

FISHER COLLEGE

**STUDENT
HANDBOOK
AND CATALOG
ACADEMIC YEAR 2020-2021**

Graduate Certificates

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GENERAL INFORMATION

Mission

Fisher College improves lives by providing students with the knowledge and skills necessary for a lifetime of intellectual and professional pursuits. Motto Ubique Fidelis: “Everywhere Faithful”

Historical Background

For more than a century, Fisher College has met its founders’ call to move lives forward through education. Firmly established in the great collegiate center of Boston, Massachusetts, Fisher College provides opportunities for students of all ages and experiences. The hallmark of the Fisher story is its embrace of change. The College is keenly aware of developments in instruction and technology as well as the evolving role of higher education institutions. Fisher has continually responded by delivering pragmatic and focused programs. Reinforced by a unique student-centered philosophy, Fisher endures, and serves this and future generations.

College-Wide Learning Outcomes

Because of its commitment to academic excellence, the College requires that its graduates have demonstrated competencies in written and oral communication; computational skills; critical thinking and research skills; technological literacy; civic responsibility; and racial, ethnic, and cross-cultural understanding. Toward this end, each student is provided the opportunity to develop the following competencies, abilities, and interests:

- Effective communication skills, including the abilities to speak and write cogently, and to conduct research demonstrating information literacy.
- The ability to understand and apply basic analytic-mathematical operations and to make logical inferences from quantitative data.
- Critical-thinking skills to organize and process information and to formulate effectively reasoned conclusions.
- Self-awareness and confidence, and the recognition of one’s role and responsibility in an individual, social, civic, and moral context.
- An understanding of the multicultural values within a diverse American and global society sufficient to enable the student to interact collaboratively with others of a different culture.
- Learning skills necessary for lifelong personal and professional development.

Accreditation Status

Fisher College is accredited by the New England Commission of Higher Education (NECHE). The College’s Business and Management programs, including the MBA, are accredited with the International Accreditation Council for Business Education (IACBE). The Health Information Technology program and the Health Information Management program are both accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The RN to BSN program is accredited by the Commission for Collegiate Nursing Education (CCNE).

Nonprofit Status

Founded in 1903, Fisher College is a nonprofit educational institution approved by The Department of Higher Education of the Commonwealth of Massachusetts.

Graduate and Professional Studies Admissions Information

Local Phone Number: 508-699-6200

Toll Free Number: 866-309-6539

For Graduate Programs: graduate@fisher.edu

GRADUATE PROGRAM POLICIES

Admissions Requirements (Business Certificates)

- Applicants are required to have a bachelor's degree from an accredited institution.
- If a student in a graduate certificate program wishes to matriculate to a graduate degree, they will be required to meet the admissions requirements for the degree program at that time.

Admissions Requirements (Addictions Counseling Certificate)

- Applicants are required to have a bachelor's degree from an accredited institution with a cumulative GPA of 2.5 or higher.
- Current resume.
- If a student in a graduate certificate program wishes to matriculate to a graduate degree, they will be required to meet the admissions requirements for the degree program at that time.

Transfer Credit Policy

- Applicants may apply not apply any transfer credit to a certificate program.

Prerequisites and Waivers

- Applicants do not need foundation coursework for the certificate programs, however:
 - if students in the business related certificates wish to matriculate to the Master in Business Administration, they will be required to have three credits of economics, and six credits of accounting. A grade of B- or higher must be earned in each category. An alternative pathway via a College provided boot camp may also be used to fill this requirement.
 - If students in the Addictions Counseling Certificate wish to matriculate to the 30 credit Master of Arts in Psychology, there is no foundational coursework. If they wish to transfer to the 60 credit Master of Arts in Counseling Psychology, completion of at least nine credits in psychology or human services courses or related discipline would be required.
- Certificate programs do not allow for any course waivers.

Graduate Certificate Requirements

- Earn the number of credit hours and course requirements for the certificate.
- Earn all credits at Fisher College.
- Achieve a minimum cumulative GPA of 3.0.
- Meet all program requirements.

Grading System*

GRADE	NUMERICAL VALUE	GRADE POINTS
A	93–100	4.0
A-	90–92	3.7

B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	76–79	2.3
C	70–75	2.0
F	0–69	0.0

**A grade of C or higher is considered passing.*

Time Limit for Certificate Conferral

A certificate program must be completed within (1) year from the student's first registration date. Requests for extensions of time limits must be petitioned by contacting the Assistant Dean, School of Graduate Studies.

Certificate Conferral

Certificates are conferred after the completion of all academic program requirements. There are four conferral dates per year, May, August, December, and July.

Participation in Commencement

Fisher College holds one graduate commencement ceremony, traditionally held in June. Students who have fully completed their certificate program will be invited to participate.

Incomplete Grades

Rarely, for extenuating circumstances, during the last two weeks of a term, a student may petition for an incomplete (INC) if they cannot complete all coursework on time. In such cases, the student can request from the Assistant Dean, School of Graduate Studies that an incomplete be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of the decision in writing.

It is the student's responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit a Grade Change report with the received grade. If not, the Incomplete is converted to an 'F' grade and recorded on the student's transcript.

Attendance Policy

Students are expected to attend all face-to-face and live collaborate classes and be active in online or blended components of their courses. Each faculty member will designate their specific attendance policy.

Immunization and Health Insurance

Any graduate student enrolled in 9 or more credits will receive a charge for Health Insurance (per MA law), which they can waive with appropriate health insurance coverage. Additional requirements for health related fields maybe be required.

Repeating a Course

- Any student who fails a required course must repeat and pass the course before a certificate can be awarded.
- Courses in which a grade of F has been earned may be repeated one time only.
- The repeated course must be identical to the original and must be taken at Fisher College.

- Both the original and repeated grades will appear on the transcript. The repeated grade, whether higher or lower, is used to determine the cumulative grade-point average.

Course Withdrawal

- Students may withdraw from a class up to approximately 2 weeks prior to the end of the term. Exact dates are published on the academic calendar.
- Students are expected to submit documentation to support their request to withdraw to the Assistant Dean, School of Graduate Studies.
- Students who withdraw from a required course are expected to repeat the course.

Leave of Absence Policy

Graduate students may have a medical, psychological, or personal situation that impacts their ability to successfully complete their studies. In these situations, students may apply for a leave of absence. A leave of absence will result in withdrawal from the current term's classes, but not withdrawal from the College. A leave of absence is granted for no less than one term and no more than two years. When ready to return, students must file the return request form and provide appropriate documentation to establish an ability to return to the College. The College LOA procedures are documented on the website.

Voluntary Withdrawal from the College

Students wishing to withdraw from the College must submit a written notice of withdrawal to the Assistant Dean, School of Graduate Studies. The withdrawal date is the last date the student attends class.

Administrative Withdrawal from the College

Students who discontinue attending classes for two weeks will be subject to administrative withdrawal from the college.

Re-Enrollment Following Voluntary Withdrawal from the College

In general, students may re-enroll after a voluntary withdrawal as long as they are in good academic and financial standing with the College. Students are subject to the College policies and program requirements in effect at the time of their re-enrollment. The College reserves the right to deny re-enrollment at its discretion.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the term used to determine if a student is making acceptable progress toward a certificate or degree. A review of a student's progress is conducted four times a year after each academic term. A student's failure to meet SAP standards may result in academic dismissal.

Certificate Programs:

- Students achieving a term GPA of 2.7 or lower during any academic term will be placed on academic probation.
- Students who do not achieve the graduation GPA of 3.0 or higher after the completion of 6 credits will be academically dismissed.
- Students who fail a course have the opportunity to re-take that course one time. Subsequent failure of that course or failure of a second course will result in academic dismissal.

Re-Enrollment Following Academic Dismissal

Under certain circumstances, a student who has been academically dismissed may petition for re-enrollment to the Assistant Dean, School of Graduate Studies. Students petitioning for re-enrollment into a graduate program must present evidence of ability and willingness to meet the College's standards of academic performance. All requests for re-admission will be given careful consideration. Re-admitted students may not be eligible for financial aid. Students re-enrolled are subject to the College policies and program requirements in effect at the time of their re-enrollment. The College reserves the right to deny re-enrollment at its discretion.

Advisory Regarding Internet Sites and Other Blogs

Fisher College does not as a matter of policy routinely monitor Internet sites (e.g., Facebook, Twitter, Instagram, blogs, etc.). However, if a student uses such sites and blogs to express sentiments or activities that are unlawful and/or violate the policies of the College, and such practice is brought to an administrator's attention, then the College will review the sites and the material posted therein. After reviewing the material, the administrator will then address that practice with the student. For a student, the incident will be addressed by the student conduct process. Please be advised that posting personal and/or questionable material on sites and blogs might jeopardize personal safety and/or future career prospects.

FINANCIAL AID AND INFORMATION

Financial Aid

Fisher College provides financial aid to eligible students, as determined through the Free Application for Federal Student Aid (FAFSA), which must be filed each year. To be eligible, a student must meet all of the required criteria and have demonstrated financial need.

Financial Aid Sources

For a full listing of available financial aid, please visit www.fisher.edu/financial-aid.

Policies and Procedures

For a listing of financial aid policies and procedures, please visit www.fisher.edu/admissions/financial-aid/policies-procedures.

Enrollment Status and Financial Aid Eligibility

To be considered full-time, a student must be enrolled in 12 or more credits. Financial Aid eligibility will be determined based on the division in which the student is seeking a certificate or degree. Students who choose to cross-enroll in each of the Colleges' divisions will not have a combined enrollment threshold reported to the National Student Loan Data System (NSLDS).

Financial Aid Disclosures

In accordance with federal regulations set forth by The Higher Education Act of 1965, certain student consumer information must be made available to all students at Fisher College. The Fisher College Bi-annual Right to Know Information Notification is distributed to enrolled students and employees after the 1st week of classes during both the Fall and Winter semesters (September and January terms). For a listing of financial aid disclosures and consumer information, please visit <https://www.fisher.edu/about/institutional-information>.

Financial Information

For the most up-to-date information regarding required fees and associated fees, please visit www.fisher.edu/bursar. All financial obligations must be met prior to registration for classes. Payment may be made by cash, check, money order, wire transfer, or credit card (MasterCard, American Express, Visa, or Discover). Tuition charges are payable in advance for the entire term, and may be made online through the Fisher College web page, <https://www.fisher.edu/student-life/bursar/make-a-payment>, unless alternative arrangements are made. The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation.

The student is responsible for a full term of education's charges. The only exception will be if a monthly payment plan was set up online with our outside agency prior to the beginning of each term. A student whose payments have not been made may not be allowed to attend classes, to use any College services, to take examinations, to participate in graduation, to have transcripts sent, or to receive grades, a certificate, or degree. If the College refers a delinquent account to a collection agency, these costs, plus all expenses associated with the collection effort, will be due and payable. Please refer to the Fisher College website for details.

SCHEDULE OF CHARGES

Business Certificate Program Charges

Tuition Per Credit Hour*	\$623
Total (estimate)	\$7,476

Additions Counseling Certificate Program Charges

Tuition Per Credit Hour*	\$738
Total (estimate)	\$13,464

Refund Schedule

Students who terminate enrollment, including voluntary withdrawal, illness, suspension, or dismissal, may be eligible for a refund. Students with financial aid awards, however, may owe a balance repayment of federal and state grants and loans (see Financial Aid Refund Policy hereafter). If a student is entitled to a refund, refunds will be determined based on the refund schedule below. Financial Aid may be applied to all or part of the charges depending upon the date of withdrawal during the semester.

Graduate Studies Refund Schedule

Prior to Add/Drop	100%
After Add/Drop	0%
Class Cancelled	100%

**The withdrawal date is the date the written notice is received by the Office of the Registrar. Refunds will be processed via Refund Request Forms or in the appropriate Refund section on the website. The student must submit his or her notice of withdrawal in writing to the Office of the Registrar.*

Student Accounts Placed with a Collections Agency

It is the policy of the College to work with the student to resolve an outstanding balance on a student account. If a student account remains delinquent, the Bursar's Office may place the student account with a third-party collections agency. The outstanding balance of the student account and all costs and fees associated with the collections effort will be due and payable by the student. Students placed with a third-party collections agency may not be allowed to enroll in College courses, attend classes, take examinations, receive grades or transcripts, attend graduation exercises, live in campus housing, or participate in College activities or sports.

Veterans/Military Educational Resources

Fisher College has been consistently recognized as a military-friendly institution, and G.I. Jobs named Fisher College as a Top Military-Friendly School since 2011. Students are given access to the right tools and resources, like live sessions and tutoring via webcam, to keep them connected and ensure their success.

Fisher College is a member of Service members Opportunity Colleges (SOC). Military and professional training as well as prior college course work, CLEP, DANTES, and DSST exams can qualify for college credits.

To learn more regarding veteran affairs at Fisher College including the topics listed below, please visit

<https://www.fisher.edu/admissions/gps/military>.

- General information
- Veterans education
- Certification of enrollment
- Student responsibilities
- Student academic progress (SAP)
- Benefits
- Commendations and complaints.

Post 9/11 GI Bill® Information

The Department of Veteran Affairs is now accepting and processing applications for the Post-9/11 GI Bill®, which went into effect August 1, 2009. This new GI Bill® is for individuals with at least 90 days of aggregate service on or after Sept. 10, 2001, or individuals discharged with a service-connected disability after 30 days. Individuals must have received an honorable discharge to be eligible.

The program benefits may include:

- Tuition and fees paid directly to the school, not to exceed the maximum in-state tuition and fees at a public institution of higher learning;
- A monthly housing allowance;
- An annual books and supplies stipend of \$1,000, paid proportionately based on enrollment, and;
- Other benefits such as college fund ("kicker") payments, a rural benefit payment, and/or a Yellow Ribbon benefit.

To be 100% eligible for the benefit, you must have served an aggregate of 36 months of active duty service, or have been discharged for a service-connected disability after 30 days of continuous service. (Active duty service

time required by graduates of a Service Academy or ROTC does not count toward the 36 months needed for full time benefits).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Servicemembers Opportunity Colleges (SOC)

Fisher College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of more than 1800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Fisher College recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, while crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of 12 leading national higher education associations.

Veterans Educational Assistance Program (VEAP)

Veterans and active duty military who qualify for Educational Assistance for Veterans (new GI Bill®), Chapters 106 and 30, or for the Educational Rehabilitation Program, Chapter 31, or for the VEAP Program, Chapter 32, may obtain information from the Office of the Registrar or the Office of Financial Aid.

Reserve Officers' Training Corps (ROTC)

While at Fisher College, students wishing to participate in the U.S. Army ROTC may join students from at least six other colleges participating through Boston University. The program is open to full-time students enrolled at the College. The Military Science courses are required of those students enrolled in the ROTC program. Students interested in taking Army ROTC classes should contact the Office of the Registrar. For information about ROTC scholarships, contact the Recruiting Officer in the Department of Military Science at Boston University at 617-353-4025 or 617-353-4026 or by visiting 128 Bay State Road. For information regarding ROTC at Fisher College, please contact the Office of Admissions at 617-236-8818.

Benefits

In accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018:

Fisher College permits any *covered individual** to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Fisher College **does not** penalize Chapter 31 or 33 students if/when the VA is late making payments. Fisher College **does not** have any policies in place that would do any of the following while

waiting for VA payments:

- Prevent enrolling
- Assessing a late penalty fee
- Requiring alternative or additional sources of funding
- Denies access to school resources

In order to prevent outstanding student accounts, Chapter 31 or 33 students must:

- Submit a COE or Statement of Benefits by the first day of classes
- Submit a written request to be certified
- Provide any additional information needed for certification

For questions or concerns regarding your Veterans Benefits, please contact the Fisher College VA School Certifying Official (SCO), Colleen Woods, at cwoods@fisher.edu or 617-670-4527.

A **covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.*

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

GENERAL POLICIES

Family Educational Rights and Privacy

Fisher College complies with the Family Educational Rights and Privacy Act (FERPA) regarding the access and release of student records and information. FERPA affords students certain rights with respect to their education records:

- A) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Vice President for Academic Affairs, Site Coordinator, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the

right to a hearing.

- B) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- C) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fisher College to comply with the requirements of FERPA.

Office Address:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

- D) For the purpose of this Act, Fisher College defines all students as independent. A parent may be awarded the same rights as the student with regard to educational records and other confidential information only if the student signs a written consent to this effect, or if the parent supplies proof of dependency, as defined in section 152 of the Internal Revenue Code of 1954, which requires receipt of a certified copy of the parent's most recent federal income tax form.

The College does not release confidential information to outside parties without the student's written authorization except as required or permitted by law. Students must provide the College with a signed letter before any confidential information will be released.

The following information should be included in the request:

- Name
- Address
- Date of birth
- Student ID or SSN
- Attendance dates
- Academic major
- Address to which information should be sent
- Signature

The following items, however, are considered "directory information" and may be released at the discretion of the College upon request:

- Name
- Address
- Telephone number
- E-mail address
- Dates of enrollment
- Academic major
- Full- or part-time status
- Year of study
- Date of graduation or withdrawal
- Degrees, certificates, or awards earned
- Participation in officially recognized sports or activities
- Most recent educational institution attended by the student
- Weight and height of members of the athletic teams

Under the provisions of FERPA, currently enrolled students have the right to withhold disclosure of directory information, except as authorized by law. To withhold disclosure, students should submit written notification to the College within 30 days of the student's initial semester or term at Fisher, and thereafter by September 30 of each subsequent academic year. Forms for this purpose are available in the Office of the Registrar or the College website. A new form for non-disclosure must be completed each academic year. Fisher College assumes that failure by any student to request the withholding of directory information indicates approval for disclosure.

Fire Safety (Boston Campus)

Fisher College properties are equipped with a modern, sophisticated fire and smoke alarm system. Fire drills are held regularly in the Residence Halls and classrooms to ensure the safety of students in case of emergency. All students must evacuate the premises each time the alarm sounds. Any student who does not is subject to a fine and/ or dismissal from the College. Students are disciplined immediately if they activate an alarm or use the fire extinguisher unnecessarily. Anyone found to have intentionally set off a false alarm will be fined \$500 (the cost of resetting the alarm), and may be suspended and/ or dismissed from the College. This act might also lead to criminal prosecution. (See the Student Code of Conduct for details.)

Student Code of Conduct

All students are responsible for reviewing and adhering to the Fisher College Code of Conduct which can be found on the College website <https://www.fisher.edu/about/institutional-information>.

College Property

Fisher College takes pride in the fine buildings and equipment provided for its students at all locations and asks student cooperation in keeping the classrooms and equipment in excellent condition. Please report any noticed waste, damage, destruction, or theft to College personnel. Additionally, anyone responsible for damage may be subject to disciplinary action and restitution.

Alcohol and Drug Policy

Attending class or a college event under the influence of alcohol or drugs is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no students regardless of age may possess, consume, or transport alcohol onto the Fisher College campus. Students,

as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property. Under Massachusetts and federal laws, possession of dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs.

Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College. The College reserves the right to examine any student's residence hall room, locker, or belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to immediately dismiss a student from housing or from the College if he or she is found in violation of the Alcohol and Drug Policy.

Smoking & Tobacco

Fisher College has established a no-smoking policy throughout the college. No smoking is allowed in the common areas, which include: corridors, classrooms, auditoriums, or residence halls. There is a smoking area located behind building 116 Beacon Street. This policy results from the College's compliance with the Massachusetts Clear Air Act. If a student is smoking on the Beacon Street side, the student will be required to move to the designated smoking area. Chewing tobacco is also not to be consumed in any College building. Failure to abide by the Smoking & Tobacco Policy will result in disciplinary action. The College also offers educational programs regarding the hazards of smoking and tobacco use. Students seeking to learn more about these hazards or interested in quitting smoking or tobacco use may contact the Health Services Office and/or Counseling Services.

Policy on Undergraduates Enrolling in Graduate Courses

Fisher College Undergraduate students in their senior year (90 credits earned) of study, who meet the general admissions standards for the Graduate School and the required prerequisites, are permitted to enroll in a maximum of four graduate courses providing those courses can be used as a program requirement or free elective in the undergraduate program. Students seeking to cross-enroll must currently be enrolled in a minimum of 9 undergraduate credits or more. Enrollment for such courses must be signed off by the student's undergraduate Advisor, Graduate Program Director and meet final approval of the Registrar's Office. Approved Courses will double count toward the Graduate program as well as the Undergraduate program.

Fisher College Policy on Credit Hours

Fisher College adheres to the United States Department of Education definition of the credit hour. As such, each credit hour reasonably approximates one and ¼ hour of class time or faculty instruction and two and ½ hours out-of-class student work each week, for approximately 12 weeks. Students are informed via their syllabus of the classroom and out-of-class requirements for each class.

Credit Hour Chart for 8-Week Semester

Graduate 8 Week – 3 credit Course					
	Classroom Instruction	Online Instruction	Homework/out-of-class	Total Per Week	Total
Classroom	6	0	11	17	135
Blended *	3	3	11	17	135

online **	0	6	11	17	135
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*For blended classes, approximately ½ of the in-class time is replaced with Blackboard based lessons and activities.

**For online classes, all in-class time is replaced with Blackboard lessons and activities.

Credit Hour Chart for 12-Week Semester

Graduate 12 week – 3 credit course					
	Classroom Instruction	Online Instruction	Homework/Out-of-Class	Total Per Week	Total Per Term
Classroom	3.75	0	7.5	11.25	135
Blended*	2	1.75	7.5	11.25	135
Online**	0	3.75	7.5	11.25	135

*For blended classes, approximately ½ of the in-class time is replaced with Blackboard based lessons and activities.

**For online classes, all in-class time is replaced with Blackboard lessons and activities.

PROGRAM INFORMATION

Graduate Certificate in Organizational Leadership (12 credits)

Professionals will learn management and leadership skills they can apply in any organizational setting. They will also gain knowledge in communication, organizational change, motivation, and other general principles of overall organizational leadership.

MBA5020 Management, Teamwork, and Empowerment

MBA5050 Leading Organizational Change

MBA6600 Strategic Human Resource Management and Labor Relations

MBA6999 Industry Analysis, Strategy and Planning

Graduate Certificate in Financial Management (12 credits)

Designed for professionals who want to build their financial skills and strategic understanding of how companies finance creation, fiscal growth, economic conditions that impact business and the acquisition or disposal of business. They will also have an opportunity to gain industry knowledge and learn from experts in the field.

MBA5200 Financial Reporting and Statement Analysis

MBA5250 Strategic Cost and Profitability Analysis

MBA6255 Business Valuation and Fair Value Accounting

MBA6300 Global Business and Economics

Graduate Certificate in Healthcare Management (12 credits)

The Healthcare Management Certificate is developed for healthcare industry professionals interested in career advancement and for those individuals who have a strong desire to excel in the health care management environment. The program teaches core skills required of all health care managers in today's fast pace and ever evolving field. In addition, it provides the opportunity for career growth for clinicians as well as non-clinicians.

MBA5150 Value Based Operations and Logistics Management Practice

MBA6310 Leadership and Management in Healthcare

MBA6320 Managing Human Capital in Healthcare

MBA6330 Healthcare Financial Management

Graduate Certificate in Addictions Counseling (18 credits)

The graduate certificate in Addictions Counseling offers students the opportunity to expand their educational comprehension of addiction disorders, effective treatment modalities, relapse prevention, and case management. Students will analyze and identify the ideology of addiction and its impact on interpersonal relationships. Coursework will stress professional and ethical responsibilities to train counselors to provide ethical and therapeutic care to the growing number of individuals, groups, and families affected by addiction.

PS510 Addictions

PS530 Ethical and Legal Issues in Addictions Treatment

PS535 Health and Wellness Practices for Recovery

PS625 Motivational Interviewing

PS540 Evidence Based Practices in the Treatment of Addictions

Choose One of the Following:

PS630 Psychoactive Drugs, Abuse, and Addictions Treatment

PS690 Internship in Addictions Counseling

COURSES

MBA5020 – Management, Teamwork, and Empowerment

Students will explore contemporary topics concerning the opportunities and challenges of leading and managing diverse organizations. This course identifies management history and theories as well as current issues in management within work environments. Managerial functions, roles and responsibilities will be reviewed. Current issues in management will be evaluated and students will evaluate different strategies to address these issues. This course also provides students with opportunities to evaluate methods used by effective leaders for motivating, teambuilding, coaching, and empowering a workforce. Negotiation and conflict management will be explored along with specific strategies to address management in a diverse workforce. Students will conduct individual research and group projects on selected topics in management. Students will complete a self-assessment at the end of the course to evaluate the strategies and skills they developed and to identify skills that require further development.

MBA5050 – Leading Organizational Change

Students will analyze traits and characteristics of effective leadership. They will compare the need for leadership with the requirements for management and the associated organizational behavioral patterns, attitudes, and perceptions of historical leadership figures. The course also focuses on the planning and control of organizational and behavioral changes in a dynamic business environment. Skill development will include the choice and application of appropriate change techniques traditionally used to evaluate and implement various organizational

change processes. The course will also analyze typical conflict situations that are normally associated with organizational change. Leadership scenarios in a variety of industry situations will be analyzed and possible courses of action evaluated. Students will develop a greater understanding of the complex and dynamic nature of organizational change. Case studies, students' past experiences, instruments, and other learning activities provide opportunities for students to assess and develop their leadership talents.

MBA5150 – Value-Based Operations and Logistics Management Practice

Students will develop skills required of mid-level managers for the practical application of operations and logistics concepts. Students will analyze and evaluate, and apply methods and techniques used in planning and management of coordination between suppliers, manufacturers, distributors, and retailers to ensure that products and services are available to the final consumer in a timely and cost-effective fashion.

MBA5200 – Financial Reporting and Statement Analysis

This course develops the tools required to present and analyze financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). Analytical tools, such as performance comparisons and financial ratios, are used to measure financial position in order to make investment and financing decisions. Additional topics of discussion will include; acquisition cost versus fair value, the usefulness of the Statement of Cash Flow, limitations of the Balance Sheet and Income Statement, as well as regulatory issues concerning publicly held companies as required by the Securities and Exchange Commission (SEC) and the Sarbanes Oxley Act. The course utilizes a case study approach.

MBA5250 – Strategic Cost and Profitability Analysis

This course is a management-oriented survey of tools and techniques related to profitably managing business operations, focusing on an integrated view of how businesses operate to improve both their bottom lines and their ability to achieve strategic results. Managers need to develop a working understanding of standard techniques, structures and processes used by businesses to analyze and plan their business activities and develop a creative analytical perspective from which to view quantitative data as it relates to strategy implementation. Tools to be covered include: budgeting, variance analysis, activity-based costing, the cost of quality, cost-volume-profit analysis, the Balanced Scorecard, return on investment, residual income, economic value added, net present value, the weight-average cost of capital, discounted payback period, corporate social responsibility/creating shared value and the Boston Consulting Group (BCG) Growth Share Matrix. The course will be supplemented with relevant cases.

MBA6255 – Business Valuation and Fair Value Accounting *Pre-Requisite: MBA5200*

This course explores business valuations and fair value measurement. Topics examined include: valuation services, valuation methods, sources of data, and professional standards practiced by the American Institute of Certified Public Accountants (AICPA). Additionally, economic and financial statement analysis will be integrated throughout the course. Tools for performing business valuations and analysis techniques applied in evaluating valuation engagement are examined in relation to real-world scenarios.

MBA6300 – Global Business and Economics

Students will examine international business and global economics from both a theoretical and application-based perspective. It reviews the trends and drivers of globalization, global markets, business ethics, corporate social responsibility and sustainability, international trade and investment, the international monetary system, and

international business strategy. The course fosters a working knowledge of classical and current economic theories; the effects of society, politics, and government on a nation's economic system; and a contemporary comparison of various national economies. The course also explores the complex social and cultural issues that organizations must recognize and respond to in order to conduct business in global, regional and local markets.

MBA6310 – Healthcare Management and Leadership

This course focuses on healthcare management, leadership and organizational behavior in healthcare settings. Students focus on the management and leadership principles necessary to deliver healthcare products and services. The processes of communication, problem solving, critical thinking, conflict management, change management and decision making will be explored at an individual, group, and organizational level. Various models of leadership such as Path—Goal Theory, Leader-Member Exchange Theory, Servant Leadership and Transformational Leadership will be reviewed including the leadership competencies needed to utilize them.

MBA6320 – Managing Human Capital in Healthcare

This course focuses on managing human capital in the healthcare environment. Students focus on evaluating human resource management concepts such as recruitment and retention related to the strategic management of human capital within the healthcare setting. Students will explore human resource management theory while thoroughly examining the principles of managing the employment relationship within healthcare organizations. This includes analyzing the talent management life cycle as it pertains to creating and maintaining a productive and engaged workforce in a healthcare environment.

MBA6330 – Healthcare Financial Management

This course focuses on various aspects of financial management in healthcare organizations. It introduces students to financial management principles, concepts and decisions that create value for health care organizations. Through an immersion in healthcare finance documents and terminology, students are presented with healthcare finance problems to create an understanding of the complexities in managing finances in this environment. The course will cover multiple topics including healthcare reimbursement methodologies, healthcare accounting, billing and collections and an analysis of financing major capital investments. Students also focus on using finance data to make decisions in strategic planning regarding the organization's short-term and long-term future.

MBA6600 – Strategic Human Resource Management and Labor Relations

This course addresses traditional human resources concerns (employee recruitment and selection, training and development, compensation, performance appraisal, and employee misconduct) within the context of operational and strategic planning. It also presents various labor- management issues (union organization and representation, collective bargaining and negotiations, grievance and arbitration processes, wages and salaries, and state or federal labor agencies) that employers and employees confront in today's union and non-union corporate environments. A major focus of this course is on developing diagnostic and problem-solving skills by having students participate in numerous role-playing, as well as analyze various human resource issues that mid-level managers are likely to encounter. Students conduct and present in-depth research on current topics in the field of human resources.

MBA6999 – Industry Analysis, Strategy, and Planning (Capstone)

This capstone course focuses on how to create, identify, and manage a competitive advantage within an organization. Students are encouraged to use skills and insights developed during prior coursework and career experience as they strategically analyze current business problems and cases. During the course, particular

emphasis is placed upon developing both strategic goals and a global perspective while integrating operational objectives. Students are positioned in the role of a business analyst to formulate strategies and tactics that are appropriate for the different industries and specific businesses within these industries. Case studies, practical application exercises and class discussions focus on real-world examples of strategic issues that students are likely to encounter as their careers progress. Methods and techniques for conducting and managing a business analysis project in a highly competitive networked business environment are applied. Students complete a major comprehensive analytical project that integrates multiple types of knowledge and skills expected of today's business executives.

PS510 - Addictions

This course provides an overview of addictions, focusing primarily on alcohol, drugs, nicotine, and gambling. Students will explore the sociological, psychological, and biological bases of abuse and addiction, and the effects of substances on the brain and normal human functioning. The course will review the most commonly abused substances and the characteristics of individuals most likely to be at risk for abuse or addiction. Different theories of addiction will be analyzed, including the ongoing debate between the biological and social learning perspectives. Students will develop skills in assessment, diagnosis, treatment, and referral. Relevant government policy in the United States will be explored, focusing on social, cultural, historical, economic, and political contexts of addiction.

PS530 - Ethical and Legal Issues in Addictions Treatment

This course addresses the legal and ethical considerations when treating clients with addiction disorder(s). Students will examine and evaluate issues related to confidentiality, ethical standards of behavior, career development, mandated reporting, and clients' rights and responsibilities. Other relevant material pertaining to standards and scope of practice are covered.

PS535 - Health and Wellness Practices for Recovery

Students will explore best practices for assisting clients in their recovery journey. This includes helping clients evaluate and analyze their mental, physical, and emotional health choices. Using stages of change theory, students will develop treatment plans to support recovery efforts and relapse prevention across a variety of domains.

PS540 - Evidence-Based Practices for the Treatment of Addictions and Co-occurring Issues

In this course, students will examine how clients with co-occurring disorders have received treatment for addictions and mental health. Students will be exposed to integrated treatments that include family interventions, behavioral therapies, self-help, and medication assisted treatments. They will review the current DSM criteria for substance-related and addictive disorders as well as mental health diagnoses and in turn will be assessing the strengths and weakness of various screening and assessment tools and inventories. Additionally, students will critique the effectiveness of contemporary evidence-based treatment and integrated intervention treatment modalities.

PS625 - Motivational Interviewing for Individuals and Groups

Motivational Interviewing is an evidence-based counseling technique to evoke intrinsic motivation for positive behavioral change. This course will familiarize students with the history, theories, principles, and skills of Motivational Interviewing within individual and group settings, which includes addictions, wellness initiatives, and treatment compliance. This client centered treatment intervention will focus on hands-on experience via role-plays, presentations, case studies, and literature reviews.

PS630 - Psychoactive Drugs, Abuse, and Addictions Treatment

This course introduces students to the study of neuroscience, pharmacokinetics, and pharmacodynamics. These disciplines are expanded upon and more fully analyzed to decipher how recreational, elicit, and psychotherapeutic medications affect the body. Special attention is paid to how pharmacological agents are applied at different phases

of treatment (withdrawal, maintenance, and relapse prevention) and their use for the treatment of co-occurring disorders.

PS690 -Internship in Addictions Counseling

The Internship in Addictions Counseling will provide students with a minimum 300 hours of advanced practical experience in an addictions counseling setting. The student will receive on-site supervision as well as meet for a weekly seminar with a Fisher College faculty member. Students will gain additional clinical practice, as well as ongoing opportunities to interact with individuals, families, groups, or communities. The core 12-counselor competencies will be implemented when working with clients at the internship and during the seminar.

Note: Prior to participating in the Internship, students may be required to have a background check done. Based on the results of the background check, the College reserves the right to preclude students from participating.

ACADEMIC CALENDAR

12 Week Program

Fall 2020- 12 week

Tuesday	September 8	Classes Begin
Saturday	September 12	Add/Drop Period Ends
Monday	October 12	Columbus Day – No Classes
Friday	October 16	Midterm warning grades due
Monday	November 9	Winter Registration Opens
Wednesday	November 11	Veterans Day Observed – No Classes
Friday	November 13	Last Day to Withdraw From Classes
Monday-Sunday	November 23- 29	No classes for Thanksgiving Holiday
Wednesday	December 2	Final Grades Open
Friday	December 4	Last Day of Classes

Winter 2021 – 12 week

Monday	January 11	Classes Begin
Saturday	January 16	Add/Drop Period Ends
Monday	January 18	Martin Luther King Day-No Classes
Friday	February 19	Midterm warning grades due
Monday	February 15	Presidents' Day – No Classes
Friday	March 12	Last Day to Withdrawal From Classes
Monday	March 15	Spring Registration Opens
Friday	April 2	Last Day of Classes

Spring 2021 – 12 Week

Monday	April 5	Classes Begin
Saturday	April 10	Add/Drop Period Ends
Monday	April 12	Summer Registration Opens
Monday	April 19	No Classes Patriots Day
Friday	May 14	Midterm warning grades due
Friday	June 4	Last Day to Withdraw From Classes
Monday	June 7	Fall Registration Opens
Friday	June 25	Last Day of Classes

Friday	June 25	Graduate Studies Commencement
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Summer 2021 – 8 Week

Monday	July 5	Classes Begin
Saturday	July 10	Add/Drop Period Ends
Wednesday	August 18	Last Day to Withdraw From Classes
Wednesday	August 25	Final Grades Open
Saturday	August 28	Last Day of Classes
Monday	August 30	Final Grades Due

8 Week Program**Fall 2020**

Monday	September 7	Labor Day – No Classes
Tuesday	September 8	Classes Begin – Fall Term 1
Saturday	September 12	Add/Drop Period Ends
Sunday	October 4	Midterm Warning Grades Due
Monday	October 14	Columbus Day – No Classes
Wednesday	October 21	Last Day to Withdraw from Classes
Saturday	October 31	Last Day of Classes
Monday	November 2	Final Grades Due
Monday	November 2	Classes Begin – Fall Term 2
Saturday	November 7	Drop/Add Period Ends
Wednesday	November 11	Veterans Day Observed – No Classes
Wednesday-Sunday	November 25- 29	Thanksgiving Holiday Break - No Classes
Sunday	November 29	Midterm Warning Grades Due
Wednesday	December 16	Last Day to Withdraw from Classes
Saturday	December 26	Last Day of Classes
Monday	December 28	Final Grades Due

Spring 2021

Monday	December 28	Last day to Register for January Intercession
Monday	December 28	Classes Begin - January Intercession
Tuesday	December 29	Drop Period Ends for January Intercession
Tuesday	January 12	Last Day to Withdraw from January Intercession
Monday	January 18	Last Day of Classes for January Intercession
Monday	January 18	Martin Luther King Day – No Classes
Tuesday	January 19	Classes Begin – Spring Term 1
Wednesday	January 20	Final Grades Due for January Intercession
Saturday	January 23	Add/Drop Period Ends
Sunday	February 14	Midterm Warning Grades Due
Monday	February 15	Presidents' Day – No Classes
Wednesday	March 3	Last Day to Withdraw from Classes
Saturday	March 13	Last Day of Classes

Monday	March 15	Final Grades Due
Monday	March 15	Classes Begin – Spring Term 2
Saturday	March 20	Add/Drop Period Ends
Sunday	April 11	Midterm Warning Grades Due
Monday	April 19	Patriots Day – No Classes
Wednesday	April 28	Last Day to Withdraw From Classes
Saturday	May 8	Last Day of Classes
Monday	May 10	Final Grades Due
Saturday	May 15	Commencement

Summer 2021

Monday	May 10	Classes Begin – Summer Term 1
Saturday	May 15	Add/Drop Period Ends
Tuesday	May 25	Last Day to Register for May Intersession
Tuesday	May 25	Classes Begin-May Intersession
Saturday	May 29	Drop Period Ends for May Intersession
Monday	May 31	Memorial Day Holiday – No Classes
Sunday	June 6	Midterm Warning Grades Due
Tuesday	June 22	Last Day to Withdrawal from May Intersession
Wednesday	June 23	Last Day to Withdraw from Classes
Tuesday	June 29	Last Day of Classes for May Intersession
Saturday	July 3	Last Day of Classes
Sunday	July 4	Independence Day – No Classes
Monday	July 5	Final Grades Due
Monday	July 5	Classes Begin – Summer Term 2
Saturday	July 10	Add/Drop Period Ends for Summer Term 2
Monday	July 12	Last Day to Register for July Intersession
Monday	July 12	Classes Begin – July Intersession
Friday	July 16	Last Day to Drop Ends for July Intersession
Sunday	August 1	Midterm Warning Grades Due
Tuesday	August 10	Last Day to Withdraw from July Intersession
Monday	August 16	Last Day of Classes – July Intersession
Wednesday	August 18	Final Grades Due for July Intersession
Wednesday	August 18	Last Day to Withdraw from Summer Term 2
Saturday	August 28	Last Day of Classes – Summer Term 2
Monday	August 30	Final Grades Due

