

Graduate Degree Program

Student Handbook



Educating Minds. Changing Lives.





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Distance Education and Training Council**

**IMPORTANT NOTICE: Policies and procedures described herein are subject to change
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GENERAL INFORMATION

Ashworth College Mission Statement

Ashworth College provides the opportunity to earn a college degree to those who seek the flexibility of distance education. We are a nationally accredited, equal opportunity institution, providing students throughout the United States and all over the world with the chance to learn in the comfort and convenience of their homes. We accommodate each student's work and family schedules, allowing the freedom to develop self-discipline, initiative, and practical study skills. We continually review our degree programs to ensure that our courses are current and comprehensive and that our course materials are relevant. Our goal is to meet or exceed the standards of well-known accrediting agencies.

Graduate Degree Program Mission Statement

The Graduate Degree Programs provide a wide range of options to working professionals with busy professional and personal lives. Whether their lives are fragmented with a variety of work hours (days and evenings, weekdays and weekends), traveling, family needs (spouse, children, extended and blended families, elderly parents, etc.), or community involvement, students are able to tailor the delivery of Ashworth College graduate education courses and programs to accommodate their personal schedules and needs. Individual projects (no teamwork) and flexible timelines allow students to have complete control over their learning and their grades.

All Graduate Degree Program specialties have been selected with care by evaluating current labor market needs, the dynamics of specific careers, and the need for graduate education to advance in specific industries.

Graduate Degree Program Target Market

None of the graduate programs is limited by geographical boundaries. Although working professionals are the primary audience for which the delivery system and curriculum were designed, entry into any of the Graduate Degree Programs is open to all individuals who have completed an accredited bachelor's degree program with a GPA of 2.5 or higher.

Graduate Degree Program Administrators

VP of Education & Dean of Degree Programs
Program Director
Program Manager
Registrar

Dr. F. Milton Miller
Deepa Chadha
Mandy Norton
Eric Ryall

Graduate Degree Program Goals

The following goals are common to all Graduate Degree Programs. Graduates of any Ashworth College Masters Degree program will be able to demonstrate:

1. The fluent use of specialized terminology in written communication.
2. A practical mastery of contemporary workplace software to improve efficiency and effectiveness of written communications, presentations, and spreadsheets.
3. Relevant analytical, creative, and conceptual skills.
4. The application of specialty knowledge and theory to day-to-day workplace situations.
5. Competency in independent research skills and abilities.

History and Accreditation Status of Ashworth College

In 2000, Ashworth College programs were established to aid those who need a flexible approach to a college education. The Graduate Degree Programs began with a Master's of Business Administration and a Master's of Criminal Justice followed by Health Care Administration, Human Resource Management, Marketing, and Management programs.

All of Ashworth College's graduate and associate degree programs are nationally accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The Accrediting Commission of DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The college continues to be owned by Professional Career Development Institute, LLC.



Ashworth College Facilities and Location

Ashworth College occupies a 55,000 square foot facility located at 430 Technology Parkway, Norcross, Georgia 30092.

ACADEMIC POLICY INFORMATION

Admission Requirements

All graduate degree programs require official transcripts from all colleges and universities attended. A minimum undergraduate GPA of 2.5 is required for admission. Any four-year bachelor's degree from an accredited institution in the United States will be accepted. International bachelor's degrees considered the equivalent of an accredited United States bachelor's degree are accepted. TOEFL, GRE and GMAT scores are not required. *Those who hold a 3-year International Bachelor's degree can enroll in Ashworth College's Master's degree programs upon completion of Ashworth's **International Bridge Program** (2 semesters).*

International degrees must be evaluated by a credential evaluation service, such as World Education Services (W.E.S.), that will determine the U.S. equivalency and send the transcripts directly to Ashworth College. W.E.S. provides a course-by-course evaluation including U.S. requirements and GPA, in English. You can reach W.E.S. at 800-937-3895 or www.wes.org.

Submission of Official Transcripts

Official transcripts from all colleges/universities attended are required for admission to Ashworth College. Please complete the following steps to ensure your official transcripts are sent in a timely manner to Ashworth College.

1. Complete and send a Transcript Request Form to each college/university where you have taken undergraduate and graduate college courses. Do this immediately upon enrollment. A Transcript Request Form can be found in Appendix B of this handbook or in the Ashworth College student portal at www.MyAshworth.com.

Do **NOT** send your Transcript Request Forms to Ashworth College. Send them directly to the Registrar at your former college/university.

2. Your former college/university may charge a fee for having your official transcript(s) sent to Ashworth College. Please send any fees along with your Transcript Request Form directly to your former college/university and not to Ashworth College.
3. If you legally changed your name, through marriage or otherwise, be sure to include on the Transcript Request Form your former or maiden name as well as your current name.
4. Your official transcripts need to be received within ninety (90) days; otherwise, your enrollment is subject to cancellation, and you will forfeit administrative fees and tuition payments.

Conditional Status

Students who do not meet the 2.5 GPA requirement for admission into their graduate degree program may be “conditionally” admitted. To move from “conditional” to “fully admitted” status, the student must successfully complete the first nine (9) credit hours of graduate coursework, in sequence, excluding Orientation (600), with a grade of “B” or higher in each course. Students admitted under conditional status who do not meet the requirements stated above are dismissed from their graduate degree program.

Transfer Credit

If you wish to receive transfer credit for a graduate course you have completed at another college or university, Ashworth College must receive your official transcript(s) to evaluate your application for transfer credit. To apply for transfer credit, complete a **Transfer Credit Form**, attach the required materials (see below), and send your application package to:

Ashworth College
Graduate Transcript Processing
P.O. Box 922667
Norcross GA 30091-2667

Be sure to mail the following with your Transfer Credit Form.

1. Official course descriptions from your former college/university catalog or Web site
2. Official graduate program requirements from your former college/university

You have ninety (90) days from the time you enroll to transfer graduate credit into Ashworth College. The transfer of graduate credit is at the discretion of the Dean of Degree Programs with respect to your graduate degree program coursework requirements and equivalency.

You may transfer up to nine (9) semester credit hours of equivalent coursework into a graduate degree program. To receive transfer credit into a graduate program you must have earned a “B” or higher in the course and completed the course within the last ten (10) years. (See the “Transferring Credit” section of this Handbook for more information.)

Important Things You Must Know

1. You must write your entire student identification number on everything you send to Ashworth College, including payment checks, e-mails, Web site postings, exams, projects, and questions.
2. Your enrollment in Ashworth College will be canceled if we do not receive all of your official college/university transcript(s) within ninety (90) days of your date of enrollment.
3. You must remain current with your monthly payments to Ashworth College or you will not receive further shipments, access online course materials, be able to upload (submit) your work for grading, or have access to copies of your Ashworth College transcripts or status letters (verification of full-time enrollment status).
4. You must successfully complete Ashworth College's Orientation, regardless of your undergraduate degree or graduate degree program. If you fail Orientation (600), you will be academically dismissed.

Technology You Must Have Access To

1. Computer that utilizes programs and files on CDs
2. Microsoft Word, Excel, and PowerPoint (2000 or higher) software
3. Internet access
4. Active e-mail address

College Calendar

Ashworth College enrolls students daily throughout the calendar year. Students begin their coursework upon enrollment. Consequently, a college calendar is not required.

Course Sequence

To earn a graduate degree, a student must successfully complete the program's Orientation (600) followed by the appropriate thirty-six (36) credit hours of graduate credit courses. Each graduate credit course is three (3) credit hours; there are a total of twelve (12) graduate credit courses in each graduate degree program.

Semesters

Each graduate program is divided into three (3) semesters consisting of four (4) graduate credit courses each (12 graduate credit hours per semester). Students take one course at a time within a semester in a specific sequence determined by Ashworth College. If you apply for and receive transfer credit, the sequence of your courses will not be rearranged; however, your semesters will be adjusted to include four (4) Ashworth College graduate credit courses (12 graduate credit semester hours). The third (3rd) semester fees will be adjusted based on the remaining required coursework (adjusted for the amount of transfer credit approved).

Program Completion Time Constraints

Graduate degree programs can be completed in about two (2) years if a steady work pace is set. A pace of about one (1) assignment per week is recommended for this timeline. However, students are allowed up to five (5) years from their date of enrollment to complete their graduate degree program.

In extenuating circumstances, a graduate student may apply for a six-month extension beyond the five (5) years to complete his or her graduate degree program. Approval is at the discretion of the Dean of Degree Programs.

The minimum completion time for an Ashworth College graduate degree is 12 months from the date of enrollment—no exceptions—regardless of any transfer credit or the actual time a student takes to complete assignments, projects, and exams.

Grading System

Each course grade is calculated by dividing the total points earned by the total possible points for all discussion questions, activities, and projects within the course. For example, if a student scores 850 out of a possible 1,000 points, the grade earned by the student is 85%, which equates to a B (3.0).

PERCENTAGE	LETTER GRADE	GRADE POINTS	STANDARD
90-100	A	4.0	Excellent
80-89	B	3.0	Good
70-79	C	2.0	Average
60-69	F	1.0	Unacceptable*

To remain in Academic Good Standing, you must:

1. Earn a 'B' or higher in the Orientation Course
2. Maintain a grade point average (GPA) of at least 3.0.
3. Earn no more than 2 C's in your graduate credit courses.
4. Earn a 'B' or higher in credit courses while on 'Conditional' status.

Students may access their course grades via the Ashworth College Web site by logging into their personal account at www.MyAshworth.com. Semester exam grades are e-mailed to students.

Your GPA

Each letter grade is worth a certain number of grade points. To calculate your overall grade point average, assign the numbers below to each letter grade and add the values together. Then, calculate the total sum and divide it by the number of letter grades received.

A = 4 points **B** = 3 points **C** = 2 points **F** = 0 points

Pass/fail courses (Orientation) and Semester Exam scores are not used in calculating your GPA.

Course Grade of "C"

Review: When a graduate student earns one (1) "C" in a graduate credit course, the student's file will be reviewed and a letter sent to the student.

Probation: When a graduate student earns two (2) "C's" in graduate credit courses, the student's record is reviewed and the student is placed on academic probation throughout the remainder of his or her graduate degree program.

Dismissal: When a graduate student earns three (3) "C's" in graduate credit courses, the student is dismissed from Ashworth College.

Course Grade of “F”

Upon course failure, the student is placed on academic probation for thirty (30) days from the date of the posting of the failed course grade to the student’s account. The Dean of Degree Programs reviews the student’s performance in the failed course to determine if the student is eligible to retake a new version of the course or a different course, or is unable to be successful

in the distance-learning environment. If the Dean determines the student is eligible to retake the course and the student applies to retake the course, the student is placed on academic probation throughout the remainder of his or her graduate degree program. If the Dean decides that the student is unable to be successful in the distance-learning environment or the student chooses not to request approval to retake the failed course, the student is academically dismissed.

Course Retake. The student has thirty (30) calendar days from the posting of the failed course grade to request in writing to retake the failed course. If the student’s request is approved, the student’s account will be billed an additional cost. The student must wait thirty (30) days from the date of the Dean’s decision to submit work from the retake course for grading.

Second Course Failure. A second course failure results in academic dismissal with no opportunity to repeat the second failed course.

Transcript. The student’s transcript will reflect the course number, course title, and the grade of “F” for the initial course; the substitute/repeated course grade will be reflected in a separate entry with the course number, course title, and grade. The grade earned in both the initial and substituted/repeated courses will be used to calculate the student’s overall grade point average.

Academic Dismissal

A student who is dismissed for academic reasons will forfeit administrative fees and tuition payments per his or her Enrollment Agreement.

Academic dismissal will result in the following circumstances.

1. If the student does not pass the Orientation (600) course with a “B” or higher, academic dismissal will result immediately.
2. If the “conditional” student earns a grade of “C” or below in his or her first three (3) graduate credit courses, academic dismissal will result immediately.
3. If the student earns a grade of “C” in more than two graduate credit courses, academic dismissal will result immediately.

4. If the student earns a grade of “F” in a graduate credit course and chooses not to repeat the course, academic dismissal will result immediately.
5. If the student earns a grade of “F” in two graduate credit courses, academic dismissal results immediately with no option for retaking the second failed course.
6. If the student is found guilty of academic dishonesty (see official statement in “Academic Integrity” section), academic dismissal will result immediately.
7. Students who demonstrate that they are unable to learn independently via our distance-learning format will be academically dismissed.
8. Students who demonstrate unprofessional behavior in their communications with the administration, faculty, and/or staff will be academically dismissed.

Graduation Requirements

To earn a graduate degree from Ashworth College, you must meet the following requirements.

1. You must successfully complete Orientation (600) earning at least 80%.
2. You must successfully complete the thirty-six (36) graduate credit hours applicable to your graduate degree program.
3. You must successfully complete at least twenty-seven (27) graduate credit hours with Ashworth College (36 credit hours less 9 transfer credit hours).
4. You must earn an overall grade point average of 3.0.
5. You must pass the Semester Exams in no more than two (2) attempts each, earning at least 80% on each part of the exam.
6. You must complete all requirements within five (5) years of your date of enrollment in your Ashworth College graduate degree program.
7. You must meet all of your financial obligations with Ashworth College, paying your balance in full.

Graduation Process

Upon meeting all of the graduation requirements, you will receive one (1) official copy of your transcript showing your posted degree, one (1) diploma, and an Ashworth College ring. For additional copies of your official transcript or diploma, there will be a fee of \$5 for each additional transcript and \$25 for each additional diploma. The student will be required to complete a Graduate Ring Order Form to confirm his or her ring size. Contact the Ashworth College Registrar for more information.

Second Master's Degree

Upon meeting all of the graduation requirements for an Ashworth College master's degree, graduates may apply for admission into a second master's degree program with Ashworth College. Dual enrollments are **not** allowed.

Upon admission, the student's earned master's degree coursework will be evaluated to determine the satisfaction of the coursework requirements for the second master's degree. The student will be notified of the remaining courses required to complete a second master's degree. The minimum (1 year) and maximum (5 years) completion times will be adjusted with respect to the amount of remaining coursework. Minimum and maximum completion times begin upon the enrollment date for the second master's program.

Readmission

Students who voluntarily drop their graduate degree program for any reason and who seek readmission to their graduate degree program should complete the Readmission to Graduate Program Form to activate their account and continue in their graduate degree program.

A fee of \$50 is charged for readmission.

Readmission is granted at the discretion of the Dean of Degree Programs. All past-due balances must be paid prior to readmission. Students who have been academically dismissed from their program will **not** be granted readmission.

Student Records

If you need Ashworth College to verify your status as a full-time student, contact Graduate Student Services and request a “**status letter**.” You must have completed at least six (6) assignments in the past eight (8) weeks to qualify for full-time student status.

If you need Ashworth College to verify your progress in completing your graduate degree program, contact Education Services and request a “**grade report**.”

All multiple-choice exams are kept for sixty (60) days; other exams, discussion questions, activities, and projects are kept for sixty (60) days after they have been graded. Students are required to submit their work electronically (via posting to our Web site). Students should maintain a copy of their work for their personal files to ensure resubmission in case their work is lost in the electronic system.

Transcript Requests

If you need a transcript of your completed courses from Ashworth College, contact the Registrar. The first copy of your transcript is free. A fee of \$5 is charged for each additional transcript. Please specify whether you need an “**official**” or “**unofficial**” transcript. An official transcript is one sent by Ashworth College directly to an institution or employer, and will be sent only if your Ashworth College account is paid in full. An unofficial transcript is sent by Ashworth College directly to the student and will be sent only if your Ashworth College account is current.

Academic Complaint Procedures

Academic & Service Complaints. When students wish to file a complaint concerning academic issues (learning materials, tutoring, education services), they should submit the issue in writing, preferably typed, within forty-five (45) days of its occurrence to the Director of Education Services. The Director of Education Services will make a decision and notify the student within forty-five (45) days of receipt of the student’s written complaint.

Transcript and School Record Complaints. When students have a concern about their transcript or their academic records, they should submit the issue in writing, preferably typed, within forty-five (45) days of any occurrence for concern to the Ashworth College Registrar. The Registrar will make a decision and notify the student within forty-five (45) days of receipt of the student’s written complaint. At that time, the student may appeal the Registrar’s decision, and the student’s complaint will be reviewed by the Dean of Degree Programs.

Grade Appeal Procedures

Students have thirty (30) days from the time they receive their discussion question, activity, project, or exam grade to dispute their grade. Grade disputes should be e-mailed to the Graduate Advisor (GA) with specific supporting evidence. The GA will review the grading and respond to the student within thirty (30) days of receipt of the dispute. At that time, the student may appeal in writing to the Dean of Degree Programs. The Dean has forty-five (45) days from receipt of the appeal to investigate and return a decision to the student. The Dean's decision will be made in writing and is final.

TRANSFERRING CREDIT

Transferring Graduate Course Credit into Ashworth College

Ashworth College may accept up to nine (9) semester graduate credit hours of transfer credit toward completion of a graduate degree program. The credits you wish to transfer must meet the specific guidelines below for you to receive credit for an Ashworth College course.

1. The credits must come from a fully accredited college or university.
2. The credits must not be more than ten (10) years old.
3. You must have earned a grade of “B” (3.0) or better in an equivalent graduate level course.
4. The course content must be equivalent to an Ashworth College graduate credit course in your specific graduate degree program. (Equivalency will be determined by the Ashworth College Registrar and/or Dean.)

If you wish to receive transfer credit, complete the Transfer Credit Form, attach the required materials, and send your application package to the Registrar’s Office at Ashworth College.

1. The Registrar at Ashworth College must receive your transfer credit application package including the following within ninety (90) days of your date of enrollment with Ashworth College. The student is responsible for submitting the following together as an application package.
 - a. A completed Transfer Credit Form (located in Appendix B of this Handbook and on our Web site at www.MyAshworth.com)
 - b. Former college/university catalog description of each course
 - c. Former college/university graduate program requirements
2. All official transcripts from all of your former colleges or universities must be received for your transfer credit application package to be evaluated. An official college transcript is one that comes in a sealed envelope directly from your former college or university (**not** from you) to the Registrar’s office at Ashworth College. If your official transcripts have not been received within ninety (90) days under any circumstances, you will not be granted transfer credit.

3. Upon final review and determination, the Ashworth College Registrar will notify the student in writing concerning his or her Transfer Credit Application.
4. The Registrar cannot adjust your class schedule until your official transcript(s) and transfer credit application package complete with attachments have been received and evaluated for transfer credit.
5. The Registrar's office may ask you to send a copy of the course syllabus, college catalog, or other information to help in the evaluation process. Do not send these items unless the Registrar requests them from you.
6. If you fail to notify Ashworth College, via the transfer credit application package complete with attachments, and you are sent courses that you later receive transfer credit for, you will be charged a \$50 fee for each course.

Transferring Credit from Other Training Programs

Military, police, and corrections training programs, although taken at a college or university, will not transfer. These training programs are not equivalent to an entire course offered at Ashworth College.

Credits will not be awarded for on-the-job training, including specialized training, certificates earned, etc.

Transferring Credit in Lieu of Orientation (600)

Transfer credit is not allowed to replace the Orientation (600) course in any graduate degree program. All Ashworth College graduate students must successfully complete Ashworth College's Orientation.

Transferring Credit in Lieu of Capstone (609) Course

Transfer credit is not allowed to replace a Capstone (609) Course in any graduate degree program. All Ashworth College graduate students must successfully complete a Capstone Course.

Transferring Credit between Ashworth College Graduate Programs

A student may transfer from one Ashworth College graduate degree program into another at any time using the Program Transfer Form (located in Appendix B of this Handbook and on our Web site). The transfer fee is \$50. Each Ashworth College graduate degree program has different course requirements. You will be required to pay for any additional courses necessary to complete the thirty-six (36) graduate credit hours required to graduate from your new graduate program. Contact the Ashworth College Registrar for more information.

Transferring Credit to Another Institution

If you wish to use your coursework from Ashworth College for transfer credit to another institution, please review the following points carefully.

1. Each college/university determines its own policy for accepting transfer credit. Students must verify with the gaining institution to determine if Ashworth College graduate credits will be accepted.
2. Normally, to qualify for graduate credit at another college or university, the coursework you want considered for transfer credit must closely match coursework offered at the other college/university.
3. To transfer credits from Ashworth College, you must request that an “official transcript” of your completed coursework be sent to the new institution. Remember, an official transcript is one sent from the records officer (Registrar) at one college or university directly to the designated records officer (Registrar) at another. An *official* copy of your transcript will not be released unless your account is paid in full. Your account must be current to receive an *unofficial* copy of your transcript.
4. Be sure to keep your textbooks, and printed versions of online course materials. These materials may be needed by another college/university for evaluating transfer credit from Ashworth College.

Ashworth College does not maintain a list of other colleges and universities that accept Ashworth College credits.

Orientation is **not** transferable for graduate or undergraduate credit due to its “non-credit” status. All other Ashworth College graduate courses may be transferred to other institutions if they meet the transfer requirements of the gaining institution.

Life/Work Experience Credit

None is given at the graduate level.

COURSE REQUIREMENTS AND STUDENT RESOURCES

Technology Requirements

Each student is required to have access to a computer that utilizes programs and files in CD format. MSWord, Excel, and PowerPoint (2000 or higher) software will be needed as well. Internet access is required for course assignments, Internet research, submission of materials for grading, and exams. Each student will also need an active e-mail address.

Textbooks

Standard college textbooks from nationally recognized publishers are used for every course. Textbooks are included with the course materials at no additional cost to the student. Other course materials are provided online, and a printer may be helpful for providing the student with a paper copy of online course materials, if desired.

Required Readings

Each course requires students to read articles from the Ashworth College Online Library (ProQuest) and to review various Web sites. Upon enrollment, students are provided free access to the Ashworth College Online Library.

Library Resources

Access to the Ashworth College Online Library service is free and provided upon enrollment. Students may access the Ashworth College library service and resources at www.MyAshworth.com.

Research Costs

Throughout your graduate program, you are expected to complete academic research activities and projects to meet course requirements. The expense of such research, such as photocopying articles, is the student's responsibility.

APA Citation Style

The American Psychological Association (APA) guidelines for reference lists, bibliographies, and citing works within the text of a manuscript are required for all graduate student work (activities, projects, research, etc.). Several Web sites provide extensive information on APA style and format. Please see your Course Syllabus for suggested sites or go to the Student Services section of our Web site at www.MyAshworth.com and log-on to your account. Once logged-on to your account, please follow the Resources link to retrieve more information on APA style and format.

Submission of Assignments

All assignments (excluding online exams) required in graduate courses should be posted to your online account on our Web site at www.MyAshworth.com. Your assignments must include the required Cover Sheet, which identifies your name, student identification number, mailing and e-mail addresses, phone numbers, course number and title, assignment number and title, task (discussion question, activity, stand-alone project), and date of submission. Your graded work with notes from the grader and your grade will be posted to your online account within ten (10) days after receipt of your assignment. However, holidays and faculty absences may delay the return of your evaluation.

Orientation (600)

Every Ashworth College graduate student, regardless of graduate degree program chosen, must successfully complete Orientation, numbered “600.” No transfer of credit will be allowed for Orientation. Orientation does **not** qualify as a graduate credit course. You must successfully complete Orientation earning at least 80% to enroll in the twelve (12) “graduate credit” courses in your graduate degree program.

Resubmission of Orientation (600) Work

If you earn less than 80% on any graded work in Orientation (600), you may retake or resubmit your work one more time (two (2) submissions, total). The second submission must be within thirty (30) days of the initial submission of work. This policy applies only to Orientation.

Failure to Successfully Complete Orientation (600)

Failure to successfully complete Orientation (600) will result in dismissal from your graduate degree program. See the “Academic Policy Information” section for more information.

Course Vocabulary

Each assignment has a list of terminology required to be successful in this course, subsequent courses in this graduate degree program, and the profession. If your undergraduate degree is in the same discipline as this graduate degree program, you will already be familiar with some of these important terms. If not, some or many of these terms may be new to you. To ensure that you are prepared for the terminology in this course, please study each of these terms as they appear throughout the Required Readings and the Lecture and Research Updates.

Semester Exams (Proctored)

At the end of each semester, the student will take a proctored, online Semester Exam. There are a total of three (3) Semester Exams in a graduate degree program. The purpose of each Semester Exam is to evaluate the student's ability to conceptualize and integrate the content from the four (4) credit courses in the semester.

The Semester Exam consists of two parts: a multiple-choice exam and workplace scenarios. The exam is proctored, timed, and scheduled at the convenience of the proctor and student. Students may use their textbooks, printed course materials and notes during the exam, but may not use the Internet or previously saved electronic files.

Part I: Multiple-Choice. This exam consists of twenty (20) multiple-choice questions pulled randomly from a question bank. Consequently, each student takes a unique exam created from the question bank. Students are given sixty (60) minutes to complete the multiple-choice part of the Semester Exam.

Part II: Workplace Scenarios. This exam consists of a set of two (2) workplace scenarios pulled randomly from a scenario bank that integrate concepts from the four (4) courses in the semester. Students are presented the workplace scenarios to respond to within a two (2) hour time period.

The student must pass each part of the Semester Exam, earning no less than 80% to continue in his or her graduate degree program. If the student fails, the student will be given one retake opportunity for each part (I and II) no sooner than thirty (30) days after the previously administered Semester Exam to meet the 80% requirement. Each part of the Semester Retake Exam will be different from the previously administered exam. If the student fails only one part of the exam, the student is required to retake only the failed part.

Proctor Nomination and Selection

A proctor is an individual who ensures and monitors the student taking an exam under typical test conditions. Preferred as a proctor is a high school or college administrator, faculty member, guidance counselor, librarian, or a member of the clergy. In general, acceptable proctor candidates must be responsible individuals with whom no conflict of interest exists. For example, a fellow student, a relative of any kind (by blood or marriage), a roommate, or an immediate supervisor is not a suitable proctor candidate under any circumstances. A student in the military may use a test-control officer. Students are solely responsible for locating and nominating suitable proctors.

To qualify, the proctor must have access to a computer with Internet access for the student to use during the administration of the exam. The exam computer must have the required version of MSWord and Excel software. A quiet area with ample room for resource materials is suggested.

The Proctor Nomination Form is completed online by the student before completing his or her first (1st) semester, prior to taking the Semester Exam. The student nominates two (2) qualified individuals, living in geographical proximity to the student, who are willing to monitor the proctored exams. The Graduate Advisor selects one (1) proctor nominee to serve as the primary proctor for all three (3) proctored Semester Exams. The other nominee may be used as a “backup” proctor if the primary proctor becomes unavailable.

Proctors should be willing to provide this service free of charge; otherwise, it will be the student’s responsibility to pay any and all proctor fees. The proctor nomination procedure needs to be done only one (1) time prior to completing the student’s first (1st) semester, unless changes occur that make the initial nomination(s) or the proctor selection invalid. To make changes, the student can access the Proctor Nomination Form online at www.MyAshworth.com.

Proctoring Process

Once the Graduate Advisor has selected a primary proctor candidate and the proctor has accepted, instructions are provided to the proctor. Then, the student must contact his or her primary proctor to determine a time and place to complete the exam. The student is responsible for contacting his or her primary proctor to make the arrangements to take the Semester Exam(s) and notifying the Graduate Advisor of the date and time that each exam is scheduled.

Once the Graduate Advisor has been notified of the exam date and time by the student, access to the exam materials will be provided to the proctor. The proctor must download the exam files, administer the exam, and send the student’s exam response files via e-mail to the Graduate Advisor. The proctor must save copies of the exam response files until receipt of the student’s work has been confirmed by the Graduate Advisor. The student will be promptly notified via e-mail of the results of the proctored exams.

ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIORS

To maintain the high quality of graduate education at Ashworth College, the faculty and administration must address any instances of academic dishonesty and unprofessional communications. While students accused of academic dishonesty and/or unprofessional communications will have access to due process procedures, any student found guilty of academic dishonesty will be permanently dismissed from Ashworth College.

The following issues deserve close attention because they summarize various acts of academic dishonesty and unprofessional communications. Students must strive to honor the following regulations to preserve the integrity of their grades and degrees.

Plagiarism and Cheating

Students are not permitted to receive, attempt to receive, knowingly give, or attempt to give any unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including, but not limited to, examinations, discussion question answers, projects, reports, essays, themes, and term papers). Other than direct quotations, all information must be paraphrased (stated in the student's own words) and cited appropriately. When students use direct quotations, they should use quotation marks and properly cite the relevant source(s). Students should not include in their answers large excerpts of quoted material. Students must also cite sources for any use of others' language, ideas, theories, data, figures, graphs, programs, and electronic information or illustrations.

Unauthorized Access to Official College Materials

Students may not take, attempt to take, or in any unauthorized manner gain access to, alter, or destroy any materials pertaining to the administration of the educational process (including tests, examinations, grade records, etc.).

Misrepresentation or Falsification of College Records or Academic Work

Students will not knowingly provide false information in the completion of Ashworth College forms or applications (including admissions forms, enrollment agreements, transfer credit applications, false or counterfeit transcripts, etc.) or in any work submitted for credit in a course.

Malicious/Intentional Misuse of Computer Facilities and/or Services

Students are strictly prohibited from the malicious or intentional misuse of computer services. Violations of state and federal laws (including use for profit, copyright violations, unauthorized access or attempted access of systems, alteration/damage/destruction of computer resources, etc.) or Ashworth College's rules regarding computer access and usage (including account violations, damage or destruction of the computer system and/or its performance, unauthorized copying of electronic information, etc.) will result in immediate prosecution.

Unprofessional Communications

Graduate students exhibiting unprofessional written or verbal communications (threats, rude, or obscene language, etc.) with Ashworth College faculty and staff will be subject to dismissal.

Student Identification Numbers

Student identification numbers are issued to specific people for the purpose of conducting Ashworth College business. Any abuse of these numbers (including obtaining for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, etc.), like the other issues above, shall be cause for permanent dismissal from the College.

Appeal Procedures

To appeal an administrative decision concerning plagiarism, academic integrity or unprofessional behaviors, a student should submit his or her appeal in writing (typed) within forty-five (45) days of any occurrence for concern to the Dean of Degree Programs. The Dean will make a decision and notify the student within forty-five (45) days of receipt of the student's written complaint. At that time, the student may appeal the Dean's decision, and the complaint will be reconsidered by the Dean of Degree Programs. The Dean's decision will be made in writing and is final.

ASK YOUR QUESTIONS

Throughout your graduate degree program, you may have situations that require you to contact Ashworth College. You may call, fax, e-mail, or mail your questions to us. Complete information is provided in this section of your Graduate Student Handbook, on our Web site at www.AshworthCollege.edu, and in the Course Syllabus of each Graduate course.

Be Specific in Your Question

Please be specific: Identify the course, assignment, specific task (discussion question, activity, stand-alone project), and/or textbook or online course materials. Always include your **student number** in all correspondence.

Be Sure to Call Us During Our Business Hours

To speak directly to an Ashworth College Graduate Advisor, please call us during our business hours at:

(800) 224-7234

Our business hours are Monday through Friday 9 a.m. to 10 p.m. and Saturday 8:30 a.m. to 5:00 p.m. Eastern Standard Time. We are closed on all major holidays.

E-mail

If you find it difficult to call us during our business hours or prefer a written response to your question, e-mail your question to us. Use the Help Line page of your student account on our Web site:

www.MyAshworth.com

You can also send an email to Masters@AshworthCollege.edu.

Fax

You can send us documents (unofficial transcripts, copies of syllabi, etc.) and other information via fax at:

(770) 729-7295

Postal Mail

Ashworth College
Graduate Degree Programs
PO Box 922667
Norcross GA 30091-2667

LOCATING AND SUBMITTING GRADUATE FORMS

Specific forms are required for such events as requesting official transcripts from previous colleges/universities, changing graduate programs, requesting transfer credit, and nominating proctors. Please review Appendix B of this Graduate Student Handbook for more information on each graduate form.

Ashworth College Graduate forms are located in the back of this Graduate Student Handbook and on our Web site at:

www.MyAshworth.com

You may submit your completed forms via email, fax, or postal mail. Please check individual forms for information on where they need to be sent.

Appendix A

*Graduate
Program
&
Course
Descriptions*

MASTER OF BUSINESS ADMINISTRATION (MBA)

Mission Statement

The mission of the MBA Program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Learning activities center on developing an extensive professional vocabulary in each course throughout the graduate degree program. In addition, performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than only knowledge-based competency. Projects focus on enhancing the following skills: Internet, secondary and survey research; software (MSWord, Excel, PowerPoint, and Project Management); creative; decision making; project and people management; analytical; synthesis; integrative; conceptual; and communication. In addition to the general MBA program, there are also four (4) concentration areas that a student can choose from – Healthcare, Human Resources Management, International Business, and Marketing.

MBA Program Goals

Graduates of the MBA Program will be able to demonstrate the ability to:

1. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business.
2. Broaden their base of business administration knowledge, smoothing the transition from specialist to generalist.
3. Develop their overall leadership skills to become a more effective change agent in their organization.
4. Examine the emerging challenges that are transforming the corporate landscape.
5. Identify ethical and legal issues relevant to the policies, practices, and management of employee behaviors and business operations in a competitive environment.
6. Evaluate the legal issues arising in the operation of a typical business and apply legal concepts in making and implementing business decisions.
7. Conceptualize the impact of strategic decisions on various functional areas of business.
8. Analyze, evaluate, and implement business- and corporate-level strategies.

9. Manage large and small business projects, to include developing timelines to guide completion, writing associated reports, and utilizing project management software.
10. Plan a new business venture, including identifying new business opportunities; analyzing markets, potential customer bases, and product risks and benefits; developing marketing and financial plans.
11. Apply analytical methods to new and current product marketing planning.
12. Analyze leaders holistically to determine their leadership style, relationship building skills, and social architect skills.
13. Apply appropriate theories to analyze and evaluate individual and team behaviors and to recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired business outcomes.
14. Assess the financial and non-financial performance of an organization through the accounting system.
15. Apply cost management tools and techniques to managerial decision-making.
16. Analyze the various functions of a human resources department, and examine the interaction between the human resource department and other departments to develop and implement corporate strategy.
17. Analyze the financial disclosures required to effectively evaluate a business and make appropriate strategic decisions.
18. Evaluate the impact of diverse cultures on international business processes, strategies, and human resource management issues.
19. Explore the movement of a business from domestic to international involvement strategically and functionally.
20. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.

MBA Program Description

MBA Orientation (MB600) reviews a variety of skills required to fulfill the demands of the MBA CORE and Specialty Courses. Orientation (MB600) is a prerequisite, and graduate-level credit is not awarded.

The MBA CORE (*), denoted by an asterisk by the course number, is made up of six (6) CORE courses that each count as three (3) credit hours. Two (2) of the CORE courses are strategically positioned early (MB601) and at the end (MB609) of the Program. MB601 lays the foundation for integrating functional areas of business. MB609 is the Capstone Course and is taken after all other CORE and specialty courses have been successfully completed.

In addition to the six (6) MBA CORE courses, students will need six (6) three-credit hour specialty courses to complete their MBA degree. Each MBA program is divided into three (3) semesters. Each semester consists of four (4) graduate credit courses (12 credit hours total per semester). A proctored Semester Exam is given at the end of each semester.

The MBA courses (CORE* and specialty) are listed below for the general and concentration MBA programs. Please see Appendix A for individual course descriptions. If transfer credit is approved, the Dean of Degree Programs will determine the appropriate substitution, and the graduate student's schedule of courses will be adjusted accordingly.

MBA Course Sequence

The MBA Orientation (non-credit) and the twelve (12) MBA graduate credit courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MB600	MBA Orientation
	MB601*	Strategic Management
	MG641*	Marketing Management
	MA610*	Managerial Accounting
	MB661*	Leadership and Motivation
Semester 2	MR601	Survey of Human Resource Management
	MF620*	Financial Statement Development and Analysis
	MB655	Business Law
	MB602	Entrepreneurship
Semester 3	MI605	International Business
	MB670	Project Management
	MB651	Ethical Decision Making and Business Culture
	MB609*	Capstone: Case and Industry Analysis

* MBA CORE Courses

MBA-Healthcare Course Sequence

The MBA Orientation (non-credit) and the twelve (12) MBA-Healthcare graduate credit courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MB600	MBA Orientation
	MB601*	Strategic Management
	MG641*	Marketing Management
	MA610*	Managerial Accounting
	MB661*	Leadership and Motivation
Semester 2	MH601	Survey of the Health Care System
	MF620*	Financial Statement Development and Analysis
	MH684	Managed Health Care
	MH681	Health Care Human Resources Management
Semester 3	MH683	Information Management
	MH685	Health Care Security
	MH651	Ethics in Health Care
	MB609*	Capstone: Case and Industry Analysis

* MBA CORE Courses

MBA-Human Resources Management Course Sequence

The MBA Orientation (non-credit) and the twelve (12) MBA-Human Resources Management graduate credit courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MB600	MBA Orientation
	MB601*	Strategic Management
	MG641*	Marketing Management
	MA610*	Managerial Accounting
	MB661*	Leadership and Motivation
Semester 2	MR601	Survey of Human Resource Management
	MF620*	Financial Statement Development and Analysis
	MR630	Staffing & Recruiting
	MR632	Training & Development
Semester 3	MR637	Compensation Management
	MR638	Employment Benefits
	MI606	International Human Resources Management
	MB609*	Capstone: Case and Industry Analysis

* MBA CORE Courses

MBA-International Business Course Sequence

The MBA Orientation (non-credit) and the twelve (12) MBA-International Business graduate credit courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MB600	MBA Orientation
	MB601*	Strategic Management
	MG641*	Marketing Management
	MA610*	Managerial Accounting
	MB661*	Leadership and Motivation
Semester 2	MI605	International Business
	MF620*	Financial Statement Development and Analysis
	MI607	International Marketing
	MI606	International Human Resources Management
Semester 3	MG645	Brand Management
	MB670	Project Management
	MB651	Ethical Decision Making & Business Culture
	MB609*	Capstone: Case and Industry Analysis

* MBA CORE Courses

MBA-Marketing Course Sequence

The MBA Orientation (non-credit) and the twelve (12) MBA-Marketing graduate credit courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MB600	MBA Orientation
	MB601*	Strategic Management
	MG641*	Marketing Management
	MA610*	Managerial Accounting
	MB661*	Leadership and Motivation
Semester 2	MG642	Consumer Behavior
	MF620*	Financial Statement Development and Analysis
	MG665	Marketing Research
	MG643	Advertising
Semester 3	MG645	Brand Management
	MG646	Services Marketing
	MI607	International Marketing
	MB609*	Capstone: Case and Industry Analysis

* MBA CORE Courses

MASTER OF SCIENCE IN CRIMINAL JUSTICE (MCJ)

Mission Statement

The mission of the MCJ Program is to provide a learning experience that students can readily transfer into everyday practice in their criminal justice careers and businesses. Learning activities center on developing an extensive vocabulary in each course throughout the entire program. In addition, performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than only knowledge-based competency. Projects focus on enhancing the following skills: Internet and survey research, software applications (MSWord, Excel, and PowerPoint), creative, decision making, project and people management, analytical, synthesis, integrative, conceptual, and communication.

MCJ Program Goals

Graduates of the MCJ Program will be able to demonstrate the ability to:

1. Utilize an expanded criminal justice vocabulary by exploring the CORE and specialty areas of criminal justice.
2. Broaden their base of criminal justice knowledge, smoothing their transition into general positions.
3. Develop their overall leadership skills to become a more effective change agent in an organization.
4. Examine the emerging challenges that are transforming the criminal justice landscape.
5. Apply theoretical frameworks to ethical and legal issues relevant to policies, practices, and management behaviors in the criminal justice system.
6. Describe the roles and interrelationships of the various agencies, actors, and operational components of the criminal justice system in the United States.
7. Describe the major sources of criminal justice statistics and the information they provide about crime in the United States.
8. Apply the conceptual and theoretical frameworks relevant to the study of crime and criminal justice.

9. Develop an integrated view of the fundamental concepts of criminal law and procedures.
10. Analyze the current issues, trends, and limitations of criminal law and procedures.
11. Analyze the relationship between criminal behavior and social forces of culture, society, region, neighborhood, and enclaves within neighborhoods.
12. Investigate diverse behaviors and justify them when they fail to be legal in society.
13. Analyze workplace behaviors, processes, and systems in a criminal justice setting, utilizing current management theories, and recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired organizational outcomes.
14. Evaluate current employee, productivity, budgeting, and accountability control processes, and develop and implement corrective measures to attain organizational goals.
15. Apply sociological theory to the study of crime, criminal behavior, and social development processes.
16. Compare and contrast crimes against persons, business, property, and society.
17. Analyze the use of intelligence sources and responses to terrorism.
18. Identify homeland security issues relating to terrorism activity in the future of law enforcement.
19. Apply and discuss the typologies and profiles of terrorism and criminal activity.
20. Identify types of corporate crime and defend various positions on penalties and punishments, consumer and corporate fraud, regulation, and enforcement.
21. Analyze the effectiveness of crime reduction and prevention strategies using statistical, planning, and evaluation skills.
22. Design primary survey research and write a research proposal.
23. Identify the threats, vulnerabilities, and needs of the contemporary workplace.
24. Develop contingency plans and policies to control internal and external corporate risks.

25. Explain the considerations that are implicit in the forging of criminal justice policies within a democratic society.
26. Develop, plan, and implement innovative solutions to crime problems.
27. Identify current trends in the area of corrections, policing, criminal justice, and criminology.

MCJ Program Description

MCJ Orientation (MJ600) reviews a variety of skills required to fulfill the demands of the MCJ CORE and Specialty Courses. Orientation (MJ600) is a prerequisite, and graduate-level credit is not awarded.

The MCJ CORE (*), denoted by an asterisk by the course number, is made up of six (6) CORE courses that each counts as three (3) credit hours. Two (2) of the CORE courses are strategically positioned early (MJ601) and at the end (MJ609) of the program. MJ601 lays the foundation for the study of criminal justice via an introduction to the criminal justice system. MJ609 is the Capstone Course and is taken after all other CORE and specialty courses have been successfully completed.

In addition to the six (6) MCJ CORE courses, students will need six (6) three-credit hour specialty courses to complete their MCJ Degree Program. The MCJ program is divided into three (3) semesters. Each semester consists of four (4) graduate credit courses (12 credit hours total per semester). A proctored Semester Exam is given at the end of each semester.

The MCJ courses (CORE* and specialty) are listed below. Please see Appendix A for individual course descriptions. If transfer credit is approved, the Dean of Degree Programs will determine the appropriate substitution and the graduate student's schedule of courses will be adjusted accordingly.

MCJ Course Sequence

MCJ Orientation (non-credit) and the twelve (12) graduate credit MCJ courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MJ600	MCJ Orientation
	MJ601*	Survey of Criminal Justice
	MJ650*	Criminal Law and Procedure
	MJ620*	Criminology
	MJ675	Investigating Difference
Semester 2	MJ665	Survey Research: Victims and the Community
	MJ661*	Organizational Management
	MJ652	Corporate Crime
	MS645	Workplace Security
Semester 3	MS640	Security: Home and Country
	MJ651	Ethics and Justice
	MJ602*	Public Policy and Criminal Justice
	MJ609*	Capstone: Visions for Change

*MCJ CORE Courses

MASTER OF SCIENCE IN HEALTH CARE ADMINISTRATION (MHC)

Mission Statement

The mission of the MHC Program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Learning activities center on developing an extensive professional vocabulary in each course throughout the graduate degree program. In addition, performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than only knowledge-based competency. Projects focus on enhancing the following skills: Internet, secondary and survey research; software (MSWord, Excel, and PowerPoint); creative; decision making; people management; analytical; synthesis; integrative; conceptual; and communication.

MHC Program Goals

Graduates of the MHC Program will be able to demonstrate the ability to:

1. Utilize an expanded vocabulary by exploring the functional and specialty areas of health care administration.
2. Broaden their base of health care administration knowledge, smoothing the transition from specialist to generalist.
3. Develop overall leadership skills to become a more effective change agent in an organization.
4. Examine the emerging challenges that are transforming the corporate landscape with respect to health care administration.
5. Identify ethical and legal issues relevant to the policies, practices, and management of health care delivery in a competitive environment.
6. Analyze, evaluate, and implement functional- and corporate-level health care strategies.
7. Analyze leaders holistically to determine their leadership style, relationship building skills, and social architect skills.
8. Apply appropriate theories to analyze and evaluate individual and team behaviors and to recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired outcomes.

9. Analyze the current issues, trends, and limitations of health care administration.
10. Identify the threats, vulnerabilities, and needs of the contemporary workplace with respect to ensuring a secure and safe work environment.
11. Apply fundamental ethical and risk theories to health care administration practices.
12. Explore the components of health care services in the United States.
13. Explore the human resource management functions in the health care industry.
14. Examine physical and information security in the health care industry.
15. Apply marketing theories and practices to the health care industry.
16. Explore the legal dynamics employers encounter with respect to the various human resource management functions including issues surrounding workplace diversity, privacy, safety, and dispute resolution.
17. Explore the social science perspective of the health service delivery system and the contribution of medical sociology to our understanding of the roles, values, and socio-cultural influences that affect the medical treatment of patients.
18. Examine the fundamentals of health care system information management including computer-based systems.
19. Review managed care regulation and the components of managed care systems in general.
20. Apply economic, finance, and accounting principles to health care institutions.

MHC Program Description

MHC Orientation (MH600) reviews a variety of skills required to successfully fulfill the demands of the MHC CORE and Specialty Courses. Orientation (MH600) is a prerequisite, and graduate-level credit is not awarded.

The MHC CORE (*), denoted by an asterisk by the course number, is made up of six (6) CORE courses that each count as three (3) credit hours. Two (2) of the CORE courses are strategically positioned early (MH601) and at the end (MH609) of the Program. MH601 lays the foundation for integrating functional areas of health care administration. MH609 is the Capstone Course and is taken after all other CORE and specialty courses have been successfully completed.

In addition to the six (6) MHC CORE courses, students will need six (6) three-credit hour specialty courses to complete their MHC Degree. The MHC program is divided into three (3) semesters. Each semester consists of four (4) graduate credit courses (12 credit hours total per semester). A proctored Semester Exam is given at the end of each semester.

The MHC courses (CORE* and specialty) are listed below. Please see Appendix A for individual course descriptions. If transfer credit is approved, the Dean of Degree Programs will determine the appropriate substitution and the graduate student's schedule of courses will be adjusted accordingly.

MHC Course Sequence

MHC Orientation (non-credit) and the twelve (12) graduate credit MHC courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MH600	MHC Orientation
	MH601*	Survey of the Health Care System
	MH640	Health Care Marketing
	MH681	Health Care Human Resource Management
	MB661	Leadership and Motivation
Semester 2	MH682	Medical Sociology
	MH685*	Health Care Security
	MH683*	Information Management
	MH688*	Health Care Economics and Financial Management
Semester 3	MH684*	Managed Health Care
	MB670	Project Management
	MH651	Ethics in Health Care
	MH609*	Capstone: Health Care Politics and Policy

*MHC CORE Courses

MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT (MHR)

Mission Statement

The mission of the MHR Program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Learning activities center on developing an extensive professional vocabulary in each course throughout the graduate degree program. In addition, performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than only knowledge-based competency. Projects focus on enhancing the following skills: Internet and secondary research; software (MSWord and PowerPoint); creative; decision making; people management; analytical; synthesis; integrative; conceptual; and communication.

MHR Program Goals

Graduates of the MHR Program will be able to demonstrate the ability to:

1. Utilize an expanded vocabulary by exploring the functional and specialty areas of human resource management.
2. Broaden their base of human resource management knowledge, smoothing the transition from specialist to generalist.
3. Develop overall leadership skills to become a more effective change agent in an organization.
4. Examine the emerging challenges that are transforming the corporate landscape with respect to human resource management.
5. Identify ethical and legal issues relevant to the policies, practices, and management of human resources in a competitive environment.
6. Analyze, evaluate, and implement functional- and corporate-level human resource management strategies.
7. Analyze leaders holistically to determine their leadership style, relationship building skills, and social architect skills.
8. Apply appropriate theories to analyze and evaluate individual and team behaviors and to recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired outcomes.

9. Explore the impact of the movement of a business from domestic to international involvement strategically and functionally with respect to human resource management.
10. Analyze the current issues, trends, and limitations of human resource management.
11. Explore the legal dynamics employers encounter with respect to the various human resource management functions including issues surrounding workplace diversity, privacy, safety, and dispute resolution.
12. Identify the threats, vulnerabilities, and needs of the contemporary workplace with respect to ensuring a secure and safe work environment.
13. Apply fundamental ethical and risk theories to human resource management practices.
14. Explore the professional organizations and certifications for human resource managers.
15. Examine the components of pay models and their role in total compensation.
16. Identify internal pay structures and designs and their relationship to job analysis.
17. Explore the variety of employment benefits, the legalities associated with each, and their impact on the employee recruiting, retention, and satisfaction.
18. Discuss needs assessment, the development and evaluation of training, and the linking of training to workplace skills and productivity.
19. Identify the steps to collective bargaining (unionization), decertification, and grievance and arbitration processes.
20. Explore the challenges of an international workforce to include expatriate employees, culture, training and development.
21. Develop a corporate assets protection program, examine physical and information security, and evaluate the various functions of corporate security.

MHR Program Description

MHR Orientation (MR600) reviews a variety of skills required to fulfill the demands of the MHR CORE and Specialty Courses. Orientation (MR600) is a prerequisite, and graduate-level credit is not awarded.

The MHR CORE (*), denoted by an asterisk by the course number, is made up of six (6) CORE courses that each count as three (3) credit hours. Two (2) of the CORE courses are strategically positioned early (MR601) and at the end (MR609) of the Program. MR601 lays the foundation for integrating functional areas of human resource management. MR609 is the Capstone Course and is taken after all other CORE and specialty courses have been successfully completed.

In addition to the six (6) MHR CORE courses, students will need six (6) three-credit hour specialty courses to complete their MHR Degree. The MHR program is divided into three (3) semesters. Each semester consists of four (4) graduate credit courses (12 credit hours total per semester). A proctored Semester Exam is given at the end of each semester.

The MHR courses (CORE* and specialty) are listed below. Please see Appendix A for individual course descriptions. If transfer credit is approved, the Dean of Degree Programs will determine the appropriate substitution and the graduate student's schedule of courses will be adjusted accordingly.

MHR Course Sequence

MHR Orientation (non-credit) and the twelve (12) graduate credit MHR courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MR600	MHR Orientation
	MR601*	Survey of Human Resource Management
	MR630*	Staffing and Recruiting
	MR632*	Training and Development
	MB661	Leadership and Motivation
Semester 2	MB650	Legal Issues of Employment
	MR637*	Compensation Management
	MR638*	Employment Benefits
	MS645	Workplace Security
Semester 3	MR635	Labor Relations
	MI606	International Human Resource Management
	MR651	Business and HRM Ethics
	MR609*	Capstone: Strategic Management and HRM

*MHR CORE Courses

MASTER OF SCIENCE IN MARKETING (MMG)

Mission Statement

The mission of the MMG Program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Learning activities center on developing an extensive professional vocabulary in each course throughout the graduate degree program. In addition, performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than only knowledge-based competency. Projects focus on enhancing the following skills: Internet and secondary research; software (MSWord and PowerPoint); creative; decision making; people management; analytical; synthesis; integrative; conceptual; and communication.

MMG Program Goals

Graduates of the MMG Program will be able to demonstrate the ability to:

1. Utilize an expanded marketing vocabulary by exploring the functional and specialty areas of marketing.
2. Analyze current ethical issues related to market research and segmentation, product management, advertising, and personal sales to make sound marketing decisions.
3. Identify ethical issues relevant to the policies, procedures, and management of employee behaviors and business operations in a competitive environment.
4. Evaluate the legal implications of employment policies and practices.
5. Examine the legal issues related to decision making and apply legal concepts in making and implementing business decisions.
6. Analyze leadership to determine their leadership style, relationship building skills, and social architect skills.
7. Apply appropriate theories to analyze and evaluate employee behaviors and to recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired business outcomes.
8. Defend the use of research for creating public relations proposals and explain the importance of public relations to a business' long-range strategic planning success.

9. Evaluate the impact of public relations on various businesses, industries, and organizations and design crises scenarios to counter negative publicity.
10. Perform market segmentation, SWOT, and competitive analyses to take advantage of changes in the marketing environment and advances in technology.
11. Explain how communicating value is accomplished using the various media methods available and its importance to business success.
12. Evaluate the influence of culture and subculture on consumer consumption preferences.
13. Assess both individual and group decision-making processes as a means to determine consumer buying habits.
14. Explain branding's importance to include the methods used to sustain and position a brand.
15. Apply the brand management process to product and service lines in order to increase awareness, company sales, and profits.
16. Assess the use of integrated marketing communications and its effect on consumer buying behavior.
17. Examine the competitive and market environment for a product relative to its brand image and equity.
18. Develop a sampling plan dictated by the constraints of a research project, including access to a population, time, and available funding utilizing the best data collection mode for reaching that sample.
19. Identify marketing problems that could be supported or addressed through marketing research approaches.
20. Perform international marketing analysis to determine country attractiveness for a particular product and the most advantageous mode of entry.
21. Examine the impact of service quality on business operations and determine the appropriate focus for customer perception and expectations.

MMG Program Description

MMG Orientation (MG600) reviews a variety of skills required to fulfill the demands of the MMG CORE and Specialty Courses. Orientation (MG600) is a prerequisite, and graduate-level credit is not awarded.

The MMG CORE (*), denoted by an asterisk by the course number, is made up of six (6) CORE courses that each count as three (3) credit hours. Two (2) of the CORE courses are strategically position early (MG641) and at the end (MT609) of the Program. MG641 lays the foundation for integrating functional areas of marketing. MG609 is the Capstone Course and is taken after all other CORE and specialty courses have been successfully completed.

In addition to the six (6) MMG CORE courses, students will need six (6) three-credit hour specialty courses to complete their MMG Degree. The MMG program is divided into three (3) semesters. Each semester consists of four (4) graduate credit courses (12 credit hours total per semester). A proctored Semester Exam is given at the end of each semester.

The MMG courses (CORE* and specialty) are listed below. Please see Appendix A for individual course descriptions. If transfer credit is approved, the Dean of Degree Programs will determine the appropriate substitution and the graduate student's schedule of courses will be adjusted accordingly.

MMG Course Sequence

MMG Orientation (non-credit) and the twelve (12) graduate credit MMG courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MG600	MMG Orientation
	MG641*	Marketing Management
	MG642*	Consumer Behavior
	MG665*	Marketing Research
	MB661	Leadership and Motivation
Semester 2	MB655	Business Law
	MG643*	Advertising
	MG647	Public Relations
	MG645*	Brand Management
Semester 3	MG646	Services Marketing
	MI607	International Marketing
	MG651	Ethics in Marketing
	MT609*	Capstone: Strategic Management

*MMG CORE Courses

MASTER OF MANAGEMENT (MMT)

Mission Statement

The mission of the MMT Program is to provide a learning experience that students can readily transfer into everyday practice in their careers and businesses. Learning activities center on developing an extensive professional vocabulary in each course throughout the graduate degree program. In addition, performance competency (skill- and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than only knowledge-based competency. Projects focus on enhancing the following skills: Internet and secondary research; software (MSWord and PowerPoint); creative; decision making; people management; analytical; synthesis; integrative; conceptual; and communication.

MMT Program Goals

Graduates of the MMT Program will be able to demonstrate the ability to:

1. Utilize an expanded business vocabulary by exploring the functional and specialty areas of business.
2. Broaden their base of management knowledge, smoothing the transition from specialist to generalist.
3. Identify ethical and legal issues relevant to the policies, practices, and management of employee behaviors and business operations in a competitive environment.
4. Identify types of corporate crime and defend various positions on penalties and punishments, consumer and corporate fraud, regulation, and enforcement.
5. Apply analytical methods to new and current product marketing planning.
6. Utilize advertising to maximize marketing efficiency and effectiveness.
7. Analyze leadership to determine their leadership style, relationship building skills, and social architect skills.
8. Apply appropriate theories to analyze and evaluate individual and team behaviors and to recommend actions needed to ensure effective and efficient workplace behaviors to achieve desired business outcomes.

9. Explore the legal dynamics employers encounter with respect to the various human resource management functions including issues surrounding workplace diversity, privacy, safety, and dispute resolution.
10. Evaluate the impact of diverse cultures on international business processes, strategies, and human resource management issues.
11. Explore the movement of a business from domestic to international involvement strategically and functionally.
12. Research and analyze the competitive environment of an industry, recommend product, business, and strategic positioning changes within the industry, and develop associated strategic plans.
13. Defend the use of research for creating public relations proposals and explain the importance of public relations to a business' long-range strategic planning success.
14. Evaluate the impact of public relations on various businesses, industries, and organizations and design crises scenarios to counter negative publicity.
15. Assess the impact that changing statutes and provisions in the legal system combined with deregulation policies has on the business environment.
16. Analyze and evaluate business organization structures.
17. Implement corporate change through the use of human resource management tools to include employee recruiting, training and development, compensation and benefits, and employee relations.
18. Implement a corporate assets protection program based on an organization's business plan, vision, and strategic goals.
19. Perform a cost/benefit analysis to determine the appropriate levels of corporate security required and whether to implement needed security measures using in-house resources or to outsource.
20. Examine the concepts of entrepreneurship and small business to include financial costs verses risks and benefits, and analyzing market potential and opportunities as well as the roles that ethics and social responsibility play in a business.

MMT Program Description

MMT Orientation (MT600) reviews a variety of skills required to fulfill the demands of the MMT CORE and Specialty Courses. Orientation (MT600) is a prerequisite, and graduate-level credit is not awarded.

The MMT CORE (*), denoted by an asterisk by the course number, is made up of six (6) CORE courses that each count as three (3) credit hours. MT609 is the Capstone Course and is taken after all other CORE and specialty courses have been successfully completed. The Capstone Course culminates with a Capstone Project and is followed by the Capstone Exam.

In addition to the six (6) MMT CORE courses, students will need six (6) three-credit hour specialty courses to complete their MMT Degree. The MMT program is divided into three (3) semesters. Each semester consists of four (4) graduate credit courses (12 credit hours total per semester). A Mid-Program Exam is given after the fifth (5th) graduate credit course has been successfully completed.

The MMT courses (CORE* and specialty) are listed below. If transfer credit is approved, the Dean of Degree Programs will determine the appropriate substitution and the graduate student's schedule of courses will be adjusted accordingly.

MMT Program Course Sequence

MMT Orientation (non-credit) and the twelve (12) graduate credit MMT courses are presented below in the order in which you'll progress through the coursework.

Semester 1	MT600	MMT Orientation
	MB651	Ethical Decision Making and Business Culture
	MJ652	Corporate Crime
	MB602	Entrepreneurship
	MB655*	Business Law
Semester 2	MR601*	Survey of Human Resource Management
	MB650*	Legal Issues of Employment
	MB661*	Leadership and Motivation
	MS645	Workplace Security
Semester 3	MK640*	Marketing and Advertising
	MG647	Public Relations
	MI605	International Business
	MT609*	Capstone: Strategic Management

*MMT CORE Courses

Graduate Certificate Programs

Program Description

The graduate certificate programs are designed to provide specialized knowledge within a particular discipline at the graduate level. The certificate program consists of one (1) semester's worth of course work within a specialized area of study (4 courses - 12 credit hours). Each certificate consists of a non-credit orientation course followed by 4 elective courses to provide students with a customized & focused program of study that meets their specific needs. All credits earned in a graduate certificate program will transfer to the corresponding master's degree program.

Graduate Certificate in Business Administration

A one-semester program consisting of the MBA Orientation (non-credit) and four (4) elective graduate credit courses.

Semester 1	MB600	MBA Orientation
		Core Elective 1
		Core Elective 2
		Core Elective 3
		Core Elective 4

Core Electives:

MA610	Managerial Accounting
MB601	Strategic Management
MB602	Entrepreneurship
MB655	Business Law
MB670	Project Management
MF620	Financial Analysis
MG641	Marketing Management
MI605	International Business

Graduate Certificate in Criminal Justice

A one-semester program consisting of the MCJ Orientation (non-credit) and four (4) elective graduate credit courses.

Semester 1	MJ600	MCJ Orientation
		Core Elective 1
		Core Elective 2
		Core Elective 3
		Core Elective 4

Core Electives:

MJ601	Survey of Criminal Justice
MJ602	Public Policy & Criminal Justice
MJ620	Criminology
MJ650	Criminal Law & Procedure
MJ661	Organizational Management
MJ665	Survey Research: Victims & Community
MJ675	Investigating Difference
MS640	Security: Home & Country

Graduate Certificate in Health Care Administration

A one-semester program consisting of the MHC Orientation (non-credit) and four (4) elective graduate credit courses.

Semester 1	MH600	MHC Orientation
		Core Elective 1
		Core Elective 2
		Core Elective 3
		Core Elective 4

Core Electives:

MH601	Survey of Health Care System
MH640	Health Care Marketing
MH681	Health Care Human Resource Management
MH682	Medical Sociology
MH683	Information Management
MH684	Managed Health Care
MH685	Health Care Security
MH688	Health Care Economics & Finance

Graduate Certificate in Human Resource Management

A one-semester program consisting of the MHR Orientation (non-credit) and four (4) elective graduate credit courses.

Semester 1	MR600	MHR Orientation
		Core Elective 1
		Core Elective 2
		Core Elective 3
		Core Elective 4

Core Electives:

MB650	Legal Issues of Employment
MI606	International Human Resource Management
MR601	Survey of Human Resource Management
MR630	Staffing & Recruiting
MR632	Training & Development
MR635	Labor Relations
MR637	Compensation Management
MR638	Employment Benefits

Graduate Certificate in Management

A one-semester program consisting of the MMT Orientation (non-credit) and four (4) elective graduate credit courses.

Semester 1	MT600	MMT Orientation
		Core Elective 1
		Core Elective 2
		Core Elective 3
		Core Elective 4

Core Electives:

MB602	Entrepreneurship
MB651	Ethical Decision Making
MB661	Leadership & Motivation
MB670	Project Management
MG645	Brand Management
MI605	International Business
MK640	Marketing & Advertising
MR635	Labor Relations

Graduate Certificate in Marketing

A one-semester program consisting of the MMG Orientation (non-credit) and four (4) elective graduate credit courses.

Semester 1	MG600	MMG Orientation
		Core Elective 1
		Core Elective 2
		Core Elective 3
		Core Elective 4

Core Electives:

MG641	Marketing Management
MG642	Consumer Behavior
MG643	Advertising
MG645	Brand Management
MG646	Services Marketing
MG647	Public Relations
MG665	Marketing Research
MI607	International Marketing

Appendix B

*Graduate
Forms*

Graduate Form Descriptions

Feel free to download and print any of these forms for your use. Please be sure to include your student identification number on all correspondence.

Transcript Request Form is for requesting your official transcripts from your former colleges/universities to be sent to the Registrar at Ashworth College. All transcripts must be submitted within 90 days of enrollment.

Transfer Credit Form is used to request that graduate courses you completed at another college/university be transferred into your Ashworth College graduate degree program for credit, thus eliminating the need for you to take up to nine (9) semester credit hours of graduate coursework. This form must be submitted within 90 days of enrollment to receive consideration for graduate transfer credit.

Program Transfer Form is needed when you wish to transfer from one Ashworth College graduate degree program to another Ashworth College graduate degree program.

Readmission to Graduate Program Form is needed if you wish to start your coursework again after you have canceled from an Ashworth College graduate degree program.

Proctor Nomination Form must be completed and submitted no later than the beginning of your fifth (5th) graduate credit course.

Graduate Certificate Course Selection Form must be completed and submitted in order to process your program elective choices.

TRANSCRIPT REQUEST FORM

TO THE GRADUATE STUDENT:

- Please complete one (1) of these forms as soon as possible for each college/university you have attended.
- Contact each college/university you have attended and ask what fee(s), if any, must be paid with this request.
- Send a completed form and any required fee to each college/university from which you graduated or earned undergraduate and/or graduate credit.

DO NOT SEND YOUR COMPLETED FORM TO ASHWORTH COLLEGE!

Date Sent to Former College/University: _____

Student Name: _____

Circle One: Male / Female

Student Number: **GA** _____

Birth Date: _____

Social Security #: _____

Phone: _____

Maiden/Previous Name(s): _____

Email: _____

Name of Former College/University: _____

Address of Former College/University: _____

City: _____ State: _____ Zip: _____

Enrolled from _____ to _____ Phone: _____

Student Signature _____ Date _____

TO YOUR FORMER UNIVERSITY'S REGISTRAR:

- Please send a copy of the student's transcript showing courses taken, grades received, credits earned, and when/if the student earned a degree. No other information is necessary. If a fee is due for this service, please contact the student.
- Please include a copy of this form with the student's official transcript and mail to the address below.

Please send to: **ASHWORTH COLLEGE · TRANSCRIPT PROCESSING**
P.O. Box 923087 · NORCROSS GA 30010-3087

Transfer Credit Form

Student Name: _____ Daytime Phone: _____
Student Number: GA _____ Social Security No: _____
Address: _____ Graduate Program: _____
City: _____ State: _____ Zip: _____

DIRECTIONS FOR TRANSFER CREDIT APPLICATION PACKAGE

- The transfer credit application package consists of a Transfer Credit Form, and former college/university course descriptions and graduate program requirements. This package must be received by Ashworth College within ninety (90) days of your enrollment to be eligible for transfer credit.
- Review your transcripts to verify that your transfer credit is no more than ten (10) years old and that you earned a “B” (3.0) or higher in the graduate courses for which you wish transfer credit. If your coursework does not meet these criteria, your transfer credit application will be denied.
- On the lines below, indicate the graduate courses from your former college(s)/university(ies) for which you wish to receive transfer credit. You must also identify the Ashworth College graduate course(s) for which you wish to substitute credit. Transfer credit can only be approved for courses equivalent in content to Ashworth College graduate courses. A maximum of nine (9) semester credit hours may be approved for transfer credit.
- Finally, be sure to complete and mail a Transcript Request Form for each former college/university from which you wish to transfer graduate credit. Your transfer credit application package cannot be evaluated until Ashworth College has received all of your official transcripts.

1. I wish transfer credit approved for: Graduate course number and title; former college/university:

Ashworth College course you wish to substitute transfer credit for? (Course Number and Title):

2. I wish transfer credit approved for: Graduate course number and title; former college/university:

Ashworth College course you wish to substitute transfer credit for? (Course Number and Title):

3. I wish transfer credit approved for: Graduate course number and title; former college/university:

Ashworth College course you wish to substitute transfer credit for? (Course Number and Title):

Please send to: **ASHWORTH COLLEGE · TRANSCRIPT PROCESSING**
P.O. Box 923087 · NORCROSS GA 30010-3087

PROGRAM TRANSFER FORM

Student Name: _____ Daytime Phone: _____

Student Number: **GA** _____ Cell Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Ashworth College Graduate Degree Program in which you are **currently** enrolled:

Ashworth College Graduate Degree Program which you would like to **transfer into**:

**YOU WILL BE CHARGED A FEE OF \$50
TO TRANSFER TO A DIFFERENT GRADUATE DEGREE PROGRAM**

(Your request will not be processed unless you check, sign, and date below.)

- Please transfer me into the new graduate degree program specified above. I understand that I will be charged a \$50 program transfer fee that will appear on my next invoice. I also understand that I will be charged for any additional courses (in addition to the 12 graduate courses covered by my enrollment agreement) needed to meet the requirements of my new graduate degree program.
- I do not wish to apply for graduate transfer credit for this new degree program.
- I wish to apply for graduate transfer credit.

Student Signature _____ Date _____

Approved Denied

Graduate Dean _____ Date _____

Please send to: **ASHWORTH COLLEGE · GRADUATE DEGREE PROGRAMS
P.O. BOX 922667 · NORCROSS GA 30091-2667**

READMISSION TO GRADUATE PROGRAM FORM

Student Name: _____ Daytime Phone: _____

Student Number: GA _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of the Ashworth College graduate degree program you were **most recently enrolled** in:

When were you enrolled in this Ashworth College graduate degree program?

From: _____ To: _____
Month/Year Month/Year

Do you wish to be readmitted into the Ashworth College graduate degree program you identified above? Yes No

If **no**, in what graduate degree program do you wish to be readmitted and transferred to? _____

(Your request will not be processed unless you check, sign, and date below.)

I want to be readmitted to my previous (most recent) graduate degree program.
I understand that I will be charged a **\$50 readmission fee** that will appear on my next invoice.

I want to be readmitted and transferred into a different graduate degree program.
I understand that I will be charged a **\$50 readmission fee and a \$50 program transfer fee**.
I understand that both charges (\$100 total) will appear on my next invoice.

Student Signature _____ Date _____

Approved Denied

Graduate Dean _____ Date _____

Please send to: **ASHWORTH COLLEGE · GRADUATE DEGREE PROGRAMS**
P.O. BOX 922667 · NORCROSS GA 30091-2667

FORMS – GRADUATE DEGREE PROGRAMS

PROCTOR NOMINATION FORM

Student Name: _____ Daytime Phone: _____

Student Number: **GA** _____ Graduate Program: _____

Address: _____

City: _____ State: _____ Zip: _____

DIRECTIONS FOR COMPLETING THIS FORM

- Before completing your fifth "graduate credit" course, you must nominate two proctor candidates. The Proctor Nomination Form needs to be completed and sent to Ashworth College only *once*. Please use the lines below to enter the names of your proctor nominees.
- Nominate two candidates, making sure that *neither* is a fellow student, related to you by blood or marriage, a roommate, or your immediate supervisor at work. Each proctor must have access to a computer and the Internet for you to complete your proctored exams, activities, and projects.
- You may provide the name of only one proctor candidate *only if* that person is a high school or college administrator, faculty member, guidance counselor, librarian, or a member of the clergy.
- Proctors must have access to a computer with Internet capabilities during the administration of proctored exams, activities, and projects.
- Submit this completed form before you complete your fifth "graduate credit" course.

Proctor Candidate #1

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail: _____ Relationship to You: _____

Proctor Candidate #2

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail: _____ Relationship to You: _____

Please send to: **ASHWORTH COLLEGE · GRADUATE DEGREE PROGRAMS**
P.O. Box 922667 · NORCROSS GA 30091-2667

GRADUATE CERTIFICATE COURSE SELECTION FORM

ASHWORTH COLLEGE - REGISTRAR
P.O. Box 923087, Norcross, GA 30010-3087

Student Name (please print)	Daytime Phone Number	Student Number	Major
Street Address	City	State	Zip

DIRECTIONS FOR COMPLETING THIS FORM: *Please fill & submit this form only if you are enrolled in a Graduate Certificate Program.* You may choose your Graduate Certificate program electives from the list of courses within your area of specialization below. The 'R' refers to required courses within each certificate program. Please place an 'X' in the box adjacent to the electives you wish to select. (Each certificate program consists of 5 courses).

Business Administration (Choose 4)		
MB600	Orientation (non-credit course)	R
MA610	Managerial Accounting	
MB601	Strategic Management	
MB602	Entrepreneurship	
MB655	Business Law	
MB670	Project Management	
MF620	Financial Statement Development and Analysis	
MG641	Marketing Management	
MI605	International Business	

Human Resources Management (Choose 4)		
MR600	Orientation (non-credit course)	R
MB650	Legal Issues of Employment	
MI606	International Human Resource Mgmt.	
MR601	Survey of Human Resource Mgmt.	
MR630	Staffing and Recruiting	
MR632	Training and Development	
MR635	Labor Relations	
MR637	Compensation Management	
MR638	Employment Benefits	

Management (Choose 4)		
MT600	Orientation (non-credit course)	R
MB602	Entrepreneurship	
MB651	Ethical Decision Making and Business Culture	
MB661	Leadership and Motivation	
MB670	Project Management	
MG645	Brand Management	
MI605	International Business	
MK640	Marketing and Advertising	
MR635	Labor Relations	

Criminal Justice (Choose 4)		
MJ600	Orientation (non-credit course)	R
MJ601	Survey of Criminal Justice	
MJ602	Public Policy and Criminal Justice	
MJ620	Criminology	
MJ650	Criminal Law and Procedure	
MJ661	Organizational Management	
MJ665	Survey Research: Victims and the Community	
MJ675	Investigating Difference	
MS640	Security: Home and Country	

Healthcare Management (Choose 4)		
MH600	Orientation (non-credit course)	R
MH601	Survey of the Health Care System	
MH640	Health Care Marketing	
MH681	Health Care Human Resources Management	
MH682	Medical Sociology	
MH683	Information Management	
MH684	Managed Health Care	
MH685	Health Care Security	
MH688	Health Care Economics and Financial Management	

Marketing (Choose 4)		
MG600	Orientation (non-credit course)	R
MG641	Marketing Management	
MG642	Consumer Behavior	
MG643	Advertising	
MG645	Brand Management	
MG646	Services Marketing	
MG647	Public Relations	
MG665	Marketing Research	
MI607	International Marketing	

Student Signature _____

Date _____