

January 2010 Addendum to 2009-2010 Academic Catalog

Effective January 4, 2010



ACTION	PAGE	ITEM
Update	Page 9	<p>Placement Exams</p> <p>Ellis University requires assessment exams in mathematics and writing to ensure that all incoming undergraduate students are placed at the appropriate course level. Placement testing is required of all incoming undergraduate students unless specific transfer credit has been successfully completed in those specific disciplines of study. All Placement exams must be completed by the end of the student's second course. The purpose of this testing is to assure students achieve an appropriate entry into the University and become adequately prepared to successfully meet the demands of their degree program. A student must successfully achieve a grade of 70% or higher on the assessment exams to be placed into the writing and mathematics foundations courses. Students that achieve a score less than 70 percent on the assessment exam will be placed in a fundamentals course that will prepare the student for the subsequent foundations course.</p> <p>The fees associated with the assessment exams are \$10 for the math assessment and \$20 for the writing assessment</p>
Update	Page 14	<p>Graduate Admission Requirements:</p> <ul style="list-style-type: none"> • Completion of a bachelor's degree at an accredited college or university. • Depending on the major field of study, additional requirements may apply for admission. See specific Ellis University program for details. • At the discretion of the dean, graduate admission requirements may be waived. Documentation of any exception will become a part of the student's permanent file.
Update	Page 20	<p>Add/drop policy</p> <p>Students dropping a class must provide official notification to the Advising Office in writing via email. A credit of tuition will be provided if a student drops prior to 4:00pm Central time on Friday of the week the term starts, less a \$200.00 administrative fee. CDA Certificate students charged \$100 administrative fee. After 4:00pm Central time on Friday, a student can only withdraw from a course and is subject to the refund policy outlined above.</p> <p>New students who do not log into a course by 4:00pm Central time on Friday of the first week of the term will be administratively dropped from the course and will receive a tuition refund. The course will not appear on transcripts.</p> <p>Continuing students who do not participate in a course by 4:00pm Central time on Friday of the first week of the term will be administratively dropped from the course and will receive a tuition refund minus applicable fees. The course will not appear on transcripts.</p>

January 2010 Addendum to 2009-2010 Academic Catalog

Effective January 4, 2010



Update	Page 21	<p>A student who withdraws from Ellis University through 4:00 pm Central time on Friday of the week of the term start will be entitled to a full refund of tuition. Continuing students will be charged a \$200 administrative fee. Students withdrawing after the first week will be refunded per the schedule below.</p> <table border="1" data-bbox="492 453 1409 898"> <thead> <tr> <th colspan="3">Six Week Course</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td>100% Refund</td> <td>Continuing Students charged \$200 administrative fee. CDA Certificate students charged \$100 administrative fee.</td> </tr> <tr> <td>Week 2</td> <td>70% Refund</td> <td></td> </tr> <tr> <td>Week 3</td> <td>40% Refund</td> <td></td> </tr> <tr> <td>Week 4</td> <td>20% Refund</td> <td></td> </tr> <tr> <td>After Week 4</td> <td>No Refund</td> <td></td> </tr> <tr> <th colspan="3">Three Week Course</th> </tr> <tr> <td>Week 1</td> <td>100% Refund</td> <td></td> </tr> <tr> <td>Week 2</td> <td>50% Refund</td> <td></td> </tr> <tr> <td>Week 3</td> <td>No Refund</td> <td></td> </tr> </tbody> </table> <p>Note: The "Week" closes at 4:00 pm Central time on Friday of each week. Any communications received after 4:00 pm Central time Friday will be considered as received in the next business week.</p>	Six Week Course			Week 1	100% Refund	Continuing Students charged \$200 administrative fee. CDA Certificate students charged \$100 administrative fee.	Week 2	70% Refund		Week 3	40% Refund		Week 4	20% Refund		After Week 4	No Refund		Three Week Course			Week 1	100% Refund		Week 2	50% Refund		Week 3	No Refund	
Six Week Course																																
Week 1	100% Refund	Continuing Students charged \$200 administrative fee. CDA Certificate students charged \$100 administrative fee.																														
Week 2	70% Refund																															
Week 3	40% Refund																															
Week 4	20% Refund																															
After Week 4	No Refund																															
Three Week Course																																
Week 1	100% Refund																															
Week 2	50% Refund																															
Week 3	No Refund																															
Correction	Page 124	<p>JOU 100 Introduction to Journalism should be:</p> <p>JOU 101 Introduction to Journalism</p>																														
Update	October Addendum, Page 6	<p>Student Identity Verification</p> <p>The Higher Education Reauthorization Act mandates distance education institutions verify that the person completing the course activities is the person registered. All assessments of student learning at Ellis University are completed within the online learning management system. Ellis University complies with the federal and accreditation mandates by using a third-party verification system that draws information from national databases to verify a student's identity and ensure the integrity of the student's academic program.</p> <p>Ellis University requires its students to respond to "challenge questions" when presented in the virtual classroom. If the student is unable to answer the questions presented, he/she should contact his/her academic advisor. Any failure to accurately respond to posed "challenge questions" or failure to complete the verification process will prompt an investigation by the Dean of Students or designee.</p>																														
Update	October Addendum, Page 7	<p>Removed CHD 220 from the Core Courses</p> <p>Added EDP 201 Educational Psychology for Early Childhood</p>																														
Update	October Addendum, Page 16	<p>Removed CHD 220 from the Core Courses</p> <p>Added SPE 201, CHD 211, CHD 212, and CHD 300</p>																														
Addition	January Addendum	<p>Hours of Operation</p> <p>Monday – Friday 8:30am – 5:00pm CT</p>																														

January 2010 Addendum to 2009-2010 Academic Catalog

Effective January 4, 2010



Addition	January Addendum	Holiday Schedule New Year's Day – January 1, 2010 Memorial Day – May 31, 2010 Independence Day – July 5, 2010 Labor Day – September 6, 2010 Thanksgiving – November 25 – 26, 2010 Christmas – December 24, 2010
Addition	January Addendum	Core Faculty – see listing below

January 2010 Addendum to 2009-2010 Academic Catalog

Effective January 4, 2010



Core Faculty

Faculty Name	Degree	School	Teaching Specialty	Department
Achilles, Wendy	Ph.D	Virginia Commonwealth University	Accounting	Business
Bond, Helen	Ph.D	Virginia Tech	Human Development	Education
Carpenter, Andrew	Ph.D	University of California-Berkley	Philosophy	Arts & Sciences
Giannoni, Mario	Ed.D	Northern Illinois University	Adult Education/Criminal Justice	Behavioral Sciences
Haddock, Lisa	Ph.D	Walden University	Applied Management and Decision Sciences	Business
Hanser, Robert	Ph.D	Sam Houston State University	Criminal Justice	Behavioral Sciences
Radford, Russell	DBA	Harvard Business School	Business Administration	Business
Ransom, Portia	Ph.D	Purdue University	American Literature/ African American Literature	Arts and Sciences
Wicks-Ortega, Cara	Ph.D	Michigan State University	Early Childhood Education	Education
Widen, Jeanne	Ph.D	University of Chicago	English Language and Literature	Arts and Sciences