



UNITED STATES
UNIVERSITY

University Catalog Addendum

2019-2020

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Catalog Addendum Disclaimer

This catalog addendum is true and correct as to content and policy as of the date of its effective date. United States University (USU) reserves the right to change policies, tuition and fees, academic calendars and to revise curricula as deemed necessary and desirable to reflect changes to federal, state, and other regulatory agencies.

The catalog addendum is not to be used as a standalone document. It serves to amend university policies, curriculum, and other important information within an academic year referenced in the University Catalog. For avoidance of doubt in the event of a conflict of any content and policy between the addendum and the University Catalog the content and policies within this addendum supersede.

ACCREDITATION AND APPROVALS

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The statement was added under State Authorizations:

United States University's guaranty bond is on file with the Office of the President and may be viewed by contacting the Chief Financial Officer at president@usuniversity.edu

BOARD OF TRUSTEES AND ADMINISTRATION

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The following updates are made to the Administration listing:

Dr. Scott WM Burrus
Provost

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The following updates are made to the Administration listing:

Dr. Rebecca Wardlow
Dean, College of Education

Gregory Bradley
Dean, College of Business and Technology

The following updates are made to the Faculty listing:

Dr. Reuven Cohen (*Remove*)
Professor and Lead Faculty of Bachelor of Science in
Health Sciences

Dr. Yvette Lowery (*Correction*)
Assistant Professor

Dr. Sabrina Friedman (*Remove*)
Associate Professor

Dr. Gay Goss (*add*)
Professor

Dr. Tamika Dowling (*add*)
Assistant Professor

ACADEMIC CALENDAR

Effective 09/30/2019

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The calendar was revised to show correct dates to the last day to drop a course to be in line with the add/drop period:

Calendar	First Day of Classes	Last Day to Drop a Course	Session Closing	Final Grades Due
Summer TC 2019*	07/22/2019	08/05/2019	09/17/2019	09/20/2019
Fall 1 2019	09/03/2019	09/09/2019	10/28/2019	11/01/2019
Fall 1 D 2019	09/24/2019	09/30/2019	11/18/2019	11/22/2019
Fall TC 2019*	10/08/2019	10/14/2019	12/20/2019	12/27/2019
Fall 2 2019	10/29/2019	11/04/2019	12/23/2019	12/27/2019
Fall 2D 2019	11/19/2019	11/25/2019	01/13/2020	01/17/2020
Spring 1 2020	01/07/2020	01/13/2020	03/02/2020	03/06/2020
Spring 1D 2020	01/28/2020	02/03/2020	03/23/2020	03/27/2020
Spring 2 2020	03/03/2020	03/09/2020	04/27/2020	05/01/2020
Spring 2D 2020	03/24/2020	03/30/2020	05/18/2020	05/22/2020
Summer 1 2020	05/05/2020	05/11/2020	06/29/2020	07/03/2020
Summer 1D 2020	05/26/2020	06/01/2020	07/20/2020	07/24/2020
Summer 2 2020	06/30/2020	07/06/2020	08/24/2020	08/28/2020
Summer 2D 2020	07/21/2020	07/27/2020	09/14/2020	09/18/2020

The following holiday was updated to show correct days of school closure:

2019 Year

Winter Break

Tuesday and Wednesday, December 24-25th, 2019

ADMISSIONS

Effective 09/30/2019

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Program Specific Admission Requirements

The following section was revised to read as follows:

College of Nursing and Health Sciences

Graduate Certificates

Applicants interested in pursuing graduate certificates in Health Care Leadership or Nurse Educator must have hold one advanced nursing degree: i.e., Master’s or doctoral in nursing. Please refer to the nursing certificate program within this catalog. Applicants must hold an unencumbered RN license in state where they reside.

Deferred Admissions

The following section was revised to read as follows:

Pending departmental approval, applicants may defer enrollment up to 180 calendar days from the time of initial acceptance. Applicants who fail to enroll within the specified time-frame will forfeit their place in the program and will be required to submit another application, if they choose to reapply. Requests for deferment must be made in writing to the admissions office. Students must adhere to the catalog policies, curriculum, processes, etc. in place at time of enrollment.

Transfer Credit Policy

The following section was revised to read as follows:

Block Transfer

Students who completed an Associate Degree for Transfer (ADT) at an accredited college or university in the United States may receive a block transfer up-to 60 semester credits. An Associate of Applied Science or an Associate degree from a foreign country will require a course-by-course evaluation by a recognized agency as stated within our general admission policy. Additional courses may still be required to meet program specific requirements after an official evaluation by the Office of the Registrar is completed.

Students entering the BSN program will receive 60 semester credits as a block transfer for a diploma or associate degree in nursing that resulted in a current, unencumbered registered nursing license (US). Any coursework completed beyond the 60 semester credit block transfer will be evaluated course-by-course to ensure students have a broad background in liberal arts/general education. Duplicate credit shall not be awarded because of overlapping tests, college-level courses, or both.

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Program Specific Admission Requirements

The following section was revised to read as follows:

College of Nursing and Health Sciences

Master of Science in Nursing

Applicants seeking admission into a Master of Science in Nursing program must have earned a Bachelor of Science Degree in or higher in Nursing from a Commission on Collegiate Nursing Education (CCNE); Accreditation Commission for Education in Nursing (ACEN); National League for Nursing Accreditation Commission (NLNAC); or National League for Nursing Commission for Nursing Education Accreditation (CNEA) with a minimum GPA of 2.5. Additional official

transcripts may be requested for students who do not hold a baccalaureate degree in nursing. Must hold a valid unrestricted, unencumbered RN license in the state where student resides.

Applicants with foreign credentials must have coursework evaluated for equivalency by a member with NACES or AICE to that of a baccalaureate degree in nursing or higher.

REGISTRATION AND RECORDS

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The Following section was updated to read:

Diplomas, Transcripts and Other Documentation

Diplomas are issued only to students in good financial standing with the University. Diplomas are printed and mailed after all requirements have been completed, and all financial obligations to the University have been fulfilled. They are mailed to the address of record approximately two months after the degree has been awarded.

Students may request transcripts by following the directions on the University Website. Official transcript requests will be processed online through the transcript ordering services. Students must use the Transcript Request Form (available online) for any unofficial transcript request or through their student portal. Please refer to the Tuition and Fees section for costs associated with transcript requests.

Students that require documentation other than transcripts may complete the Document Request Form. This form is required before any information is released as student's written consent is needed. The form is available from the Office of the Registrar or email registrar@usuniversity.edu. Example of documents may consist of enrollment verifications, copy of student ledgers for tuition reimbursement, etc.

STUDENT SERVICES

Effective 09/30/2019	Page 50-55
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The Following section was updated to read:

The University requires that all new students obtain a student ID card. The cards serve as student identification for a variety of on-campus services, access to the building during business hours, and the University Library. To obtain a student identification card, please contact Academic Advising: studentservices@usuniversity.edu and an academic advisor will provide link to the Student ID Request Form. Students will need to include Full Legal Name, mailing address and a passport style photo. Students who lose their ID card may be required to obtain a replacement and pay the replacement fee. Please refer to the Tuition and Fee section of this catalog.

ACADEMICS

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Continuous Enrollment

The following section was revised to read:

In order for a student to maintain an Active status, they must be continuously enrolled. A student is considered continuously enrolled when they are enrolled in a current course or if they are enrolled in a course that is scheduled to start within 30 calendar days after their last date of attendance. If a student fails to commence in the scheduled course, they are no longer considered continuously enrolled.

If a student is not continuously enrolled, the student's status will be Inactive. This status shall be reported to external agencies as mandated by federal, state, or other regulatory bodies.

In the event the student does not attend a course that starts within 180 calendar days after their last date of attendance and the student was not approved for a Leave of Absence, the student will be Administratively Withdrawn from their program of study. Students who are Administratively Withdrawn and wish to return to USU must reapply for admission.

If the student's attendance/academic participation extends beyond the scheduled end date of the course as a result of an approved Incomplete (I) grade, the end date of the course will be used as the last date of participation.

COLLEGE OF BUSINESS AND MANAGEMENT

Effective 09/30/2019	Page 67-87
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The following course prefixes were updated to match course descriptions:

Bachelor of Science in Information Technology

CIS205 Computer Hardware and Systems Administration II

CIS206 Information Assurance and Security

COLLEGE OF NURSING AND HEALTH SCIENCES

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Master of Science in Nursing

The following statements under Concentration – Family Nurse Practitioner was revised to read:

Graduates that earn an MSN-FNP degree are eligible to apply to the California Board of Registered Nursing for a Nurse Practitioner license with a valid, unencumbered RN license. Graduates are eligible to sit for a national certification exam from the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). Regulations vary from state to state, and students are encouraged to carefully read the requirements and conduct

further research in the state in which they intend to seek licensure as a Nurse Practitioner. There may potentially be other non-program requirements that students should be aware of, e.g. criminal background checks.

United States University actively monitors its state authorizations and state board of nursing program approvals for its MSN-FNP program. USU does not enroll in states where such approvals have not been received and remain current and on file with the Office of Accreditation, Regulatory Compliance and Institutional Effectiveness. Students are encouraged to review state authorization information here: <https://www.usuniversity.edu/about/accreditation/> and encouraged to speak with their Enrollment Advisor prior to enrollment.

Registered Nurse to Bachelor of Science in Nursing

The following section for BSN Degree Requirements was revised to read:

Degree Requirements

The BSN degree requires a minimum of 120 semester credits where students must complete at a minimum 30 semester credits with United States University. Students will receive a block transfer of 60 semester credits from previous completed nursing programs that resulted in a current, unencumbered registered nursing license. Students may transfer additional general education courses completed beyond the 60 block transfer, not to exceed 90 semester credits. Please refer to the Transfer Credit Policy for more information.

Where transfer credits do not satisfy the remaining 30 semester credits of general education requirements, USU recommends general education courses that can act to prepare students for the nursing courses. Examples include, but are not limited to, MAT241 Introduction to Statistics and Probability; NUR300 Physical Examination and Health Assessment; HUM499 Senior Seminar: Humanities; or SSC499 Senior Seminar: Social Sciences. After a transfer credit analysis is conducted by the Registrar's Office, an academic advisor will work with individual students to ensure they are appropriately scheduled for those courses if needed. These courses will be completed prior to beginning the first course in the completion program's course sequence.

Students who are residents of the State of Tennessee MUST complete an additional physical exam and health assessment course as part of their RN-BSN program. Tennessee students may opt to transfer an equivalent physical and health assessment course.

Graduate Certificates in Health Care Leadership

The following program content was revised to read as follows:

Post Master's Graduate Certificate in Health Care Leadership

The Post Master's Graduate Certificate in Health Care Leadership is available to any nurse who holds at least one earned higher degree in nursing, i.e., MSN, MN, DNP, PhD., who desires to expand their knowledge in nursing leadership.

Courses taken after completion of a degree program in order to complete the certificate are not eligible for financial aid. This 12 credit 100% online certificate option requires satisfactory completion (a grade of at least a "B" for each of four courses) and offers an optional clinical leadership residency (90 clock hours).

Core Requirements

Course Number	Course Name	Credits	Clinical Hours
MSN580	Strategic Planning and Project Management in Healthcare	3	0
MSN581	Innovation in Organizational and Systems Leadership	3	0
MSN582	Leadership and Organizational Behavior	3	0
MSN584	Quality Measures, Safety, and Improving Patient Outcomes	3	0
	Total	12	0
Optional			
MSN587	Residency in Nursing Leadership and Systems Management	2	90
	Total	14	90

These courses may be reviewed for transfer into the MSN in Health Care Leadership degree at USU.

Optional: MSN587 Residency in Nursing Leadership and Systems Management

The course focuses on leadership and systems management role immersion. Students design learning objectives that are customized to one's learning needs and individualized career path and mutually agreed upon by the student's chosen university approved leadership preceptor/mentor.

Course Delivery

This certificate is tailored to meet the needs of the working professional. Courses are focused on assuring learning through a selection of engaged learning strategies such as online discussions with peers and faculty, required readings and for those choosing to add clinical hours, a supervised clinical residency with a university approved preceptor in one's locale.

Graduate Certificate in Nurse Educator

The following program was revised to read as follows:

Post Master's Graduate Certificate - Nurse Educator

12 Semester Credits / 4 Courses / 1 Course Every Session

Delivery Mode: Online

This graduate certificate is designed for nurses who want to learn how to design curriculum and courses using the latest technology to teach in nursing education. Applicants with one advanced nursing degree, i.e., Master's or doctoral, are eligible for this Post Master's Certificate option. Students will learn how to design teaching plans, implement evidence based teaching strategies, design and evaluate curriculum in online, hybrid, academic and other settings.

This 12 credit certificate option consisting of four courses may be taken for academic credit.

Core Requirements

Course Number	Course Name	Credits	Clinical Hours
MSN574	Curriculum Design and Development in Nursing	3	0
MSN575	Online Teaching and Learning Strategies in Nursing	3	45
MSN576	Educational and Instructional Technology	3	0
MSN577	Educational Assessment and Evaluation Outcomes	3	0
	Total	12	0

Optional				
MSN578	Specialist Clinical Practicum for Nurse Educators		3	135
		Total	3	180

These courses may be reviewed for transfer into the MSN in Nurse Educator program at USU.

Optional: MSN578 Specialist Clinical Practicum for Nurse Educators

The 135 hours of clinical practice time may be added as an optional course to augment certificate courses. Students will have the opportunity to work with a university approved teaching mentor in one's area of choice, acute care, community-based settings, academic settings, etc. Residents of Tennessee will need to complete the teaching practicum in a clinical specialty area.

PROGRAM COURSES

Effective 09/30/2019	Page 118-159
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The following courses were updated to include Credit/No Credit indicators:

FNP592 Common Illnesses Across the Lifespan – Clinical Practicum

FNP594 Primary Health of Acute Clients/Families Across the Lifespan – Clinical Practicum

FNP596 Primary Healthcare of Chronic Clients/Families Across the Lifespan – Clinical Practicum

FNP597 Clinical Residency and Practice Management