

PROGRAM TRANSFER

Students interested in transferring programs may do so two times or at the discretion of the dean of students. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. Students transferring programs must complete a status change form with the academic department.

ADDITIONAL REQUIREMENTS FOR NURSING STUDENTS

All Nursing program students must achieve a grade of “C” or above in all RN, medical technology and liberal arts courses. Receiving a withdraw or a grade less than a “C” in these courses will result in being unable to progress in the Nursing program. Students who withdraw or receive a grade less than a “C” will be required to meet with the dean of nursing and faculty committee regarding their status in the Nursing program. Withdrawing from or receiving a grade less than a “C” from an RN, medical technology or liberal arts course will result in a delayed graduation date, dependent upon the student’s eligibility to remain in the Nursing program. No RN course may be repeated more than once due to withdrawal or receiving a grade less than “C”. No RN course final theory exams can be retaken. Nursing program students will not be allowed to continue in the Nursing program if they have failed or withdrawn for academic reasons from the same nursing course more than once of from two different RN nursing courses in the same or subsequent quarters. Refer to the current Nursing Program Policy Manual for complete program policy regarding academic progression within the Nursing program.

GRADUATION REQUIREMENT

In order to graduate, students must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame.

STUDENT SERVICES

EMPLOYMENT ASSISTANCE

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

When requested, the school will release directory information to third parties unless a limitation of release is requested in writing by the student. In addition, the career services office will release information specific to a student or graduate’s career search when consent to release information to potential employers is granted in writing. For more information about the release of records, review the Family Educational Rights and Privacy Act section of the course catalog.

PART-TIME EMPLOYMENT

The school’s career services department assists students in finding part-time work. Many students are able to defray a part of their expenses by working while attending school.

GRADUATE EMPLOYMENT

Students participate in a career development course, which covers job-seeking and job-keeping skills and techniques, such as identification of individual skills, meeting employer expectations, interview preparation and presentation, and identification of potential employment opportunities in business and industry.

Students are advised regarding opportunities for job interviews. They are advised of the requirements of business and industry and are offered suggestions on conduct during personal interviews. Students compose their resume, cover letter, thank you letter and reference page. They are offered helpful reference sources to assist them in locating firms and geographic areas offering employment opportunities related to their training.

Students should feel free to consult the career services department for advice on career opportunities available to them upon successful completion of their program.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employer of record are prepared and sent six months after graduation. In addition, graduates and employers are encouraged when appropriate to serve on program-specific advisory boards that perform program evaluations and make recommendations for maintaining programs that meet industry requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the Institution receives a request for access. Students, or in the case of the student being a minor, the parent, should submit to the registrar, education department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without school consent is disclosure to officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance 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.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment is not liable to any person for the disclosure of information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order in three contexts.
 - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the institution not

to disclose to anyone the existence or context of the subpoena or the institution's response.

- b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
 - c. All Other Subpoenas – The institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger or student or others must be present.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

DIRECTORY INFORMATION

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The institution requires that such requests be made in writing to the campus director within 15 days after the student starts classes.

The following items are maintained in all student files:

- Information to support evidence of admissions requirements, including: entrance or placement examination test scores, attestation statement, evidence of having received information on Hepatitis A, B and C, evidence of payment of the application fee, signed enrollment agreement and arbitration agreement, and evidence of a personal interview with admissions.
- Any test-outs, transcripts and/or supporting documents to support the application of transfer credits, prior learning assessment and/or advanced standing credit.
- Any status change forms to support a change from the original enrollment agreement and/or to indicate date and reason of completion or termination of active student status.
- Registration forms where applicable.
- Other information pertinent to the student's education, contact information and permanent student file.
- Student financial aid documents including ISIR, FAFSA, school application and promissory notes.
- All verification documentation (taxes, worksheets, earnings records, etc.), professional judgement materials, student authorizations, scholarship applications, entrance and exit documents and/or materials to support fund source payments.

- Record of any student grievance and subsequent resolution. After a period of five years from the student's last date of attendance, the file may be purged. The following information will be electronically maintained for a minimum of 50 years:
- Student transcript (showing dates of attendance and all grades received)
- Student ledger card (showing all charges and payments made by or on behalf of the student)

Directory information includes: Student's name, date of birth, address/e-mail address; course of study; extracurricular activities; degrees and awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended the college not to include specific daily records of attendance).

Students may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to Registrar, Globe University, 8089 Globe Drive, Woodbury, MN 55125; or Registrar, Minnesota School of Business, 1401 West 76th Street, Richfield, MN 55423; or Registrar, Minnesota School of Business, 5910 Shingle Creek Parkway, Brooklyn Center, MN 55430; or Registrar, Minnesota School of Business, 1455 County Road 101 North, Plymouth, MN 55447; or Registrar, Minnesota School of Business, 1200 Shakopee Town Square, Shakopee, MN 55379; or Registrar, Minnesota School of Business, 1201 2nd Street South, Waite Park, MN, 56387; or Registrar, Minnesota School of Business, 2521 Pennington Drive NW, Rochester, MN 55901; or Registrar, Minnesota School of Business, 3680 Pheasant Ridge Drive NE, Blaine, MN 55449. Once filed, this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

MASTERS DEGREE IN BUSINESS ADMINISTRATION

MASTERS DEGREE IN BUSINESS ADMINISTRATION (MBA) PROGRAM ENTRANCE REQUIREMENTS

All MBA Program applicants must provide the following documentation prior to acceptance into the program:

1. An official undergraduate/graduate transcript, which demonstrates completion of a baccalaureate degree; documented international transcript evaluations may be considered equivalent based on education department personnel approval.
2. A current, professional resume.
3. A Student Statement of Purpose that clearly states the applicant's professional, academic and personal goals, typed, doubled space five pages maximum.
4. Two professional letters of recommendation.
5. International applicants must provide an attestation of their proficiency in English that was successfully completed as part of their undergraduate degree coursework.

Upon receipt of the documents listed above, an interview with the MBA program director (or designee) will take place to determine the applicant's acceptance into the program. After the interview, ONE of the following actions will take place: