public transportation, and both sites have ample parking. Kaplan University–Maine is a nonsmoking facility; however, there are designated smoking areas outside the buildings. The facilities are leased and conform to governmental codes. Copies of the leases are attached as **Appendix G**.

## **J. Financial Resources**

KU-Maine has methodically planned for programmatic and campus expansion to align with the higher education needs of Maine's citizens. The President and Provost of Kaplan University have reviewed and fully support the programmatic and related campus growth in the state of Maine.

Kaplan University is a division of Kaplan, Inc. and the Washington Post Company. Kaplan, Inc. and Kaplan University have thoroughly reviewed the KU-Maine expansion proposal. That proposal included a five-year *pro forma* that details forecasts for capital expenditures, annual operating costs and revenue, new student enrollments, and persistence. The University has made a multimillion dollar commitment to fund that plan. That *pro forma* and the most current audited financial statements will be made available to the State's new program application review team upon their visit to the South Portland location.