Catalog

Mount Eagle University & University
Volume IV, 2016

MECU
Mount Eagle College & University

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Volume IV, 2016

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Mount Eagle College & University Catalog
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MISSION

Mission Statement

Mount Eagle University was founded to meet the needs of qualified, motivated students whose geographic, professional, or personal time constraints keep them from completing their education in traditional, on-campus programs.

Mission

The Mission of Mount Eagle University is to offer quality off-campus, non-residential, undergraduate and graduate degree programs to a special population of self-directed, mid-career adults, utilizing a combination of online learning and web-based methodologies. Mount Eagle University is committed to meeting the needs of qualified, highly motivated, independent students whose geographic, professional or personal time constraints keep them from completing their education in traditional, on-campus education programs. Mount Eagle University is committed to offering a curriculum which challenges our students to integrate their professional and life experience with mastery of the academic content required by their discipline that can be completed through independent, self-paced instruction within a time frame under faculty supervision, which does not require attendance at any specific location, either on or off campus.

Goals

In developing and evaluating programs of study, the University seeks to continually improve its existing programs of study. To ensure ongoing program excellence, responsibilities are shared between qualified faculty and administrative staff.

All degree programs at Mount Eagle University share the following common goals:
1. To enable students to acquire a body of knowledge in a specific discipline.
2. To think critically.
3. To improve their ability to make significant contributions to the missions of their employers.
4. To use their knowledge to improve the functioning of the communities in which they live and work.
5. To enhance their personal satisfaction.
6. To improve their level of confidence and self-esteem through the accomplishment of long term academic goals.
7. To provide a pathway for students to continue the pursuit of additional lifelong learning experiences.

Objectives

All programs offered at Mount Eagle University share the following common objectives. These objectives are based on best practices, experience and competences on distance learning instruction methods and research:-.
- To allow students to complete degree requirements at their own pace.
- To enable students to successfully meet coursework requirements without classroom attendance.
- To develop an individualized program of study for each student.
- To provide students with the most comprehensive and current information available in their field of study.
- To utilize evaluation materials which require the student to demonstrate the effective integration of concepts and skills.

- To make available to students all materials necessary to successfully complete their degree requirements, and to give students access to faculty members who can provide assistance and guidance when necessary.
- To develop the students' understanding of the language and information specific to their discipline.
- To enable students to effectively integrate concepts and skills across functional areas.
- To instill in students the value of life-long learning.
- To encourage students to take advantage of life-long learning opportunities

Measurable Learning Outcomes

Measurable Learning Outcomes to meet program objectives and goals:
- Students must demonstrate satisfactory levels of performance on objective and essay examination questions throughout their course of study.
- All undergraduate students must achieve an overall G.P.A. (Grade Point Average) of at least 2.0 on a 4.0 scale.

GOVERNANCE

Mount Eagle University is committed to offer the highest quality educational and training experience to our students, to devising and maintaining the most current and relevant curricula in each program that we offer, and to establishing the university as a leader in nontraditional higher education. The university is organized as a limited liability corporation, chartered in the State of North Carolina. It is governed by a Board of Trustees, appointed by the members and organizers of the corporation by the virtual of their academic achievement, community contribution and good standing members of the society.

The Board is responsible for:
1. Formulation and protection of mission and objectives of the university and to ensure that the overall vision of the institution is clear and systematically pursued.
2. Oversee fiscal stability of the university.
3. Realization of all legal requirements pertaining to operation;
4. Formulation of institutional policy, including policies concerning related collaborations, partnerships and other services;
5. Active appointment and evaluation of the chief executive officer;
6. Development and maintenance of by-laws consistent with the institution's mission, if the governing board delegates any of its policymaking or other powers, duties, or responsibilities to other parties, such delegations must be approved by a majority of the membership of the board, be in writing, be recorded in the minutes, and not compromise the institution's present or future financial stability and/or capability of fulfilling commitments to students.

The Board of Trustees has policy making authority over the university and it appoints the chief executive officer and the chief academic officer.

The primary responsibility of the chief executive officer must be to the university and that individual may not be the presiding officer of the Board. The Board must have, at a minimum, two committees, made up entirely of board members who are not involved in the administration of the university.
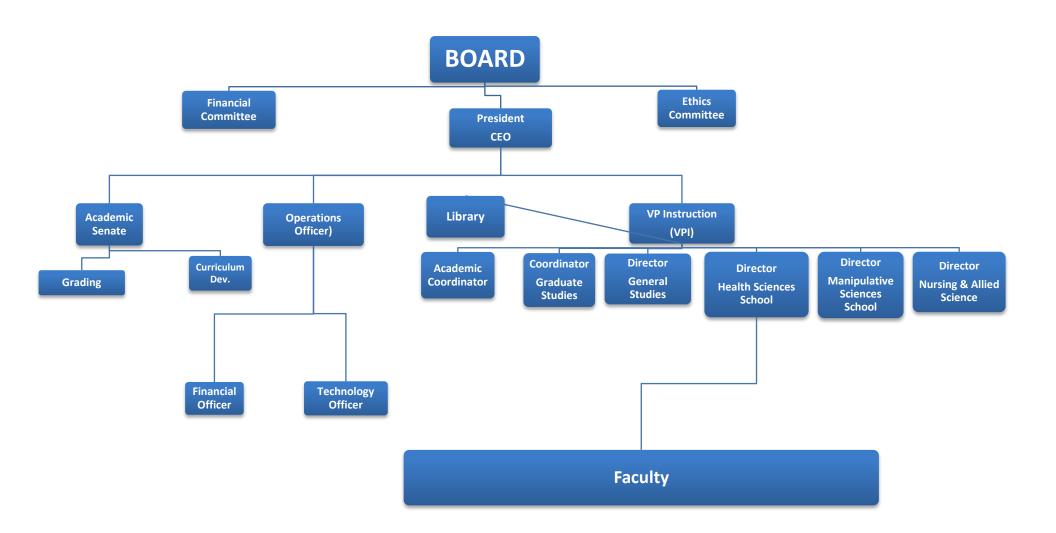
These include:

1. The Finance Committee which oversees budgetary issues, and engages an independent accounting firm to perform an annual audit of the University records, books and financial affairs;
2. The Ethics Committee which monitors the activities and dealings of the University and university personnel, approves contracts and dealings of the University with administrative personnel, board members, faculty, owners, etc., and hears allegations of conflicts of interest from university administrators, personnel, board members, faculty, owners, students, etc.; and, which hears allegations, complaints and appeals, from students, faculty, administrators, personnel, and other interested parties with regard to ethics, personnel actions, appointments and dismissals, discrimination issues, compensation and pay issues, sexual harassment allegations, academic freedom, academic honesty and integrity, and other issues of concern to the university family.

The Board will require that the business and financial management of the University be centralized and administered in a qualified and bonded business office responsible to the chief executive officer charged with supervision of the budget. Further, the Board will require that the credentials, accurate records of academic, administrative, and other employment; and personal history resumes, for all administrators, officers, professional staff, faculty, and support staff, must be readily available at all times for its review.

Organizational Structure

Mount Eagle University is organized as described in the following organizational chart. The Office of the President houses the Chief Executive Officer (CEO). Vice President Instruction (VPI) is responsible to the CEO for administration of all academic issues, including faculty, students, and learning resources. The CEO is responsible to the Board for the administration and implementation of University policy and overseeing academic issues. The Board of Trustees is the policy making and final decision authority of the University. Its Finance Committee retains an independent accounting firm and oversees an annual audit of the University's financial and fiscal affairs. Its Ethics Committee monitors potential conflicts of interest and hears all grievances and appeals from faculty, staff or students. In all cases, the decision of the Board of Trustees is final.

The Vice President Instruction is responsible for the library, the faculty, curricula and programs of study, and all issues related to students, and reports to the CEO. All faculty members report to the VPI, as does the Academic Coordinator (AC), who is responsible for admissions, student advising, registration, student records, and graduation. The Academic Senate is composed of all members holding faculty appointments and is responsible for approval, maintenance and continuous improvement of all programs of study and grading and evaluation policies for students

BOARD

Financial Committee

President CEO

Ethics Committee

Academic Senate

Operations Officer)

Library

VP Instruction (VPI)

Grading

Curriculum Dev.

Academic Coordinator

Coordinator Graduate Studies

Director General Studies

Director Health Sciences School

Director Manipulative Sciences School

Director Nursing & Allied Science

Financial Officer

Technology Officer

Faculty

The Operations Officer (OO) is responsible for the day-to-day management of the University, and reports to the CEO. The Technology Officer (TO) is responsible for the website, the e-learning center, access to the e-library, and other technology issues. The financial officer is responsible for the financial and accounting records and for all fiscal and financial affairs and all these officers report to the OO.

Schools and Colleges
Mount Eagle University has the following departments:-
   1. Department of Health Sciences
   2. Department of Allied Health and Nursing
   3. Department of Manipulative Therapies
   4. General Studies and Career Program

Each department will be under the leadership and administration of the Director that will oversee all operational, managerial and administrative issues.

Mount Eagle University has started working on national and international partnerships and collaborations, at least four countries have been visited and showed interest to partner in different areas of training and faculty exchange programs. Most of the arrangements and memorandum of understanding are in draft form waiting for the approval and licensure. Some of these countries are under developed

Ownership, Governing Board Membership and Officers
Mount Eagle University is chartered corporation owned by a Zablon LS Foundation, a non-for profit organization, operating at 6000 Museum Drive, Winston Salem, NC 27105, and Telephone: 336-776-0357. Mount Eagle University is approved by Forsyth County of NC to do business as higher learning academic postsecondary institution chartered in the State of North Carolina. All copies of the Articles of Incorporation, By-Laws, County Licenses and Register of Deeds are kept in the office of the CEO and are available for review during normal working hours.

Mount Eagle University
Board of Trustees Mount Eagle University
Board of Trustees

Electronic and Distance Learning

Mount Eagle University associate and bachelors programs require no physical campus; these programs are delivered electronically through a course management system and virtual classroom setup that is interactive between students and faculty. Each course in each program of study is defined by a syllabus which outlines the objectives for that course, the methodology for attaining those objectives, the outline for the course, the books, materials, and references which are required to achieve the objectives, the requirements for student involvement in the course, and the examination, evaluation and grading process which will be employed in that course. In addition, each syllabus establishes the basis for interaction between the instructor of the course and the students enrolled in that course, as well as interaction among the students. This syllabus will be posted on the official course website for each course at the beginning of that course, and maintained on that website for the duration of the course. The syllabus is the guiding policy for the conduct and completion of the course, and no other document, writing or instruction will take precedence.

Non Discrimination Policies

Mount Eagle University will not tolerate discrimination against any current, past or prospective student, faculty member, staff member, or a member of the public, on the basis of age, race, color gender, religion, ethnicity, national origin, or sexual orientation. We do reserve the right to refuse admission to any person whom we believe does not meet our academic standards. If any student, faculty or staff member feels that he or she has been discriminated against, he or she should lodge a formal complaint with the Ethics Committee of the Board of Trustees. A communication link with that committee is prominently posted on the official website.

Sexual Harassment

Mount Eagle University will not tolerate sexual harassment of any type, whether hostile work or learning environment, quid pro quo, or any other type of harassment. Any incident of sexual harassment is grounds for dismissal from the university. Any student, faculty member or staff member who believes that he or she has been the victim of sexual harassment of any type should lodge a formal complaint with the Ethics Committee of the Board of Trustees. A communication link with that committee is prominently posted on the official website.

Academic Freedom

Academic freedom is essential to the free exchange of ideas and information which characterizes higher education. The Board of Trustees has approved the following policy on academic freedom:

1. Mount Eagle University is dedicated to the transmission and advancement of knowledge, and academic freedom is essential to the achievement of that purpose. We therefore support and encourage freedom of inquiry for faculty members and students, that they may engage in teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.
2. We shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.
3. Faculty and students shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.
4. Mount Eagle University shall not penalize or discipline members of the faculty or staff because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly

and professional interest and responsibility. Members of the faculty or staff may not represent themselves, without authorization, as spokespersons for the university. It is our policy to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of our faculty and staff. Members are expected to recognize that accuracy, forthrightness, and dignity befit their association with the university and their position as men and women of learning.

Complaints and Redress

The Ethics Committee is made up of members of the Board of Trustees who are external to the University. These members are not employees of the University and are not involved in the day-to-day operation. The Ethics Committee is responsible for monitoring conflicts of interest and for hearing grievances, complaints and allegations of ethical violations, discrimination, sexual harassment, or academic freedom. Members of the faculty, students, administrators, staff, or employees may make an appeal directly to the Ethics Committee if they feel that they have been treated unfairly, or wronged in any way, or they feel that a conflict of interest exists anywhere in the University. A communication link to the Chair of the Ethics Committee is posted on our website, http://mounteag.com/ethics. An appellant need only describe the nature of the complaint and direct the communication to the Chair, or to any other member of the Committee. The Committee will meet as soon as is practicable and evaluate the circumstances of the complaint. The appellant will be invited to communicate more fully with the Committee during its deliberations and investigation. This communication may take place virtually, or in person, as is most practicable for the appellant and the committee members. A list of the members of the Ethics Committee, and their email addresses is posted on the university web site. The Chair of the Ethics Committee of the Board of Trustees may be reached directly by emailing the Chair of the Ethics Committee at ethics@mounteag.com. Upon receipt of a complaint or an appeal, the Ethics Committee will arrange to meet virtually or in person as soon as possible. In no event will the meeting be delayed for more than three weeks. The Committee will inform the appellant of the date of its meeting and make arrangements for the appellant to appear virtually, or in person, at the meeting. The Committee will interview any other individuals it deems necessary to conduct its investigation, and will direct the CEO to produce any information, records, or documents, that it deems necessary. After it completes its investigation, the Ethics Committee will render its decision in writing. It will notify the appellant of its decision, as well as any other parties involved or affected. It will direct the Chief Executive Officer, or the respective officer to take any corrective action which it deems necessary or appropriate. It will arrange to preserve the results of its investigation and decision and will render a report of the appeal and its action to the Board of Trustees at the next regularly scheduled meeting of the Board. The decision of the Ethics Committee will be final. The only exception is an appeal from the Faculty Senate. If the Senate is unhappy with the decision of the Ethics Committee, it may appeal the decision to the Board of Trustees at the next regularly scheduled meeting of the Board. Should a member of the university community desire to register a complaint against a member of the Ethics Committee, he or she must communicate that desire to another member of the Committee. That Committee member will ask the Board of Trustees to appoint a temporary replacement for the challenged member, and the Committee will hear the complaint and proceed to a resolution, as described above. Should the Ethics Committee decide that corrective action requires action by the Board of Trustees, it will so report at its next regularly scheduled meeting. Should the Ethics Committee find that an emergency action is required in connection with an appeal or complaint, it will immediately contact members of the Board of Trustees and arrange for an emergency meeting of the Board.

The Ethics Committee will also hear details concerning dealings between the University and any of its directors, officers, faculty, staff, or employees. It will be the responsibility of the Chief Executive Officer, or the Chair of the Board of Trustees, to present the details of any proposed contracts or relationships between the University and its directors, officers, faculty, staff, or employees, before consummating such proposals. The Ethics Committee will examine the situation, seek any additional information or testimony that it deems necessary, render a decision on the ethics of the proposal, and direct the Chief Executive Officer to take any action which it deems appropriate. During the annual evaluation of a faculty member or an administrative officer, the individual will be asked to present details of any contracts or relationships with the University. The superior of the individual will include in his or her evaluation, any information that he or she might possess concerning such a potential conflict of interest.

These disclosures will be forwarded to the Ethics Committee. The Ethics Committee will examine the situation, seek any additional information or testimony that it deems necessary, render a decision on the ethics of the situation, and direct the Chief Executive Officer to take any action which it deems appropriate. Should a member of the Ethics Committee be involved in a proposed contract or relationship, or with a disclosure from a faculty or administrative evaluation, the remaining members of the Committee will ask the Board of Trustees to appoint a temporary replacement for the involved member, and the Committee will consider the situation and proceed to a determination, as described above. Should the Ethics Committee decide that corrective action requires action by the Board of Trustees, it will so report at the next regularly scheduled meeting of the Board. In all cases involving potential or existing conflicts of interest, the decision of the Ethics Committee will be final. It will arrange to preserve the results of its investigation and decision in any such cases and will render a report of the situation and its action to the Board of Trustees, at the Board's next regularly scheduled meeting.

GUARANTY BOND

The university maintains a guaranty bond to cover the full amount of prepaid tuition for all students. The bond is available for review by interested parties in our business office during normal business hours. The bond is a guarantee of the refund of tuition to students in the event that the University ceases to operate. Any student of the University at the time of such an event will be entitled to a full refund from the insurance company. The bond is a minimum of $15,000. The amount of the bond at any point in time is equal to the highest level of pre-paid tuition which occurred during the most recent fiscal year. The bond is filed with the Clerk of the Superior Court in Forsyth County, North Carolina.

Cancellation and Refund Policy

Mount Eagle University has adopted a refund policy which is believed to be fair and equitable and in compliance with the requirements of the Board of Governors of University of North Carolina for the State of North Carolina and the Distance Education and Training Council (DETC), Washington, D.C. All monies due the student will be refunded within thirty days.

The student may cancel an enrollment up until the 8th business day after the first lesson is mailed out by the school or access code is given for electronic course deliver format and the student will receive a full refund of all money paid to the school, less the non-refundable application fee. If the student cancels after completing at least one lesson assignment but less than 50 percent of course assignments, the school may retain a percentage of refundable tuition, which shall not exceed the following:
   a) Up to and including 10 percent of the course, 10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).
   b) Between 10 percent and 25 percent of the course, 25 percent of the refundable tuition.

c) Between 25 percent and 50 percent of the course, 50 percent of the refundable tuition.
d) After the student completes more than half the course, the institution shall be entitled to retain the entire total course tuition.

The amount of courses completed shall be the ratio of completed lesson assignments received by the institution to the total lesson assignments required to complete the course.

STUDENT SERVICES

Student's Responsibilities

It is the responsibility of each student to be familiar with the information presented in the catalog which governs his or her individual program of study, and to know and observe all regulations, policies and procedures of the University. The University will not waive or relax any of its requirements because a student pleads ignorance of the policies and procedures. The ultimate responsibility for following all policies and meeting all requirements and deadlines rests with the individual student. Each student must make application for admittance or re-admittance to a degree program in the University by following the application process described in the catalog. Re-admittance is required if a student is not enrolled for two consecutive semesters, except as otherwise noted in the catalog. Upon acceptance into the University, each student will establish an official physical address, email address, telephone numbers, and other contact information for all official communications. It will be the student's responsibility to keep that contact information current at all times. All official University correspondence will be directed to the student email address, and we will assume that each student has received, read and understands such communication.

University Responsibilities

It is our responsibility to ensure that each student is valued and heard. A student's academic and support services experience is our highest priority. We welcome student comments at any time. The Student Advisor will officially ask each student each semester to evaluate the entirety of his or her experience, from the performance of instructors, to the performance of student support staff, to the adequacy and ease of use of the educational facilities and the library. A student need not wait for the official evaluation, and may present any issue to the Chief Academic Officer at any time. Should the student be dissatisfied with the actions of the CAO, he or she may appeal to the Ethics Committee. A link to that committee is posted on our website.

Student Advisor

At the time of acceptance into the University, each student will be assigned a Student Advisor and notified by email to the official student email address of the identity and contact information for that Advisor. The University reserves the right to change the Student Advisor, and if any change is made, the student will be notified by email to the official student email address. The Student Advisor is the contact point for all communication with the University. When a student is admitted into the University, he or she will immediately be contacted by the Student Advisor, who will provide orientation, counseling and guidance, and academic advising. The Advisor will discuss technology requirements; familiarize the student with the learning management system, discuss programmatic requirements and their fit with student interest and desires, and work with the student to prepare a program of study and a schedule for completion of that program. At the outset of each semester, the Advisor will contact the student via the student's official email address and discuss the enrollment requirements for that semester required to make satisfactory progress on the program of study. Upon approval by the student, the Advisor will

enroll the student in the appropriate courses. The Advisor will deposit records of all counseling and advising sessions in the student record.

Student Code of Conduct

Upon acceptance into the University, each student will be expected to read and understand the code of conduct and academic integrity policy outlined in the catalog, which establishes a contract between the student and the University. Each of us in the University has pledged to uphold the highest standards of ethical behavior and academic integrity. In turn, we expect each student to do the same.
Each time you submit an assignment, project, paper, or exam, you are certifying by virtue of the submission of that work that it is your own work, and that you have completed the work individually and independently. Submitting work that has been completed by others is plagiarism, and is a violation of our academic integrity policy and grounds for dismissal from the University.

If you submit work which includes the ideas, writings, or expressions of others, you must attribute those contributions to their original authors. Failure to make appropriate attributions is plagiarism, and is a violation of our academic integrity policy and grounds for dismissal from the University. As you complete an assignment, project, paper, or exam, you may want to include excerpts from the written work of another person, or from an Internet source or site, or from an interview or discussion with another person. Such excerpts must be cited and identified with complete information which will allow the reader to independently verify the source of the excerpt. Alternatively, you may want to paraphrase that contribution. If so, a complete citation is still required. If you express an idea or a concept that has been presented by another person, that also requires a complete citation. Failure to include these citations in your work is plagiarism, and is a violation of our academic integrity policy and grounds for dismissal from the University. There is nothing wrong with team work, discussion, research and exploration; indeed, these are to be encouraged as they are valuable aspects of the educational process. However, our academic integrity requires each of us to be cognizant of the intellectual contributions of others. When we rely on the contributions of others, we must accord credit for their work through appropriate citations.

If an instructor suspects any student of plagiarism, he or she will refer the student to the Chief Academic Officer for review. The CAO will make a determination of action which may include dismissal from a course, or dismissal from the University, or other action which the CAO might deem to be appropriate. Should the student disagree with the actions of the CAO, he or she may appeal the decision to the Ethics Committee of the Board of Trustees. A communication link with that committee is prominently posted on the official University website. The Student Advisor will assist the student in making such an appeal. The decision of the Committee will be final.

Plagiarism Statement

To plagiarize means to take someone else's words and/or ideas (or pattern of ideas) and to present them to the reader as if they are yours. Plagiarism, then, is an act of stealing. It is also an unwise act because it does not help you learn, and it is a dangerous act because you can be severely punished for it. You should be on guard against plagiarism at any time when writing a paper to be turned in. In some papers you will write, you will be assigned to use only your own ideas and will probably not have to worry about plagiarism. At any time, however, that you read anything in preparation for a paper or consciously recall anything that you have read or heard, you must be prepared to provide documentation.

Generally, when you use someone else's ideas and/or words, you will either quote that person directly or you will paraphrase or summarize that person's words. You must let the reader know which you are doing.

1. If you quote the source directly, you must
   a. put quotation marks before and after that person's words;
   b. let the reader know the source by (1) putting a footnote number at the end of the quotation, or (2) putting at least the source's name in parentheses after the quotation marks.
2. If you paraphrase (a paraphrase is about the same length as the original, but in different words) or if you summarize (a summary is a severely shortened version of the original), you must
   a. introduce the source in some manner at the beginning of the passage being paraphrased (or summarized) so that the reader can tell where your idea stops and the other person's begins;
   b. state the ideas taken from the source in your own words and your own arrangement. It is possible to plagiarize sentence patterns as well as exact words. A handy rule: if, in a paraphrase or summary, you use a stretch of more that three words in their exact order from a source, you should put those words into quotation marks;
   c. provide an exact source citation for those ideas paraphrased or summarized. This may be done either by footnote number at the end of the passages or by parenthetical references to the work and page(s). This citation provides credit to the author being used and allows the reader access to the material for further study.
3. You must also provide a footnote for any chart, graph, figure, table, summary, or other data taken directly from another source or any information derived from such materials."

Students' Rights

By virtue of acceptance of a position with the University, each faculty member and each staff member has pledged to uphold the highest standards of ethical behavior and academic integrity. Foremost among our obligations is the need to treat each of our students and each other with respect. We recognize that our students are knowledgeable, capable human beings and that they deserve our respect for their accomplishments and for their humanity. That respect must be manifested in every communication and interaction that we have with each other and with our students. Further, our academic integrity requires that we offer to each of our students only the highest quality educational experience. All of our courses and all of our programs must be current, our faculty must be knowledgeable and capable, and the development and conduct of each course must be in consonance with the highest standards of academe.

If any student feels that he or she has not been shown the proper respect, or that any course or class has not been of the highest quality, or that any instructor has been unprepared or performed poorly, he or she should notify the Student Advisor. If the Advisor fails to provide a satisfactory resolution to the matter, the student should appeal to the Ethics Committee of the Board of Trustees. The Student Advisor will assist the student in making such an appeal, and a communication link with that committee is prominently posted on the official University website.

Semesters, Courses and Credit

The University follows the semester system and posts on its official website an academic calendar at the start of each academic year, but course and classes are self paced and admission follows open enrolment system. The Catalog indicates the semester credit hours which each course in the University carries. That credit is determined by estimated working hours required to successfully complete the

course. For example a course which carries three semester hours of credit is expected to require a minimum of 45 contact hours on the part of each student enrolled in that course. A contact hour is an hour of interaction through electronic media. This includes time spent in working with audio visual materials, participation in message board and chat room activities, and interaction with instructors through electronic media. We would normally expect the intensity of a contact hour to be such as to reasonably expect an additional two hours of outside work and effort, which includes completion of all readings, preparation of assignments, projects, papers and examinations.

Consequently, a typical three semester hour course will require about 135 hours of work. Our faculty follows the semester credit hour model as they design each course. Specifically, they craft the objectives for the course, and build a syllabus, as described in the catalog. They then structure the support materials, assignments and evaluative process, and determine the appropriate amount of semester credit hours to assign to the course. This course structure must be approved by the Faculty Senate before the course can be offered, and the Faculty Senate reviews each course annually to determine that the level and amount of credit continues to be appropriate.

If a student decides not to enroll in a course for two consecutive semesters, that student will be dismissed from the University. If he or she decides to return at some future date, he or she will be required to submit an application for readmission, as described in the catalog. If accepted for readmission, the student will be subject to the Catalog in force at the time of readmission, except as provided in the catalog. If a student decides that he or she wishes to withdraw from a course, that desire should be communicated to the Student Advisor. Tuition refunds are governed by withdrawal dates, as described the catalog. If a student withdraws from a course within seven days of the beginning date of that course, he or she will be dropped from the course and no record will be made in the official student transcript file. If a student withdraws from a course after the seventh day, but before the last day of that course, he or she will be assigned a grade of W in the official student transcript file.

If a student is unable to complete the work required in any given course in the time period allotted for that course, he or she may request that the instructor assign a grade of incomplete. The student will have one year to complete the work in that course and to receive a grade for that work. For example, if a student requests an incomplete in a course scheduled for the Fall Semester, 2010, he or she will have until the end of the Fall Semester, 2015, to complete that work. Any grade of incomplete which is not removed will be changed to a failing grade at the expiration of the time period.

Health Care Responsibilities

Mount Eagle University does not provide health care benefits. As the University does not require physical meetings of associate and bachelor degree program students, students bear full responsibility for their own health care.

Withdrawal from the University

A student may withdraw from the University at any time for health, legal, or other reasons. A withdrawing student will be assigned "W" for any courses in which he or she was enrolled at the time of withdrawal, and will be assigned "W" for any grades of incomplete which he or she might have outstanding at the time of withdrawal. To withdraw from the University, a student should contact his or her Student Advisor, who will arrange for the withdrawal. A student who has withdrawn from the University and wishes to enroll again, must apply for re-admittance to the University in accordance with the procedures outlined in the catalog.

Leave of Absence

Any student who is a member of the U.S. military or the National Guard who cannot complete a course, or who cannot enroll in a course during a semester, due to deployment or military training, will be granted a leave of absence from the University. That student must contact the Student Advisor to discuss the leave of absence and to plan for the student's return to the University. Any student who cannot complete a course, or who cannot enroll in a course during a semester, due to accident, injury, illness, or legal issues, will be granted a leave of absence from the University. Medical related issues will need a physician note submitted for records. That student must contact the Student Advisor to discuss the leave of absence and to plan for the student's return to the University. Any student granted a leave of absence can return to the University when the cause of the absence has been relieved. The returning student will be able to complete his or her studies under the original catalog, including tuition and fee structures, and the Student Advisor will make arrangements for appropriate completion dates for any grades of incomplete which might have been issued. The returning student will suffer no academic or financial penalty for the absence.

Grading System

Mount Eagle University follows the A, B, C, D, F, grading system. An instructor will assign the grade which he or she independently determines to be appropriate for the student's performance in his or her course. We regard a D as the minimum passing grade in an undergraduate class, and a grade of C as the minimum passing grade in a graduate class. The syllabus will outline the process which the instructor will use to arrive at a determination of the grade in the course. A student will not receive credit for completion of any course with a grade below the minimum passing grade. If a student feels that the assigned grade is unfair or inappropriate, he or she may appeal to the Chief Academic Officer. Such an appeal will be facilitated by the Student Advisor upon request. Should the student disagree with the decision of the CAO, he or she may appeal the decision to the Ethics Committee of the Board of Trustees. The Student Advisor will assist the student in making such an appeal, and a communication link with that committee is prominently posted on the official University website. The decision of the Committee is final.

Academic Credit

Each course offered by the University is measured in semester units of credit. See the specific Degree Programs and Course Descriptions for the number of units of credit offered for each specific program and course. The University utilizes the following grading system for each course:

A = Excellent	4 grade points
B = Above Average	3 grade points
C = Average	2 grade points
D = Passing	1 grade point
F = Fail	0 grade points

The grade points stated for each letter grade are used to calculate the Grade Point Average (GPA).

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certificate, diploma or degree programs. Scholarships and Financial Aid must monitor the progress of each student toward the completion of a certificate, diploma or degree in order to meet guidelines governing the administration of student financial assistance whether state, federal or institutional scholarships. Students who fall behind in their coursework or fail to achieve minimum

standards for grade point average (GPA) or completion of classes may lose their eligibility for all types of federal, state, and university aid administered by Scholarships or Financial Aid. SAP is evaluated at the end of every semester. Please note: English as a Second Language (ESL) and non-credit remedial courses are not counted as attempted hours in the calculation of Satisfactory Academic Progress. These courses will not count in the credit hour requirements needed to disburse especially financial aid.

Transfer of Credits

Transcripts of previously completed academic work are evaluated by the Academic Coordinator and credit may be transferred to meet existing coursework requirements. The University will accept transfer credit from applicable courses completed at colleges or universities accredited by an agency recognized by the US Department of Education or foreign equivalent. To be eligible for transfer credit, each course must be an equivalent three-semester unit course, with a grade of "C" or better. Students have 30 days from the date of enrollment to transfer credit from other institutions. Any credit transferred after 30 days will be awarded if applicable, but course fees are still charged. There will also be a charge of $75.00 for any additional evaluation *after* the initial evaluation for admissions.

- Associate of Science students may receive transfer credit for up to 35 semester units of previously completed coursework.
- Bachelor of Science students may receive transfer credit for up to 95 semester units of credit of previously completed coursework.
- Graduate students may receive transfer credit for up 6 semester units of previously completed coursework.

Since transfer of coursework credit to another institution is at the option of the receiving institution, students should consult with the institutions to which they possibly wish to transfer credit before enrolling at Mount Eagle University. The university has adopted the transfer agreement system that is in place for **North Carolina Community College System** and the **University of North Carolina System.**

Repeat Courses and Grades

If a student wishes to repeat a course in an attempt to obtain a higher grade, he or she may do so. The Student Advisor will handle the request and arrange for enrollment in the desired course. The student will be accorded the grade earned in the course during the re-enrollment, regardless of whether the grade is higher or lower. The official student transcript record will indicate the repeat of the course and show the appropriate grade. A student may repeat a course only twice. The grade earned on the second repeat will be the official grade for that course.

Academic Standing

Each grade is associated with quality points which are used to determine academic standing. A grade of A is accorded four quality points; a grade of B, three quality points; a grade of C, two quality points; and a grade of D, one quality point. A grade of F carries no quality points. Quality points are multiplied by the semester credit hours of the course. These points are accumulated and divided by the total semester credit hours completed by a student to arrive at a Cumulative Quality Point Ratio for that student.

Academic Probation

A student who fails to remain in good academic standing will be placed on academic probation. If he or she does not return to good academic standing within two consecutive semesters, he or she will be dismissed from the University. A student dismissed from the University for academic performance may

appeal the dismissal to the Chief Academic Officer. Such an appeal will be facilitated by the Student Advisor upon request. Should the student disagree with the decision of the CAO, he or she may appeal the decision to the Ethics Committee of the Board of Trustees. The Student Advisor will assist the student in making such an appeal, and a communication link with that committee is prominently posted on the official University website. The decision of the Committee is final. A student dismissed from the University for academic performance may not apply for readmission for at least two consecutive semesters. If a student is approved for readmission to the University, all grades below C will be removed from the record and the calculation of the GPA, and the student will be required to repeat those courses.

Accommodations for Students with Disabilities
Students with disabilities:
- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD) which is under Academic Coordinator (Student Affairs). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Textbooks
Textbooks, videos, and other materials required for a course are selected by the faculty member instructing that course. These materials will be outlined in the syllabus for the course and posted in the course instruction site. Some materials may be provided by the University and others may need to be purchased. Materials provided by the University will be available for downloading from the course instruction site. Links to suppliers or publishers of materials or suggestions for acquiring materials which must be purchased will be provided on the course instruction site.

International Students
Mount Eagle University is currently not yet authorized to issue I-20 documents, nor will full-time attendance by a non-citizen satisfy F-1 student status. As we do not require classroom attendance, international students may attend the University through the Internet in the same fashion as U.S. citizens that are resident, if they have access to the appropriate computer systems and Internet access. Please be aware that all instruction will be in English.

Transcripts
A complete set of each student's academic record, including a transcript of grades, is kept in a permanent file. Unofficial or official transcripts may be requested through the Student Advisor.

Job Placement
Mount Eagle University does not have a job placement office. We do not provide assistance to students in obtaining jobs or employment upon graduation or program completion. We make no claims, promises

or guarantees about the potential for employment for our graduates or the impact of our degrees on the prospects for their employment.

Licensing and Credentials

Professional organizations, societies, states and licensing jurisdictions have their own specific requirements for licensure, membership or certification. Mount Eagle University has no links or involvement with any licensing or credentialing agency, and cannot assist a graduate or program completer in obtaining any type of license or credential. We make no promise or guarantees about the acceptance of any course or program of study by any licensing or credentialing agency.

ADMISSION PROCESS

ADMISSION PHILOSOPHY

The Office of Undergraduate Admission and University Registrar supports the mission of the Mount Eagle University. Consistent with its mission the University seeks to enroll and retain an academically talented student body that enriches the learning community and is representative of the diverse society it serves. The following admission policies reflect this philosophy. The University provides educational opportunities to all qualified students regardless of economic or social status. The University does not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

FRESHMAN ADMISSION

The Mount Eagle subscribes to a selective admission policy. Admission for freshman applicants is based on a holistic review including high school grades, national college admission test results, successful completion of pre-college curriculum, essay and academic letter of recommendation. Applicants may submit official scores from either the ACT Assessment or the SAT I. Official test scores must be sent directly from ACT or SAT (College Board) testing headquarters.

MINIMUM ELIGIBILITY REQUIREMENT

All students who have completed the pre-college curriculum (see below) as prescribed by the Council on Postsecondary Education and have a 2.0 high school grade-point average are encouraged to apply to the freshman class at MEU. Enrollment in the freshman class is limited. Within the limits of space availability, the Office of Undergraduate Admission and University Registrar will endeavor to accommodate all eligible applicants.

SELECTIVE ADMISSION

Mount Eagle University has a selective admission policy. A faculty committee of the University Senate establishes the academic criteria. A holistic review is based on factors including cumulative high school grade-point average, completion of the pre-college curriculum, ACT or SAT I score results, essay, special talents and abilities and academic letter of recommendation. Applicants are offered admission on a competitive basis, with those meeting the University's selective admission criteria receiving first offers.

DEFERRED DECISIONS

Freshman applicants who have completed the pre-college curriculum, but do not have the requisite grade-point average, test scores or both for selective admission, may have their admission decisions deferred. A portion of the freshman class may be admitted from this group of applicants. If, after the application deadline, spaces in the class remain to be filled, admission will be offered to deferred-decision applicants on a competitive basis. Admission will be offered first to those applicants with the strongest records and offers will continue until the class is filled.

Strength of record is a relative term and refers to an applicant's record in comparison with those of all other freshman applicants. Strength of record may be determined by a number of different factors beyond selective admission criteria. While grades and test scores are important in this assessment, course selection, senior year schedule, honors and Advanced Placement courses, extracurricular and leadership activities and a student's potential to benefit from or contribute to the learning community may also be considered. The overriding concern will always be for the student's potential to be successful in meeting the academic expectations at the University.

Pre-College Curriculum

Incoming freshmen should have the high school preparation necessary for academic success at the college level. To be eligible for consideration at MEU under the policy outlined above, an applicant must have successfully completed the following high school courses as a minimum:

English/Language Arts – 4 credits
English I, II, III, IV

Mathematics – 3 credits
Algebra I, Algebra II and Geometry (or more rigorous courses in mathematics)

Science – 3 credits
Biology I, Chemistry I, Physics I or life science, physical science, and earth/space science (at least one lab course)

Social Studies – 3 credits
From U.S. History, Economics, Government, World Geography and World Civilization (or comparable courses)

Foreign Language – 2 credits
Two credits in the same foreign language or demonstrated competency

Health – 1/2 credit

Physical Education – 1/2 credit

History and Appreciation of Visual, Performing Arts – 1 credit
History and appreciation of visual and performing arts or another arts course that incorporates such content

Electives – 7 credits
Recommended strongly: one or more courses that develop computer literacy.
Additionally, high school students are encouraged to complete at least one year of mathematics beyond Algebra II.

A total of 24 credits or more must be completed in high school.
Applicants should contact the Office of Undergraduate Admission and University Registrar for information concerning exceptions to this policy.

Prospective freshmen are strongly encouraged to submit applications to the Office of Undergraduate Admission and University Registrar early in their senior year.

All freshman applicants should submit the following:
1. the application form for undergraduate admission;
2. a non-refundable application processing fee;
3. official high school transcript; and
4. official test scores from either the ACT or the SAT I. "Official" scores are reported directly from the testing agency to the Office of Undergraduate Admission and University Registrar.

Test scores appearing on the high school transcript are not considered "official" reports. High school students are strongly encouraged to take the ACT or SAT I late in their junior year and again early in their senior year. When registering for the test, please request scores to be sent to MEU. It is a mistake to withhold test scores as this can cause added expense and possible delay in the processing of the application. Please request scores from all test administrations so that the Office of Undergraduate Admission and University Registrar can work with the complete test history. High school guidance counselors can provide students with registration forms, information about registration deadlines, test dates and locations.

The University considers admission from freshman applicants who are not high school graduates but who present a valid High School Equivalency Certificate and General Education Development test scores. Applicants must also take the ACT Assessment (or SAT I) and have the results sent directly to the Office of Undergraduate Admission and University Registrar from the testing agency.

TRANSFER ADMISSION TO THE UNIVERSITY

Students at other colleges or universities, including community colleges, are eligible to transfer to MEU if they:
1. Would have been selectively admitted to MEU when they entered the first institution attended provided they have a cumulative grade point average of 2.0 or better for all college-level work attempted. Applicants must also have a cumulative grade-point average of 2.0 or better for all college-level work attempted at the last institution attended, provided at least 12 credit hours (or the equivalent thereof) were attempted there.

OR

2. Would not have been selectively admitted to MEU but have completed 24 semester hours or more and achieved a cumulative grade-point average of 2.0 or better for all college and university work attempted. Applicants must also have a cumulative grade-point average of 2.0 or better for all work attempted at the last institution attended.

APPLICATION PROCEDURES FOR TRANSFER STUDENTS

Transfer applicants from other colleges and universities should request an application packet from the Office of Undergraduate Admission and University Registrar. Applicants must submit the following to the Office of Undergraduate Admission and University Registrar:

1. an application for admission;
2. an official transcript from each college or university attended,
3. containing a complete record of all courses completed at the time of application;
4. a roster of the courses in which the student is currently enrolled;
5. a final official transcript of any additional work completed before entering the University; and
6. a non-refundable application processing fee.

Candidates tentatively admitted at the time of application should be aware that the University will cancel the admission and/or the early registration of an applicant whose final official record, after completion of a current semester, shows ineligibility because of suspension, dismissal, or a drop in grade-point average below the required 2.0

In order to be admitted to any degree program offered by Mount Eagle University; all prospective students must submit an Application for Admission and Enrollment with the following information and documents for evaluation:

- **Application for Admission.** Complete all pages of the application.
- **Educational Resume.** List each college or university attended, your Major, approximate dates of attendance, units of credit achieved and any degrees awarded.
- **Occupational Resume.** Submit a detailed resume of occupational background (if applicable).
- **Transcripts.** Official transcripts of previous academic college work should be provided with the Application for Admission. Photocopies of transcripts are acceptable for evaluation purposes; however, official transcripts must be forwarded to the University directly from each college listed on the Application for Admission and the occupational and educational resumes. If you do not have copies of your transcripts in your possession, request that each college send one copy to the University. Transcript request forms which you may send to each college will be provided by the University.
- **Evaluation of Foreign Transcripts.** Transcripts submitted from foreign institutions that are printed in a language other than English, require the student to submit those credentials for evaluation to a credible credential evaluation service. Applicants with non-U.S. educational credentials must first obtain a foreign credential evaluation from an independent U.S. evaluation service approved by the University.
- **Specialized Workshops, Seminars and Training Programs.** Present documentation of additional specialized occupational or life-learning experiences that may be related to your proposed program and major.
- **Independent Reading List.** Provide a list of previous independent reading directly related to your proposed program and major. This requirement is optional, but may help to strengthen an evaluation.
- **Letters of Reference.** You may wish to submit letters of reference presently in your possession to strengthen the evaluation of your application. If you choose to submit references, they should be from individuals who have knowledge of your academic and professional abilities, accomplishments and responsibilities.
- **Application Fee.** An application will not be reviewed unless the proper fee is provided.

Personal Interview

An applicant may request a personal interview with a member of the Admissions staff, or an interview may also be conducted via telephone after an Admissions staff has reviewed a candidate's application and documents.

Acceptance Process

After the application and all support documentation have been evaluated by a counselor and the Admissions Committee, an applicant will be notified of the acceptance or rejection of his or her application. If accepted, the applicant will be informed of the remaining minimum tuition payment that must be provided to the Finance Office before the official enrollment process can be completed. In addition, the applicant will also be informed of any other documents that must be provided before the official enrollment process can be completed and the student provided the first set of learning materials. If the application is not accepted, the applicant will be informed by letter.

Tuition Fees

Tuition at Mount Eagle University is based on a cost per unit of credit or cost per course. Textbooks are not included in tuition fees. Enrollment at MEU is for *complete* degree programs; we do not offer single course enrollment at this time.

Tuition		Degree Programs
Associate (Undergraduate) Tuition*	$120 per unit	$360 per course (3 credit hours)
Bachelor (Undergraduate) Tuition	$120 per unit	$360 per course (3 credit hours)

Students are permitted to enroll in a single course, at this time.

The Refund Policy

Mount Eagle University has adopted a refund policy which is believed to be fair and equitable and in compliance with the requirements of the Board of Governors of University of North Carolina for the State of North Carolina and the Distance Education and Training Council (DETC), Washington, D.C. All monies due the student will be refunded within thirty days.

The student may cancel an enrollment up until the 8th business day after the first lesson is mailed out by the school or access code is given for electronic course deliver format and the student will receive a full refund of all money paid to the school, less the non-refundable application fee. If the student cancels after completing at least one lesson assignment but less than 50 percent of course assignments, the school may retain a percentage of refundable tuition, which shall not exceed the following:

a) Up to and including 10 percent of the course, 10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).
b) Between 10 percent and 25 percent of the course, 25 percent of the refundable tuition.
c) Between 25 percent and 50 percent of the course, 50 percent of the refundable tuition.
d) After the student completes more than half the course, the institution shall be entitled to retain the entire total course tuition.

The amount of courses completed shall be the ratio of completed lesson assignments received by the institution to the total lesson assignments required to complete the course.

Additional Charges and Fees (Non-Refundable)

The following fees and charges are costs that students may incur beyond the basic tuition fees for specific degree programs. These costs are NON-REFUNDABLE.

• **Application Fee:** There is a $75.00 application fee that is non-refundable. The application fee is in addition to the total tuition of a degree program. In addition to this initial application fee, if a student requests an additional program evaluation before enrollment, there will be an additional $75.00 fee for each evaluation requested.
• **Textbooks:** Students have the option of purchasing them from a local college bookstore, purchasing it directly from the publisher or Mount Eagle University's online bookstore.
• **Phone Calls and Postage Costs:** In order for the University to maintain its reasonable tuition rates, the costs for all phone calls and postage must be assumed by the student. Each student can then control this portion of the expenses for his or her program. In addition, the University does not accept collect calls, nor can (800) calls to the Admissions Office be transferred to other offices of the University.

- **Library Fees and Research Costs:** Each student is responsible for any costs incurred in obtaining access to local college libraries, obtaining local library cards, costs related to the research portion of the program or any costs of database access charges and/or mentor/specialists.
- **Re-Evaluation Fee:** A student has 30 days from their enrollment to submit any additional items for evaluation, such as transcripts, or documentation of specialized training in an attempt to earn course credit. However, after the 30 day grace period, any additional items submitted for evaluation will be charged a $75.00 re-evaluation fee, regardless of what type of credit is being sought.
- **Repeat Examinations:** Students who do not achieve a passing grade on a course examination after two attempts will be subject to the regular tuition to repeat the course. Re-examination will not be permitted until a student can provide documentation verifying acquisition of the recommended textbook for the required course. Students who receive passing grades and wish to repeat a course examination may do so. They will be assessed the $175.00 Second Grade Option fee per course (undergraduate) or $250.00 Second Grade Option fee per course (graduate).

Optional Fees and Charges

The fees listed below are NON-REFUNDABLE under the terms of the University's Refund Policy since they are voluntary and not required as part of the requirements in any Program.

- **Reinstatement Fee:** If a student is involuntarily withdrawn from his / her program because of failure to meet financial or academic requirements, and wishes to be reinstated to an active status, he / she will be assessed a $400.00 non-refundable fee, plus any tuition increases that have occurred since the original enrollment tuition.
- **Program Changes:** After a student is officially enrolled, a $50.00 fee is assessed to execute any requested changes to the original degree program. Tuition increases may also be assessed if applicable.
- **Voluntary Courses:** Regular tuition will be assessed for each course a student voluntarily elects to complete that is not required in a student's degree program plan. All voluntary courses must be approved first by the Vice President of Instruction.
- **Catalogs:** All students receive a complimentary copy of the University's Catalog with their initial application package. Additional copies are available at the cost of $10.00 per copy.
- **Transcript Fees:** A complimentary copy of an official transcript is provided to each graduate with his or her degree and graduation package. There is a $20.00 fee for each additional copy. All requests for transcripts must be submitted in writing, signed by the student or graduate, to the Registrar of the University. Transcripts will not be released unless all courses listed on the transcript have been paid in full. The Registrar's Office has the right to decline sending a transcript if the student has not met financial or academic standards.
- **Late Fees:** Late fees will be assessed on all unpaid or late payments.
- **Returned Payment Fees:** A $15.00 fee will be assessed for any check, electronic funds transfer or credit card returned for non-payment.

Services Provided

The University does not provide student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the University's Schedule of Fees and Charges. In addition, the University does not provide, pay for, or reimburse students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to on-line database services, or database consultant's fees and/or services.

Buyer's Right to Cancel Policy

To cancel an Enrollment Agreement, students must submit their requests in a letter addressed to the **Finance Office, Mount Eagle University, 6000 Museum Dr, Winston Salem, NC 27105**. Students may cancel their Agreements and receive a refund of monies paid, at any time before the University provides the coursework materials and access required in the Degree Program Plan. The application fee is non-refundable. If the University has opened up access for initial coursework materials to a student before the cancellation request is received, the student will have until midnight of the eighth day from the first class postmark indicated on the server to reconsider and extend the cancellation request. After that date, students will receive refunds according to the Refund Policy described on the tuition page of the catalog. The effective date of the cancellation will be the date of the postmark indicated on the request letter. The refund due under the terms of the cancellation or refund Policy will be provided within 30 days of that date.

THE APPLICATION PROCESS

Every applicant for acceptance into a degree program must complete an application package which includes the appropriate application form, a biography, an application essay, and transcripts from high schools, colleges and universities, as appropriate. In addition, every applicant must undergo an interview with staff members, either telephonically, or via interactive video.

Application for Associate and Baccalaureate Degree Programs

Applicants for all undergraduate degree programs must present evidence of graduation from a high school which has been accredited by an agency approved by the U.S. Department of Education, or its international equivalent, or provide evidence of acceptance into a college accredited by an agency approved by the U.S. Department of Education, or its international equivalent, or provide proof of satisfactory performance on the General Education Development tests. In addition, applicants must complete the Baccalaureate Application Form posted on our website. Secondly, applicants must provide transcripts or evidence of graduation or General Education Development test completion. Applicants must submit a brief biographical statement and complete an essay describing their interest in higher education and their reasons for pursuing a degree at Mount Eagle University. Upon completion of the application, members of the staff of the Vice President for Instruction (VPI) will contact the applicant and arrange for a telephonic or interactive video interview. Upon receipt of all of the material, and the completion of the interview, the VPI will weigh all of the evidence and make a determination as to whether he or she believes that the applicant meets the academic standards of the university and is capable of completing the degree program to which he or she has applied. If the VPI accepts the applicant, he or she will assign a Student Advisor, who will contact the student and arrange for entry into the University. If the VPI rejects an applicant, and the applicant disagrees with the decision, he or she may appeal to the CEO. The VPI will assist in making such an appeal. If the results of that appeal are still unsatisfactory, the applicant may appeal the decision to the Ethics Committee of the Board of Trustees. The CEO will assist in making such an appeal, and a communication link with that committee is prominently posted on the official University website. The decision of the Committee is final.

Application for Non Degree Seeking Status

An individual may make application for non degree seeking status for the purpose of completing course work at Mount Eagle University. Such applicants must complete the Non Degree Application Form posted on our website. Upon receipt of the package, members of the staff of the Vice President for Instruction will contact the applicant and arrange for a telephonic or interactive video interview. Upon receipt of all of the material, and the completion of the interview, the VPI will weigh all of the evidence

and make a determination as to whether he or she believes that the applicant meets the academic standards of the University and is capable of completing the program to which he or she has applied. If the VPI accepts the applicant, he or she will assign a Student Advisor, who will contact the student and arrange for entry into the University. If the VPI rejects an applicant, and the applicant disagrees with the decision, he or she may appeal to the CEO. The VPI will assist in making such an appeal. If the results of that appeal are still unsatisfactory, the applicant may appeal the decision to the Ethics Committee of the Board of Trustees. The CEO will assist in making such an appeal, and a communication link with that committee is prominently posted on the official University website. The decision of the Committee is final. If an applicant enters as a non degree seeking student and subsequently seeks to change his or her status to degree seeking, he or she must complete the application package for the appropriate level of degree seeking status, described in the preceding sections. Course work completed while a non degree seeking student may be transferred into the degree seeking program of study, provided that the performance on that work has been satisfactory, as described in this catalog.

Applications from International Students

In addition to the entrance requirements described in the foregoing sections, an international student must present evidence of proficiency in English. Any international student whose native language of educational instruction at secondary level and above is not English must present scores on the Test of English as a Foreign Language (TOEFL) as an addendum to the application. The VPI will consider these scores, in addition to the other information as he or she renders a decision.

Application for Readmittance

A student who has not been enrolled for at least two consecutive semesters is entitled to apply for readmittance at any time. A student who has been dismissed for academic performance is eligible to apply for readmittance after at least two consecutive semesters of absence. A student who has been dismissed for academic integrity issues or any other issue, may apply for readmittance after a minimum of two consecutive semesters. Applicants for readmittance must contact the VPI to discuss his or her interest in returning. The VPI will decide whether any additional documentation or evidence is required and will communicate any such needs to the applicant. Upon receipt of all of the material which he or she deems necessary, the VPI will weigh all of the evidence and make a determination as to whether he or she believes that the applicant now meets the academic standards of the University and should be permitted to re-enroll. If the VPI accepts the applicant, he or she will assign a new Student Advisor, who will contact the student and arrange for re-entry into the University. If the VPI rejects an applicant, and the applicant disagrees with the decision, he or she may appeal to the CEO. The VPI will assist in making such an appeal. If the results of that appeal are still unsatisfactory, the applicant may appeal the decision to the Ethics Committee of the Board of Trustees. The CEO will assist in making such an appeal, and a communication link with that committee is prominently posted on the official University website. The decision of the Committee is final.

COMPASS Placement Test

Mount Eagle University has adopted COMPASS placement test to assess nontraditional undergraduate applicants' college-level skills in reading, writing, and math, in order to determine whether they will need remedial course work in order to be successful in their enrolled degree program. Mount Eagle University requires all its freshman applicants to follow certain requirements for admission. If one applies for regular freshman admission, s/he must meet these requirements.

REQUIREMENTS ARE MEU MINIMUMS FOR REGULAR FRESHMAN ADMISSION:

1. If you are under twenty-one years of age, you must submit an official ACT or SAT score when you apply to be admitted.
2. If you have not taken the ACT or SAT, you will have to pay for and take the ACT before enrolling.
3. If your ACT scores are less than three years old as of the first day of classes for the term for which you are planning to enroll, you will be placed automatically by your ACT English, Math, and Reading subscores.
4. You may accept the ACT Placement, or if you wish to challenge this placement, you may take the COMPASS test before registering for courses. The English, Math, and Reading subscores of the ACT are used to determine which COMPASS tests you will need to take.
5. If you are twenty-one years old or older, you must take the full battery of COMPASS tests before registering for courses, or you may be screened according to your ACT score if it is less than three years old.
6. If you enroll in a college-level course and do not have the skills needed to succeed there, you will be referred for further testing, advising, and placement. The COMPASS may be part of this.
7. If you are a transfer student who has no college-level course in Mathematics and/or English, you must be tested in the appropriate COMPASS subject area(s). If you have fewer than 9 transferable hours, the ACT is also considered in determining testing requirements.
8. If you lack a high school unit in English or Algebra required for University Admission or Admission to a University Parallel Program at a 2-year college, you must remove this deficiency through the COMPASS Math or English requirements.

FACILITY AND LIBRARY

A. Physical Facility and Space

Mount Eagle University (MEU) main campus is located at **6000 Museum Dr, Winston Salem, NC 27105**. The facility occupies 30000 square foot space of lecture halls, clinical lab space, faculty and administrative offices, and 10 acres of campus, the policy allow access to the facility when during classroom designated hours for students, and office hours for administrative staff and faculty. Mount Eagle University will supply the required equipment, materials, and supplies as required by the each program study. The equipment, materials, and supplies will be available in working order for students use. Undergraduate and Graduate programs offered by Mount Eagle University requires no physical campus; they are delivered to students via a rich, multimedia instruction accessed on request by each student. Each course in each program of study is defined by a syllabus which outlines the objectives for that course, the methodology for attaining those objectives, the outline for the course, the books, materials, videos, and references which are required to achieve the objectives, the requirements for student involvement in the course, and the examination, evaluation and grading process which will be employed in that course.

B. Library Facility

Mount Eagle University Library is a virtual and cloud-based online library that contains exclusive digital publications, collections and objects including online exhibitions, webcasts, digital editions, bibliographies and fact sheets, and finding aids/inventories for collections. The university has subscribed for databases that essential and adequate for programs of study that are offered by the institution. Students and faculty regardless of their locations can access the library via internet browser using computers, tables or smartphone devices with data connectivity. Access to library and information resources is essential to supporting instruction and enhancing student-learning outcomes. As our instruction is online and our students are drawn from all over the United States and the world, we have arranged to provide a state-of-the-art, electronic library.

The mission statement and goals which form a framework for our library activities are as follow:

> *"Mount Eagle University Library is a state-of-the-art, online library which provides 24/7 access from any Internet capable computer in the world, and provides technical support and reference librarian assistance 24/7 to student users and faculty members. Its mission is to serve the library and research needs of students at the associate, baccalaureate and master's level who require support in mastering the skills required to launch, lead and grow in healthcare, public health and medical services, and the skills required to discover and create new products, services and industries, which advance the human condition*."

Students and faculty can access our Library's vast holdings from anywhere in the world at any point in time. Further, reference librarian assistance is available at any hour of any day. This provides our working students with maximum support regardless of their time zone, the time of day, or day of week.

A hyperlink will guide a student to appropriate resources pertaining to their research questions, access and orientation to online resources available at http://library.mounteag.com for students and faculty to access the Digital Library resources and ability to get support by "**Ask A Librarian**" by phone for immediate response or **Online Inquiry Form** that prompts a response from our librarians within 6-8 hours. The Digital Library from the Mount Eagle University is a gateway to a wide range of online information resources.

DEGREE REQUIREMENTS

In order to qualify for graduation from Mount Eagle University, a student must satisfactorily complete the degree requirements for the program in which he or she has enrolled, and must be a student in good academic standing, as described earlier in this document. When a student has completed the requirements, he or she must inform the Student Advisor and make arrangements to pay any fees associated with graduation. All tuition and fees are described in the appropriate section of the catalog. The Student Advisor will make a determination as to whether a student has completed all requirements to the satisfaction of the faculty and so qualifies for graduation and conferral of the appropriate degree, and will make a recommendation to the Vice President for Instruction (VPI).

The VPI will decide whether the student has satisfied all requirements and will notify the student via the official student email address. Should the student disagree with the decision of the VPI, he or she may appeal to the Chief Academic Officer. The VPI will assist in making such an appeal. If the results of that appeal are still unsatisfactory, the applicant may appeal the decision to the Ethics Committee of the Board of Trustees. The CEO will assist in making such an appeal, and a communication link with that committee is prominently posted on the official University website, however, the decision of the Committee is final.

Course Syllabi

The conduct of every course is governed by a course syllabus; it will clearly display the course objectives, prerequisites, the plan of instruction, requirements, and procedures for the evaluation of a student's performance. Syllabi for all courses are available on the University website after enrolment and access to the virtual classroom. The syllabus will also be provided to each student at the beginning of each course, and will be only official document to govern the conduct of the course.

Articulation Agreements

There are currently no articulation agreements between Mount Eagle University and other institutions. Our general approach to transfer credit is handled as described in the following section.

Transfer Credit into the University

Mount Eagle University has crafted its transfer policies largely on the foundation of the methods and procedures recommended by the North Carolina Community College System/College of North Carolina's Transfer Advisory Committee in its Comprehensive Articulation Agreement. Interested parties are referred to that agreement for the standard practices for transfer in North Carolina (www.northcarolina.edu/content.php/assessment/reports/student_info/caa.htm). Transfer credit to the university is permissible from an approved, academic source. An approved source can be a school, a community college, a college or university licensed and approved to operate and/or accredited by an agency recognized by the U.S. Department of Education, or its international equivalent. Transfer credits will be granted for courses which are substantially identical in content to courses required by a particular program of study at Mount Eagle University. The Admission Counselor will evaluate each course proposed for transfer to determine whether it is substantially identical in content. In order for a transfer credit to be approved at the undergraduate level, it must have been completed with a grade of C or better. In addition, credit may be granted for evidence of satisfactory performance on College Level Examination Program (CLEP) subject tests or for satisfactory performance on Advanced Placement Tests. Further, credit may be granted for coursework completed through credit by examination, correspondence courses, or extension courses, or armed forces service school programs or courses. Credits may not be awarded for Continuing Education Units or for General Education Development tests.

The Admission Committee will make the determination as to the acceptance of transfer credits and will communicate that decision to the student. A student may appeal any such transfer decision to the Vice President for Instruction. Should the student disagree with the decision of the VPI, he or she may appeal to the Chief Academic Officer. The VPI will assist in making such an appeal. If the results of that appeal are still unsatisfactory, the applicant may appeal the decision to the Ethics Committee of the Board of Trustees. The CEO will assist in making such an appeal, and a communication link with that committee is prominently posted on the official university website. The decision of the Committee is final.

Transfer Credit Out of the University

Each school, community college, college or university establishes its own standards and policies to govern transfer credit. Consequently, a student must check with the specific institution to determine whether it will accept transfer credit from Mount Eagle University. Such transfer normally requires a course to be substantially identical to courses offered at the institution. Most accredited institutions accept transfer credit only from an accredited institution and Mount Eagle University is not yet accredited.

Equivalent Experience

Mount Eagle University does not offer credit for equivalent experience, for life experiences, or unearned degrees. Academic credit can only be earned through transfer, through challenge examination, or through completing coursework, as described in this catalog.

Achievement Testing

Mount Eagle University will accept credit for evidence of satisfactory performance on College Level Examination Program (CLEP) subject tests or for satisfactory performance on Advanced Placement Tests, or for credit by examination, as described in the Transfer Credit section of this Catalog. We do not offer College Level Examination Program testing nor do we offer Advanced Placement Tests. We do offer achievement testing or challenge examination. A challenge exam is a test which is administered to determine whether a student has previously mastered the content and material in a particular course. A student who desires to attempt a challenge exam for a particular course must seek assistance through the Student Advisor, who will arrange for the testing, and pay a challenge exam fee, as described in the Tuition and Fees section of this catalog.

The challenge exam will be equivalent to the final examination administered by the faculty in the normal course of the conduct of that course. Upon completion of the challenge exam, the Student Advisor will arrange for at least two members of the faculty to grade the exam, who must agree on the determination of a grade for the examination. If two faculty members do not agree, the Student Advisor will arrange for a third faculty member to score the exam, or seek evaluation from the Vice President for Instruction. When the score has been determined, the Student Advisor will inform the student of the result. If a student is adjudged to have failed the examination, he or she will not receive credit for the course. If a student is determined to have passed the examination with a score of C, he or she will receive waiver credit for the course. Waiver credit means that a student will not be required to take the course, but the student will not receive credit for completion of the course on the official transcript. If a student is determined to have passed the examination with a score of A or B, he or she will be awarded full credit for the course and the grade on the exam will be posted on the official transcript. If a student disagrees with the grade assigned on the challenge exam, he or she may appeal to the Vice President for Instruction. Should the student disagree with the decision of the VPI, he or she may appeal to the CEO. The VPI will assist in making such an appeal.

If the results of that appeal are still unsatisfactory, the applicant may appeal the decision to the Ethics Committee of the Board of Trustees. The CEO will assist in making such an appeal, and a communication link with that committee is prominently posted on the official University website. The decision of the Committee is final.

PROGRAMS OF STUDY

Mount Eagle University has two major Undergraduate programs
1. Associates Degree
2. Bachelor Degrees

PROGRAMS OF STUDY

HEALTH SCIENCES PROGRAMS

Mount Eagle University offers a Associate and Bachelor of Science degree in Health Sciences. This concentration provides students with a basic foundation in life and biological sciences essential to life, wellness and human health and diseases. Students who graduate with this concentration may find employment in health departments, hospital and health care facility administration, marketing and public relation agencies, health maintenance organizations, counseling and patient education and health-related corporations. They can also pursue clinical degrees through appropriate admissions processes.

Mission

The Department of Health Sciences is committed to the development of competent and caring professionals respectful of human rights and dignity, embracing a multi-disciplinary educational system that emphasizes leadership, professional standards, knowledge creation, dissemination and excellence.

Mission Statement

The Department of Health Sciences emphasized the philosophy of taking education to the marketplace by being flexible without compromising standards to meet the needs of students whose geographical, professional or personal constrains make them better candidates for online and distance learning programs.

Vision

The Department of Health Sciences will educate professionals in all areas of specialty at the undergraduate, graduate and continuing education levels to meet the health care and social needs of the nation, incorporating socio-cultural factors, scientific and technological advances, developmental strategies, knowledge creation and dissemination and producing culturally sensitive citizens committed to national development and social change.

Goals

The Department of Health Science undergraduate programs are organized to address goals in the following areas:
1. Fundamental academic skills that ensure competency as readers, writers, data analysts, and critical thinkers.
2. Foundations for understanding the physiological, social, cultural, economic, and behavioral factors influencing life, wellness, disease, and disability throughout the lifespan.
3. Technical skills needed to gather, analyze, describe, and report information about life, health, and disease.

4. Administration and organizational skills for planning and implementing health and wellness related services, incorporating economic, financing, and marketing principles.
5. Behavioral science skills for understanding and applying theories that influence individual and group health.

Objectives

The following objectives are designed to meet Mount Eagle University's mission and its objectives:

1. To enhance students' leadership abilities in the health, wellness and disease field without attending classes
2. To explore the political, legal and ethical issues that impact on the practice of health, wellness and disease.
3. To expand interdisciplinary understanding and collaboration
4. To develop professionals that will have the ability to educate clients, colleagues or students

Measurable Outcomes

1. To allow students to complete degree requirements at their own pace and achieve the graduation rate of at least 65% within the proposed time.
2. To enable students to successfully meet coursework requirements without classroom attendance at the successful rate of at least 65% with at least G.P.A (Grade Point Average) 2.0 on the 4.0 scale.
3. To develop an individualized program of study for each student that enrolls to be able to complete the coursework requirements regardless of the peers in the same class.

Careers in Health Sciences Professions

Health Science graduates can work in variety of places. The basic and practical skills learned in our undergraduate program can be used in professions and careers such as:

1. Biotechnology Research and Development
2. Pharmaceutical Sales and Clinical Trials
3. Health Communications and Media
4. Health-Related Software and Internet Development
5. Health Education and Health Promotion
6. Counseling and Patient Education
7. Patient or Client Relations
8. Community Organizing
9. Worksite Wellness
10. Long-term Care Facility Programs or Administration
11. Policy and Government
12. Teaching and Education

Other places that have employment for undergraduates include:

1. State and County Health Departments
    - Tuberculosis Prevention
    - HIV/AIDS Prevention and Health Services
    - Tobacco Control
    - Child Immunization
    - Mental Health
    - Domestic and Community Violence Prevention

2. Voluntary Agencies:

        American Lung Association
        American Heart Association
        American Cancer Society
        Health Care and Health Research Organizations

Post-Associate and Post-Baccalaureate Education

Graduates can pursue advanced degrees in Bachelors or Masters Level Live and Health Services, Public Health, Administration, Business, Social Work, Nursing, and Medicine, among others.

ASSOCIATE IN HEALTH SCIENCES (AHSc)

The Associate of Health Science (AHSc.) program offers an online post professional degree completion program of study for graduates from Diploma or Certificate programs in the health related professions such as EKG technicians, phlebotomy technicians, nursing aide, massage therapist, dental assistants, medical assistances, etc.

The online AHSc course of study is interdisciplinary and is designed to provide career and academic advancement for health profession practitioners as well as deliver a well-rounded generalist curriculum. This program is designed to be completed all online requiring no on campus time thus allowing the opportunity for members of numerous health care occupations to complete their associate degree while continuing to work. The Associate of Health Science Degree requires the completion of a minimum of the equivalent of 65 semester hours of work. A minimum of 18 semester hours of that work must be completed at Mount Eagle University, and a maximum of 47 semester hours may be transferred to the university, in accordance with the transfer policies outlined in this catalog.

Program Objectives

The Associate of Health Science will enable students to:
1. Pursue a well-rounded and diverse educational degree completion program for health professionals in an online environment that allows them to continue gainful employment in their chosen field while attending and completing course work.
2. Enhance and develop the student's leadership and health care knowledge through academic inquiry while using current, practical health care models.
3. Enhance their understanding of diverse populations in health care and to prepare the student to take a leadership role in the rapidly changing health professional environment.
4. Enhance the student's understanding of the political, social, and ethical issues that may be encountered and have an impact on areas of health care practice.
5. Develop knowledge that helps bridge between clinical care, health care diversity and critical inquiry**.**

Programs Outcomes

Graduates of the Associates of Health Science degree completion program will demonstrate command of the following learning outcomes as evidenced by their participation in class, completion of class assignments, presentations, projects, graduates will be able to:
1. Communicate effectively in writing on a variety of topics related to health professional.
2. Demonstrate an awareness and appreciation of the delivery of culturally competent health care.
3. Effectively communicate and acknowledge the impact of the social, ethical, and political environment on health care delivery.
4. Demonstrate the knowledge and ability to search and retrieve information and materials related to individual health practice issues or overall health professional concerns.
5. Describe and demonstrate management / leadership skills and theories that can be applied in preparation to lead or manage effectively in a health care environment.
6. Demonstrate knowledge of and effectively apply health care models, theories, and tools to issues impacting health care delivery.

General Education Requirements (21 SH)
Mount Eagle University requires the satisfactory completion of a minimum of 21 semester hours, or their equivalent in quarter hours, in general education for the Associate of Health Science degree. This requirement may be satisfied by the transfer of credit, in accordance with the transfer policies outlined in the catalog.

Composition and Literature   6 Semester hours of credit
Coursework must include at least three discipline areas, chosen from communication, writing or literature, and at least one course must be in literature.

Humanities and Fine Arts   3 Semester hours of credit
Coursework must include at least three discipline areas, chosen from art, communication, music, foreign language, philosophy, religion or speech, and at least one course must be in literature.

Social and Behavioral Sciences   6 Semester hours of credit
Coursework must include at least three discipline areas, chosen from anthropology, economics, geography, political science, psychology or sociology, and at least one course must be in history.

Natural Sciences and Mathematics   6 Semester hours of credit
Coursework must include at least one course chosen from the mathematics discipline, at least one course chosen from mathematics, computer science or statistics, and at least two courses chosen from biological or physical sciences which will include laboratory work.

CORE REQUIREMENTS (44)
Mount Eagle University requires the satisfactory completion of a minimum of 44 semester hours, or the equivalent in quarter hours, in Health Science education and electives for the Associate of Health Science degree. This requirement may be satisfied by the transfer of courses, in accordance with the transfer policies outlined in the catalog

BACHELORS IN HEALTH SCIENCES (BHSc)

The Bachelor of Health Science (BHSc.) program offers an online post professional degree completion program of study for graduates from Associate Degree, Diploma or Certificate programs in the health related professions such as military trained health care technicians, radiology technicians, ultrasound technicians, respiratory therapists, dental hygienists, phlebotomists, medical assistances, etc.

The online BHSc. course of study is interdisciplinary and is designed to provide career and academic advancement for health profession practitioners as well as deliver a well-rounded generalist curriculum. This program is designed to be completed all online requiring no on campus time thus allowing the opportunity for members of numerous health care occupations to complete their undergraduate degree while continuing to work. The Bachelor of Health Science Degree requires the completion of a minimum of the equivalent of 120 semester hours of work. A minimum of 35 semester hours of that work must be completed at Mount Eagle University, and a maximum of 85 semester hours may be transferred to the university, in accordance with the transfer policies outlined in this catalog.

Program Objectives
The Bachelor of Health Science will enable students to:
1. Pursue a well-rounded and diverse educational degree completion program for health professionals in an online environment that allows them to continue gainful employment in their chosen field while attending and completing course work.
2. Enhance and develop the student's leadership and health care knowledge through academic inquiry while using current, practical health care models.
3. Enhance their understanding of diverse populations in health care and to prepare the student to take a leadership role in the rapidly changing health professional environment.
4. Enhance the student's understanding of the political, social, and ethical issues that may be encountered and have an impact on areas of health care practice.
5. Develop knowledge that helps bridge between clinical care, health care diversity and critical inquiry**.**

Programs Outcomes
Graduates of the Bachelor of Health Science degree completion program will demonstrate command of the following learning outcomes as evidenced by their participation in class, completion of class assignments, presentations, projects, graduates will be able to:
1. Communicate effectively in writing on a variety of topics related to health professional.
2. Demonstrate an awareness and appreciation of the delivery of culturally competent health care.
3. Effectively communicate and acknowledge the impact of the social, ethical, and political environment on health care delivery.
4. Demonstrate the knowledge and ability to search and retrieve information and materials related to individual health practice issues or overall health professional concerns.
5. Describe and demonstrate management / leadership skills and theories that can be applied in preparation to lead or manage effectively in a health care environment.
6. Demonstrate knowledge of and effectively apply health care models, theories, and tools to issues impacting health care delivery.

GENERAL EDUCATION REQUIREMENTS (36 SH)
Mount Eagle University requires the satisfactory completion of a minimum of 36 semester hours, or their equivalent in quarter hours, in general education for the Bachelor of Health Science degree. This requirement may be satisfied by the transfer of credit, in accordance with the transfer policies outlined in the catalog.

The general education requirements include:

Composition and Literature   6 Semester hours of credit
Coursework must include at least three discipline areas, chosen from communication, writing or literature, and at least one course must be in literature.

Humanities and Fine Arts   12 Semester hours of credit
Coursework must include at least three discipline areas, chosen from art, communication, music, foreign language, philosophy, religion or speech, and at least one course must be in literature.

Social and Behavioral Sciences   12 Semester hours of credit
Coursework must include at least three discipline areas, chosen from anthropology, economics, geography, political science, psychology or sociology, and at least one course must be in history.

Mathematics   6 Semester hours of credit
Coursework must include at least one course chosen from the mathematics discipline, at least one course chosen from mathematics, computer science or statistics, and at least two courses chosen from biological or physical sciences which will include laboratory work.

CORE REQUIREMENTS (84)
Mount Eagle University requires the satisfactory completion of a minimum of 84 semester hours, or the equivalent in quarter hours, in Health Science education and electives for the Bachelor of Health Science degree. This requirement may be satisfied by the transfer of courses, in accordance with the transfer policies outlined in this catalog.

Associate in Health Sciences (BHSc)
Life Sciences Concentration

First Year						

First Semester				**Second Semester**		
BIOL 1100	Principles of Biology	4		BIOL 1200	Basic Anatomy & Physiology	4
HLSC 1100	Intro. to Health Sciences	3		HLSC 1200	Terminology: Health Sciences	3
Composition/Literature Requirement		3		Composition/Literature Requirement		3
Mathematics Requirement		3		Mathematics Requirement		3
Social/Behavioral Requirement		3		Social/Behavioral Requirement		3
		16				**16**

Second Year						

First Semester				**Second Semester**		
BIOL 2100	Advanced Physiology	3		BIOL 2310	Pharmacology	3
BIOL 2200	General Microbiology	3		HLSC 2410	Bioethics in Health Sciences	3
HLSC 2100	Intro. Public Health	3		HLSC 2510	Human Health & Disease	3
HLSC 2320	Biochemistry: Health Sciences	3		HLSC 2710	Infectious Diseases & Hum His	3
Humanities Requirement		3		HLSC 3570	Nutrition and Diet	3
				HLSC 3100	Pathogenic Microbiology	3
		15				**18**

Total Semester Hours =   65

Bachelor in Health Sciences (BHSc)

Life Sciences Concentration

Freshmen Year

First Semester				Second Semester		
BIOL 1100	Principles of Biology	4		BIOL 1200	Basic Anatomy & Physiology	4
HLSC 1100	Intro. to Health Sciences	3		HLSC 1200	Terminology in Health Sciences	3
	Mathematics Requirement	3			Mathematics Requirement	3
	Social/Behavioral Requirement	3			Composition/Literature Requirement	3
	Composition/Literature Requirement	3				
		16				**13**

Sophomore Year

First Semester				Second Semester		
BIOL 2100	Advanced Physiology	3		BIOL 2320	Pharmacology	3
BIOL 2200	General Microbiology	3		HLSC 2520	Human Health & Disease	3
HLSC 2310	Biochemistry For Health Sciences	3		HLSC 3100	Pathogenic Microbiology	3
	Humanities Requirement	3			Social/Behavioral Requirement	3
	Social/Behavioral Requirement	3			Humanities Requirement	3
		15				**15**

Junior Year

First Semester				Second Semester		
BIOL 3100	Endocrinology and Neurophysiology	3		BIOL 2610	Cell Biology	3
HLSC 2810	Research Methods	3		BIOL 3200	Cardiovascular Physiology	3
HLSC 3310	Pathophysiology for Health Sciences	3		BIOL 3250	Toxicology	3
MATH 3100	Statistical Methods Health Sciences	3		HLSC 2100	Intro. Public Health	3
	Humanities Requirement	3		HLSC 2410	Bioethics in Health Sciences	3
		15				**15**

Senior Year

First Semester				Second Semester		
BIOL 3510	Basic Immunology	3		BIOL 2850	Concepts of Genetics	3
HLSC 3410	Biotechnology and Health Sciences	3		HLSC 3570	Nutrition and Diet	3
HLSC 4100	Environmental Health	3		HLSC 3610	Health Education and Promotion	3
HLSC 4200	Basic Epidemiology	3		HLSC 4320	Death and Dying	3
HLSC 4310	Public Health and Hygiene	3		HLSC 4400	Health Science Internship	4
		15				**16**

Total Semester Hours = 120

Course Description
Course Description and Catalog

Course	Course Description	Credits (SH)
BIOL 1100	Principles of Biology	4

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life

BIOL 1200	Basic Anatomy and Physiology	4

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships

BIOL 2100	Advanced Physiology	3

This course covers the function of the human body as it relates to homeostasis. This course emphasizes membrane transport, fluid compartments, acid/base balance, cardiovascular, endocrinology and respiratory physiology and neurotransmission. Emphasis is put on basic cell processes, integration and coordination body systems, homeostasis and control, integration of function, and the metabolism, growth, and aging processes.

BIOL 2200	General Microbiology	3

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications.

BIOL 2201	Human Anatomy and Physiology I	3

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIOL 2202	Human Anatomy and Physiology II	3

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIOL 2320   **Pharmacology**   3

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects regarding drug therapy. Upon completion, students should be able to compute dosages, demonstrate competence in the Knowledge of commonly used drugs and their action. Demonstrate competence in Preparation of medications, and demonstrate competence in the Principles of administration.

BIOL 2610   **Cell Biology**   3

This course covers in depth cell biology with emphasis placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate understanding of detailed biology of cell as basic structural and functional unit of life.

BIOL 2850   **Concepts of Genetics**   3

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Presents current principles of heredity at the molecular, cellular and organismic level; discusses fundamental information concerning prokaryotic and eukaryotic gene structure, gene expression, gene organization, gene regulation, gene transfer, cancer, recombinant DNA technology, human heritable diseases and population genetics.

BIOL 3100   **Endocrinology**   3

This course covers the molecular, cellular and physiological effects of hormones in health and disease. Topics include molecular mechanisms of hormone action in reproductive physiology, growth and development as well as defects in hormonal regulation underlying clinically important syndromes (e.g., diabetes, hypertension, osteoporosis and cancer).

BIOL 3200   **Cardiovascular Physiology**   3

This course is designed to provide students with a basic understanding of the wonders of the cardiovascular system. It covers the basic concepts and physiological mechanisms of the heart, the vessels and the blood-the components that make up the cardiovascular system. Emphasis will be made on the anatophysiological features, mechanism of function, control and regulations of blood flood.

BIOL 3250   **Toxicology**   2

This course emphasis is on basic science underlying the adverse effects of chemicals on biological systems. The course provides a comprehensive introduction to toxicology. Its content includes a historical introduction; measurement of toxicity; dose-response relationships; interactions among toxicants; the absorption, distribution, and excretion phases of toxicant disposition; phase 1 metabolism of toxicants (oxidation, reduction, hydrolysis, hydration, dehalogenation); phase 2 metabolism (conjugation); targets of toxicity (blood, immune system, liver, kidney, lungs, nervous system, skin, reproductive systems, eye, endocrine system); genetic toxicology; carcinogenesis; developmental toxicity; human and veterinary toxicants; toxins; environmental toxicology; forensic toxicology; and regulatory toxicology.

BIOL 3510   **Basic Immunology**   **3**

This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, understands concepts of defense mechanisms and applications of antibody-antigen interactions

HLSC 1100   **Introduction to Health Sciences**   **3**

This semester course is designed to create an awareness of career possibilities in health care and inform students of the educational options available for health science and health technology programs. Instruction includes beginning anatomy and physiology, medical terminology, medical ethics, diseases, and disorders. The course prepares students for the Anatomy and Physiology courses and/or for a variety of health technology programs.

HLSC 1200   **Terminology for Health Sciences**   **2**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

HSLC 2100   **Introduction to Public Health**   **3**

This course provides a comprehensive introduction to public health concepts and practice by examining the philosophy, purpose, history, organization, functions, tools, activities and results of public health practice at the national, state, and community levels. This course also addresses important health issues and problems facing the public health system. Case studies and a variety of practice-related exercises serve as a basis for learner participation in real world public health problem-solving simulations. The various components of these courses aim to stimulate interactions among learners and instructors around important problems and issues facing public health.

HLSC 2310   **Biochemistry for Health Sciences**   **3**

This course involves the study of the molecular composition of living cells, the organization of biological molecules within the cell, and the structure and function of these biological molecules. The biological macromolecules which this course focuses on are proteins, polysaccharides, and polynucleic acids (DNA and RNA), including the monomeric units of these macromolecules. In this semester we will concentrate on the structures of these molecules, their functions, and the strong relationship between structure and function. The course also examine the structure and function of lipids, a fourth important type of biological molecule and a major component of cell membranes.. Other topics to be examined in the course include the kinetics and catalytic mechanisms of enzymes. Methods and approaches used in biochemical research will be presented as will the biochemical basis of some disease states.

HLSC 2410   **Bioethics in Health Sciences**   **3**

The purpose of this course is to introduce students to bioethics as an interdisciplinary subject through critical thinking, writing, and discussing contemporary issues. Bioethical thinking is neither biology nor ethics but, rather, a melding of both of them. Interdisciplinary thinking is solidly rooted in the processes of scientific thinking and, simultaneously, is solidly rooted in the processes of philosophical thinking. As the piers of a suspension bridge stand solidly on firmament to support the span between them, so also do the disciplinary ways of knowing biology and ethics serve as solid foundations to support the interdisciplinary thinking of bioethics.

HLSC 2520   **Human Health and Disease**   **3**

This course in an introduction to the basic concepts of pathophysiology, students examine the phenomena that produce alterations in human physiologic function and the resulting human response. It is a survey of the mechanisms of disease and their expression in major organ systems of the human body. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on the physiological factors that underlie diseases states and prevention of disease through control of risk factors and early detection. Upon completion of this course, students will understand pathophysiological changes, including how pathological process is manifested, progress in the body and primary and secondary effects.

HLSC 2710   **Infectious Diseases and Human History**   **3**

This course will explore how the changing world has impacted the development and spread of infectious disease, highlighting the roles of human demographics and behavior, international trade and travel, advancements in science and technology, ecological change, and public health. The course looks at examples of how disease has influenced human history, focusing on the impact of disease on the rise and fall of civilizations. Additional discussions will include the growing scientific evidence of infectious origins of chronic disease, trends in global health, and threats of emerging diseases

HLSC 2810   **Research Methods in Health Sciences**   **3**

This course provides an introduction to basic methods for undertaking research on issues related to public health, health care, and within health services organizations and systems. This course is also recommended for students who will be carrying out policy research, social science research, clinical research, or program impact evaluation within health delivery systems. It is also relevant to those who will evaluate or apply the results of health research conducted by others.

HLSC 3100   **Pathogenic Microbiology**   **3**

This course is an overview of microbiology and aspects of medical microbiology designed as a study of medically important microorganisms. Emphasis is placed on the morphological and physiological properties of clinically significant pathogenic organisms and their relation to disease in humans. This course also includes mechanisms of pathogenesis, immunity, epidemiology, collection and transport of specimens, initial specimen processing, and identification of isolates by classical, automated and molecular techniques

HLSC 3310   **Pathophysiology in Health Sciences**   **3**
This is an introduction to the basic concepts of pathophysiology. Students examine the phenomena that produce alterations in human physiologic function and the resulting human response. Upon completion of this course, students will understand pathophysiological changes, including how pathological processes are manifested, progress in the body and primary and secondary effects. The major emphasis of this course will be on the physiological factors that underlie diseases states.

HLSC 3410   **Biotechnology in Health Sciences**   **3**
This course introduces the biotechnology industry and students will explore the wide array of scientific, business and legal fields that form the basis of the biotechnology field, the types of products and companies that are included in the biotechnology industry and the functional units within a typical biotechnology company. Topics covered include the general techniques and technologies used in biotechnology, products of biotechnology, fields of biotechnology and career paths within the health sciences biotechnology industry.

HLSC 3570   **Nutrition and Diet**   **3**
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups.

HLSC 3610   **Health Education and Promotion**   **3**
This course provides an overview of the breadth of programs and diversity of settings in the field of health education in health promotion, and an opportunity to develop skills in program planning. Explains the importance of health behavior as a contributor to current public health problems and the role of health education and health promotion programs in addressing them, drawing examples from the literature on community-based health education, patient education, school health, and work-site health promotion. Also discusses issues of ethical standards and quality assurance in health education and health promotion.

HLSC 4100   **Environmental Health**   **3**
This course examines health issues, scientific understanding of causes, and possible future approaches to control of the major environmental health problems in industrialized and developing countries. Topics include how the body reacts to environmental pollutants; physical, chemical, and biological agents of environmental contamination; vectors for dissemination (air, water, soil); solid and hazardous waste; susceptible populations; biomarkers and risk analysis; the scientific basis for policy decisions; and emerging global environmental health problems. Emphasis is put on environmental health issues and effective management of environmental exposures and study of how environmental factors and conditions impact the health of people and their community, and of the efforts made to prevent or control the negative impacts.

HLSC 4200   **Basic Epidemiology**   **3**
This course is a basic introduction to epidemiology. The uses of descriptive and analytic epidemiology are presented. Key concepts include: classification of disease, definitions of incidence and prevalence, uses of rates, rate adjustment, outbreak investigation, study design, cohort studies, case-control studies, experimental studies, life tables, and screening.

HLSC 4310   **Public Health and Hygiene**   **3**

Concepts, principles and case studies that provide an overview of the philosophy, purpose, history, organization, functions, tools, activities and results of public health practice are introduced in this course. This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.

HLSC 4320   **Death and Dying**   **3**

Death and Dying is a multidisciplinary, empirically-based consideration of emotions, behaviors, beliefs, and attitudes related to death and the process of dying. Topics include: cultural and historical differences in concepts of death, dying, grief, and bereavement; individual differences related to preparation, adjustment, and coping, as well as discussion of special topics (e.g., hospice and palliative care, physician-assisted suicide, media coverage of death and dying, etc.). This course main purposes is to help students further develop and refine critical thinking skills and other skills that will facilitate life-long learning.

HLSC 4400   **Health Science Internship**   **4**

This course provides an opportunity to combine academic theory with new, career-related experience in the health and life sciences. At least 12 hours per week must be devoted to new tasks for a minimum of 180 hours during the session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to Health and Life Science biology and that continues to advance application of academic theory in the workplace. Field experience in the practice of applied health and life Science is essential. Participation in an active program use concepts, principles and techniques in biosciences in either the private or public sector.

MATH 3100   **Statistical Methods for Health Sciences**   **3**

This course provides students with skills to understand and demonstrate the use of statistics in various aspects of health and life sciences, including clinical practice, business applications and research. Through conceptual learning, sample problems and cases, students learn how to process and present data, including use of software applications for statistical analysis. Content includes basic concepts such as averages, probability, frequency, correlations, regression analysis, test design, and problems related to statistical design and analysis, including ethical issues and research protocols.

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TUITION AND FEES

Mount Eagle University reserves the right to change tuition and fees without notice. In the event that we do execute an increase, the tuition and fees described in the catalog will be in effect throughout the completion of a student's program of study, so long as that student is continuously enrolled, or meets one of the exceptions to continuous enrollment described in earlier sections of this document. Please note that all tuition and fees are denominated in U.S. dollars. Specifically, if a student decides not to enroll in any course for two consecutive semesters, that student will be dismissed from the University. If he or she decides to return at some future date, he or she will be required to contact the VPI to apply for readmission. If accepted for readmission, the student will be subject to the Catalog in force at the time of readmission, except as provided for students granted leaves of absence, described elsewhere in this Catalog.

UNDERGRADUATE TUITION

Undergraduate tuition is $120.00 per semester credit hour. We expect textbooks and materials to typically run about $150 per course. The typical undergraduate student will transfer a maximum of 90 semester hours of credit and will complete a minimum of 30 semester hours of credit, 10 courses, at Mount Eagle University. Consequently, the estimated total cost of the tuition is $2,700, and the projected cost of books and materials is $1,500. The rate of tuition will not change so long as a student is continuously enrolled, however, the cost of books and materials are subject to change without notice. Electronic books, interactive study material and videos are included in the tuition for some courses, however, instructors may require outside books or supplemental materials which we do not provide. When outside materials are needed, our faculty makes every effort to select outstanding educational support materials which are also affordable.

GRADUATION FEES

When a student is nearing completion of the requirements for graduation from any program of study, his or her Student Advisor will assist in processing an application for graduation. This application must be accompanied by a fee of $75.00. This fee is used to cover the cost of the preparation of a diploma and other expenses associated with graduation.

CHALLENGE EXAM FEES

Challenge exams, governed by the policy displayed elsewhere in this Catalog, are scheduled by the Student Advisor upon request by a student. An exam fee of $100.00 per exam must be paid prior to the administration of the exam.

TRANSCRIPT FEES

Official transcripts will be mailed upon request by any current or historic student of the University. This request must be in writing and it must be accompanied by a fee of $20.00 per addressee.

CANCELLATIONS AND REFUNDS

A class must be cancelled by the Student Advisor by the end of the first week of the semester. A full refund of all tuition and fees will be made for a class cancellation. A student may withdraw from a class at any time prior to the last Friday of the semester.

FINANCIAL AID AND FINANCING

Students of Mount Eagle University are not currently eligible for federal financial aid. We have developed a loan program which allows students to finance their tuition. Students interested in the details of the loan program should discuss it with their Student Advisors. Of course, students are free to pursue their own financing options from private lenders and other sources.

FACULTY SENATE

The Faculty Senate is composed of all members holding faculty appointment letters. An autonomous unit, the Senate reports to the Vice President for Instruction. The Faculty Senate is responsible and accountable for:

1. The quality, relevancy, currency, effectiveness, and continuous improvement of all programs of study in the University;
2. For the efficacy, fairness, and continuous improvement of the grading and evaluation systems used to measure student progress and performance;
3. The adequacy, availability, usefulness, and continuous improvement of the library resources for the University;
4. For the evaluation of course and program effectiveness, student learning, retention and graduation effectiveness, and student and faculty satisfaction; and,
5. Supporting the process of faculty participation in the decision making processes of the University.

The Senate will make its own rules of conduct and will elect such officers and appoint such committees as it sees fit. At a minimum, the Faculty Senate will elect a Chair and a Secretary. At a minimum, it will develop practices which will preserve its actions and recommendations and make those available to all full-time and all part-time faculty. Any faculty member, full-time or part-time must have access to the Senate and have the ability to bring a matter before the Senate for its consideration. The Senate will establish its own meeting schedule, but must have at least one meeting annually. It will report to the Vice President for Instruction annually, the identities of all Senators, the Chair and the Secretary of the Senate, and the identities of any other officers or committee chairs which it might decide to elect.

SENATE PROCEDURES

The Senate will establish procedures to process, review, and approve new courses, new curricula, changes to courses, changes to curricula, and changes to evaluation processes. Any faculty member may propose a new course or a new program of study, or propose a change to an existing course or an existing program of study. All such proposals must be evaluated by the Senate. At a minimum, the Senate must consider:

1. Whether a proposal conforms to the vision and mission of the University;
2. Whether the resources of the organization are adequate to support the proposal, or whether the proposal is important enough to merit the acquisition of additional resources;
3. Whether a proposal will improve the relevancy, currency, or effectiveness of University offerings;
4. Whether the amount of credit to be awarded is appropriate, and whether the level of the proposed credit is appropriate; and,
5. Whether a proposal will improve the overall quality of the curriculum and/or improve the learning experience and the educational outcomes for students.

The Senate will establish procedures to monitor the currency and effectiveness of the programs of study and curricula in the University, and the efficacy of student evaluation processes. It will establish practices to evaluate all programs of study on an annual basis and will design processes to ensure continuous improvement in all programs of study and in student evaluation processes. The Senate will create a library committee made up of its members, and the Senate will establish procedures to monitor library use, evaluate student experience with the library, evaluate faculty experience with the library, examine the holdings of the library with respect to the support required for the various courses and programs of study, as well as the needs of the faculty. It will examine the annual budget allocated to the library. It will establish practices and design processes to ensure continuous improvement in the operations and holdings of the library.

The Senate will appoint faculty evaluation committees, as it sees fit, to participate in the annual evaluation of all faculty members. These committees will evaluate each faculty member in relation to his or her performance and expectations, as detailed in the appointment letter. Each committee will submit its written evaluation to the immediate superior of the individual faculty member, prior to that officer's annual evaluation of the faculty member. The Senate will appoint administrative evaluation committees, as it sees fit to participate in the annual evaluation of all administrative officers. These committees will evaluate each administrator in relation to his or her performance and expectations, as detailed in the employment letter. Each committee will submit its written evaluation to the immediate superior of the individual administrator, prior to that officer's annual evaluation of the administrator. Upon request by the Vice President for Instruction, the Senate will appoint faculty evaluation committees to participate in personnel searches and to prepare hiring and reappointment recommendations for administrative personnel and for faculty members.

SENATE RECOMMENDATIONS

The Senate will present written recommendations for actions associated with the execution of its responsibilities to the Vice President for Instruction, at least annually. Should the Senate find the actions of the Vice President for Instruction to be unsatisfactory with respect to its recommendations, it may appeal to the Ethics Committee of the Board of Trustees. Should it be dissatisfied with the resulting decision of the Ethics Committee, it may appeal to the Board of Trustees. The decision of the Board of Trustees will be final.

ACADEMIC CALENDAR

Mount Eagle University bases its academic calendar on three, sixteen week semesters, per year. Most courses are scheduled as three semester hour courses during a single semester. The calendar for academic year 2015 is displayed in the table below. Registration for every course is handled by the Student Advisor. Students do not have access to the registration system. Two weeks prior to the beginning of each semester, the Advisor will contact the student through the student's official email address, and discuss the registration needs for the following semester. Upon approval by the student, the Advisor will register the student for the appropriate classes, and arrange to have the student billed for the tuition.

Tuition must normally be paid by the end of the first day of classes for the semester. Failure to pay the tuition by the end of the work day will result in the student being dropped from the roll. Late registration will be permitted only through the end of the first week of the semester, and tuition must be paid on the day of late registration. Students desiring to late register for a course must contact their Student Advisor and make arrangements to process the late registration. Grades must be turned in by 12: 00 Noon on Monday, following the end of each semester. Student grades will be posted for their inspection by the end of the following work day on that same week.

A student may withdraw from a class at any time prior to the last Friday of the semester. To process a withdrawal, a student must contact both his or her Student Advisor and the instructor of the class, and arrange to withdraw from the class. Refunds will be based upon the refund policy published in the Tuition and Fees section of this catalog. A student may drop a class within the first week of a semester. Dropping a class means that fees will be refunded and no record will be made on the official transcript that the student had been enrolled in the course. Students desiring to drop a class, must contact their Student Advisors and arrange for their removal from the roll during the first week of the semester.

Academic Calendar 2016

	Spring Semester Begins	January 2nd 2016
SPRING SEMESTER 2016	Spring Semester Ends	April 20th 2016
	Summer Semester Begins	April 30th 2016
SUMMER SEMESTER 2016	Summer Semester Ends	August 17th 2016
	Fall Semester Begins	August 27th 2016
FALL SEMESTER 2016	Fall Semester Ends	December 14th 2016

ELECTRONIC LEARNING AND COMPUTER REQUIREMENTS

Mount Eagle University delivers all of its instructional materials electronically through a variety of media including e-books, interactive exams, streaming video, pdf text files, podcasting, email, and electronic learning systems. Interaction with other students and with instructors occurs through message board postings, email, chat rooms, and interactive video. To ensure a high level of interaction and involvement, course syllabi will generally require a minimum of one logging in access to online lessons in two weeks, one faculty to student interchange each week, and a minimum of two student to student interchanges each week. Students should be proficient in the use of email, Word, and Excel, and should be experienced in using a web browser and Internet search engines. Students will require Internet access, and we strongly recommend that students have access to high speed Internet access. Students without high speed access will spend significantly more time working within the online e-learning environment.

Students must own their own computers with Internet access. They will require a modern computer system which is capable of playing streaming video and which is equipped with a camera. Students will be expected to become familiar with web conferencing software. A virtual orientation course which introduces students to the Learning Management System and other e-learning tools will be conducted by the Student Advisor immediately after acceptance into the University and before the student begins study. Any questions or difficulties which might arise at any time should be addressed to the Student Advisor. The Student Advisor will also serve as the technology advisor and academic support services agent. All questions and issues should be referred to the Student Advisor who will be available during normal office hours, or will respond to email queries within 24 hours. Any student who experiences difficulties with his or her Student Advisor, or who feels the need for support beyond that being provided by the Student Advisor, should contact the Vice President for Instruction.

Following is the hardware and software needed to complete your online classes y:
Supported Operating Systems
   1. Windows XP (32-bit, with Service Pack 3),
   2. Windows Vista (32-bit). 64-bit Operating Systems are not currently supported due to software incompatibility issues, particularly with Café Scribe eBooks and other required applications.
   3. MAC OS 10 is supported, but there are some applications that require the Windows OS. You should be prepared to run the Parallels desktop and a Windows OS if you elect to use a MAC system. For more information on Parallels, see http://www.parallels.com/products/desktop/ and http://support.microsoft.com/kb/306559

We recommend that you have administrative rights to the computer used for college coursework. If you must use a computer over which you do not have administrative rights (such as a library computer or a workplace computer), you may experience difficulties with needed functions, such as installing plug-ins. Students using library or workplace computers will have limited support options due to access limitations on such networks. Check with your workplace IT department to ensure that you may access course materials from your company's network.

Productivity Tools
Microsoft Office 2007 or above Professional for Windows.
Microsoft Office 2008 or above for Mac is an acceptable option for many courses.

Internet Access
ISP account for Internet access and email address. Internet access is required to participate in online components of your college courses at Mount Eagle University. An Internet Service Provider (ISP) will provide you with the software and access necessary to utilize the Internet in order of preference:
- Recommended: LAN, Cable, or DSL connection. Highly recommended for optimal student experience. Required for all technical programs.
- 56K Dial-up connection. Many course components will have suboptimal performance when accessed through a 56K dial-up connection.
- Satellite and/or Wireless Internet connection. Satellite and wireless connections are not recommended. Performance may be suboptimal due to latency and signal instability.

If AOL is your ISP, you must use the Internet Explorer or Firefox browser, rather than the default AOL browser, to complete coursework in a college course online. Simply launch the appropriate browser after logging onto your AOL account.

If you connect to the Internet through your company, you may need to ensure that appropriate plug-ins and access rights are available to you. Check with your IT department to ensure that you may access course materials from your company's

Email Account
A valid email address, which is checked frequently, is required for participation in components of your coursework. All students are provided with an email address that we recommend you use. This will avoid issues with Spam blockers and other problems that may prevent you from receiving email from your instructors. It will also enable you to participate in special student offers that are available only to students with a "@mounteag.com" email address. If you change your email address, you must supply the correct address to Student Services. You can access your university student email account by logging in to the student portal and clicking the My Student Email link.

Supported Browsers

- Windows: Internet Explorer 8.0 or later versions
- Windows: Mozilla Firefox 3 or later versions
- MAC: Mozilla Firefox 3 or later versions
- Safari 3 (Safari is only supported on MAC computers)
- Google Chrome update version v52

Other browsers, including the AOL browser, Opera, Google Chrome, and Safari for Windows, are NOT currently supported for some components of your coursework. You may use AOL for your ISP, but you should use either IE or Firefox browser versions listed above. As new browser versions are released, announcements will be issued to notify students when the new versions have been tested and may be used safely.

Browser Settings
- Java Script should be enabled (Need Help?)
- Java should be enabled (Need Help?)
- Cookies should be enabled (Need Help?)
- Know how to allow Pop-Up windows (Need Help?)

Plug-ins
The following plug-ins are required for many of the resources available in your online courses:
- Adobe Flash Player
- Adobe Acrobat Reader
- Café Scribe **NOTE**: This application may be used to support eBooks in your courses.
- RealPlayer (Basic) (Click on the Get RealPlayer Free button)
- Apple QuickTime Player
- Java 1.5 or higher
- Citrix Presentation Server Client
  - For Windows
  - For MAC

All plug-ins needed to participate in components of your online classes are available at no additional cost. It is recommended that you review the list of plug-ins and install them prior to beginning your coursework.

Screen Settings
Your screen resolution (size) should be set at minimum 1024 x 768 or higher.

Supported Computer Security Options (Windows): Anti-virus, firewall, anti-spyware
Recommended and supported:
- Comodo Internet Security and Antivirus
- McAfee Virus Scan 8.5
- Windows Internet Connection Firewall
- Windows Defender Anti-Spyware

NOTE: Comodo Internet Security and Antivirus will be available for free download from the Student Software site after you have started your classes.

Recommended Computer Specification
- Intel Core 2 Duo or AMD equivalent (1.8 GHz or faster)
- 2 GB of RAM (3 GB recommended for the Vista or Window 7 Operating System)
- High speed connection to the Internet
- CD-RW/DVD-ROM drive - Note that some software may require a DVD drive for installation
- Hard drive: 160 GB or more
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Monitor - 1024 x 768
- A Webcam (with still camera capabilities) may be required in courses in some programs. Check with your academic advisor.
- USB 2.0 port(s),

STUDENTS RECORDS

Mount Eagle University Policy on the Privacy of Education Records

Mount Eagle University comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; and other applicable laws and regulations concerning the handling of education records. Accordingly, the Mount Eagle University adopts the following policy:

Definitions

The following definitions apply for the purpose of this policy:

Student means an individual currently or formerly enrolled or registered, applicants for enrollment registration at a public educational agency or institution or individuals who receive shared time educational services from a public agency or institution. All students at a post-secondary school have the same rights regarding their educational data regardless of age.

Educational data or *education records* means data in any form directly relating to an individual student maintained by a public educational agency or institution or by a person acting for the agency or institution.

Educational records do not include:

(1) financial records of the student's parents or guardian;
(2) confidential letters or statements of recommendation placed in education records before January 1, 2010, or after January 1, 2010, if the student waived right of access;
(3) records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;
(4) records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes);
(5) employment records related exclusively to a student's employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose;
(6) medical and psychological *treatment* records that are maintained solely by the treating professional for treatment purposes;
(7) records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

Notice of Policy

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the student catalog. Additionally, the catalog will be available for inspection through the university official website.

Access to Student Records

Consent for Release Generally Required
Mount Eagle University will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of an informed consent release form is available on our website at www.MountEagle.com/studentresources. A written consent is valid if it:-
   1) Specifies the records that may be disclosed;
   2) States the purpose of the disclosure;
   3) Identifies the party or class of parties to whom the disclosure may be made; and
   4) Is signed and dated by the student.
If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

Release without Consent
As allowed by the MGDPA and FERPA, Mount Eagle University will release student records *without consent* as follows:

   (1) To appropriate school officials who require access to educational records in order to perform their legitimate educational duties "legitimate educational interest" (see explanation below);
   (2) To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified, if applicable; receives a copy of the record if requested; and has an opportunity for a hearing to amend the record as required by law;
   (3) To federal, state, or local officials or agencies authorized by law;
   (4) In connection with a student's application for, or receipt of, financial aid;
   (5) To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
   (6) Optionally upon adequate proof, to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954;
   (7) In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
   (8) To appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or
   (9) To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released;
   (10) To another educational agency or institution, if requested by the agency or institution, where a student is enrolled or receives services while the student is also in attendance at the college or university, provided that the student is notified where applicable; receives a copy of the record, if requested; and has an opportunity for a hearing to amend the record, as required by law.

"School Officials" with a "legitimate educational interest"
Mount Eagle University will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. *"A school official is a person employed by Mount Eagle University 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 University 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 in order to fulfill his or her professional responsibility"*

Record of Requests for Disclosure
Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by Office of Registrar for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit nor presently under request for access will be maintained according to the school's applicable records retention policy.

Directory Information
The following information on students at Mount Eagle University designated as public **Directory Information:**

[note: Mount Eagle University may choose any or all of the following to include in its definition of public directory data]:

(1) student's name, address, telephone number
(2) date and place of birth
(3) major field of study
(4) participation in officially recognized activities and sports
(5) dates of attendance
(6) most recent previous educational institution attended
(7) classification
(8) degrees, honors and awards received
(9) date of graduation
(10) physical factors (height and weight) of athletes
(11) photographs
(12) e-mail address
(13) enrollment status (e.g., undergraduate, graduate, full-time, or part-time)

Notice to students about Directory Information:
Students may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the Office of the Registrar in writing 14 days after enrolment with the university.

Access to Educational Records by Student

Upon written request, the University shall provide a student with access to his or her educational records. There is no charge for viewing the records even if the university is required to make a copy of the data in order to provide access. Responses to requests by students to review their educational records shall be within ten business days. Upon request, the meaning of educational data shall be explained to the student by Mount Eagle University personnel assigned to, and designated by, the appropriate office. Students have the right to review only their own records. When a record contains private information about other student(s), disclosure cannot include information regarding the other student(s).

Specific record can be obtained upon a written request to the following:-

A. Academic Records
   Registrar's Office (Admissions/Registrar): Registrar
B. Student Services Records
   Counseling Office: Director of Counseling
   Student Services: Dean of Student Services
C. Financial Records
   Business Office: Vice President of Business Affairs

Challenge to Record

Students may challenge the accuracy or completeness of their educational records. *Note*: the right to challenge a grade does not apply under this policy unless the grade assigned was allegedly inaccurately recorded. Other challenges to grades shall be according to Mount Eagle University academic policy and evaluation.

Students who believe that their educational records contain information that is inaccurate, misleading, incomplete or is otherwise in violation of their privacy rights may challenge the record by discussing his or her problems informally with Office of Registrar. If agreement is reached with respect to the student's request, the appropriate records will be amended, and a reasonable attempt will be made to notify past recipients of inaccurate or incomplete data, including recipients named by the student. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar's Office of their right to a formal hearing with the President's committee.

Student requests for a formal hearing must be made in writing to Mount Eagle University President's committee within 60 days of receiving the decision. The request must be directed to: Chief Executive Officer, Mount Eagle University, 6000 Museum Road, Winston Salem, NC 27105, who, within a reasonable period of time after receiving the request, will inform the student of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense.

Decisions of the hearing officer will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of President's Committee if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in and maintained as part of the student's educational records, and released whenever the records in question are disclosed.

Copies

Students may have copies of their educational records and this policy. The copies of records will be made at the student's expense at rates stated in the [college or university] copy charge policy. Official transcripts will be $20.00

Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the University, unless otherwise required by law.

Complaints

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to:

> Family Policy Compliance Office,
> U.S. Department of Education,
> 400 Maryland Avenue SW,
> Washington, D.C. 20202-4605.

Disposition of Records

In the event that Mount Eagle University discontinues operations, the Chief Academic Officer will convey all student records to the North Carolina State Archives, Academic Records Division, Raleigh, North Carolina, for permanent storage and disposition.

CONTRACTS AND INSTITUTIONAL AGENTS

Mount Eagle University requires each of the organizations and companies with which it contracts to have a record of sound, professional conduct and competence, and to exhibit a high level of quality in the products and services that it delivers. To that end, the Chief Executive Officer requires an annual review of all organizations and companies with which the institution contracts. This annual review is conducted by the Finance Committee of the Board of Trustees and is the basis for contract renewal or continuance.

In no case does any contract or relationship create an agency relationship between the institute and any other organization. The only agents of the institute are its officers and directors, and the institute is not an agent for any other organization, firm or entity. A list of the organizations with which the institute contracts, together with their addresses and contact information, is maintained in the office of the Chief Executive Officer. This information will be available for review by any interested party at any time during normal business hours.

FACULTY

Mount Eagle University has credible and qualified team faculty that are dedicate to teaching and making students learning a wonderful experience. Below are the names and their academic credentials.

1. Alex Mwakikoti, PhD
2. Bryan Hickman, PhD
3. Bonnie Toenniesen, BS, MLS
4. Daniel Sanchez, PhD
5. David Langat, PhD
6. Denis Korneff, MD
7. Denise Mathews, MHA
8. Deogratus Kappella, PhD
9. Dorothy Shallua, RN, DNP
10. George Waterhouse, PhD
11. John Brzorad, PhD
12. Kimberly Handy, Ed.D
13. Kwesi Tando, PhD
14. Leticia Garza Falcon, Ed.D
15. Lucas Shallua, VMD, PhD
16. Nicole France Antoine, Ed.D
17. Peppy Muganda, PhD
18. Rick Mroz, PhD
19. Rinard Howard, MHA
20. Salome Kapella, MPH, PhD
21. Stephanie Lino, MPH, PhD
22. Talula Cartwright, Ed.D
23. Tami Ford, MS
24. Tony Banjoko, PhD