



Student Handbook

2011

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I. A Personal Letter of Welcome

Dear Student:

A degree in Government or Business from Yorktown University prepares you for a number of productive careers while increasing your knowledge; challenging you intellectually; and reinforcing your faith in God, America, and the truths that bind us as citizens of “one nation under God.”

At the end of your education journey we hope that you will have reinforced your commitment to live an ordered life, or what the Greek philosophers called the “good life,” which expresses itself publicly in civic virtue.

Yorktown University adopted the motto, “Putting Western civilization back into education” because we believe that higher education today is no longer mindful of the role education plays in maintaining our civilization. By that, we mean that our obligation to pass on to new generations the received truths that define who we are as a civilization, community, a people, and a nation is lacking in higher education today.

Because we citizens of the United States are grounded in the West—its history, its philosophy, literature, art and science and experience of God’s intervention in history—our first obligation must lie in comprehending ourselves as participants in Western civilization. Only then may we expect to understand other cultures. In an essay published at our website titled “The West,” I argue that fundamental to Western civilization is our apprehension of God’s intervention in history. Indeed, it’s clear that religious experience is at the root of all cultures, and that mankind is, and has always been, a faith-oriented creature. Here’s a link to that essay:

http://www.yorktownuniversity.com/new_west.cfm

In too many instances today, educators have devalued basic traditions, neglected the study of Western civilization and denigrated religious faith. They have turned away from the pursuit of truth that used to be the mark of an educated person. Moral relativism so dominates popular culture that it is difficult even to use the word “truth” without the qualification, “as I see it.”

In classical Greek, however, the word “truth,” *aletheia*, also means “reality.” Educated persons understand that pursuit of truth is consonant with discovering reality. This is not our “opinion,” it is a fundamental truth necessary to healthy culture, society, education and character development.

In the ancient world—as you’ll discover from some of the courses that you take at Yorktown University—the ancient Greeks came to discover and give

names to all the many facets of human personality and consciousness that we take for granted today. That's why when non-Western thinkers grapple with truth about their humanity, they do so in the language of Western philosophy.

Taking you on this intellectual journey—a journey by which you discover reality—is Yorktown University's basic mission.

We aspire to offer our students the opportunity afforded President Ronald Reagan in the 1930s when he attended a small liberal arts college, Eureka College. There, in a much simpler time, the future president of the United States studied and learned classical economics; unbiased American history, religion, literature; and how to think and write clearly. That's why colleges existed—back then.

Unfortunately, millions of Americans attending college and university today do not have that opportunity. The shrillness of television news and talk radio is only one sign that we live in difficult times, created, largely by the massive failure of our system of higher education to create an intellectual consensus about truths fundamental to living a good life.

The absence of such a consensus challenges all of us to return to fundamentals, to ask basic questions about community, justice, culture, government and economics, theology and the role of religion in society, and, yes, Western civilization.

That's what the Founders of our country did, when, also in difficult times, they fashioned the language and vocabulary by which they explained their desire for independence and political liberty; fought a war to win that independence; and created a governing constitution that is one of the greatest achievements in the history of mankind.

But those were times when it was the mark of an educated citizen to know something about philosophy, law, politics, government, and the history of Western civilization. And the Founders enjoyed a received consensus of those fundamental truths that constitute the moral and intellectual capital of Western civilization. Your education at Yorktown University will imbue you with that moral and intellectual capital.

Today, that capital is disappearing, and our professional classes, rather than face the need for responsible political and social involvement, have walked away from their political responsibilities, and, have turned over the public forum—local, state, and federal politics—to “professional” advocates; organized interest groups; lobbyists; journalists; labor unions; “professional” politicians, whose only work experience has been elected office; and the many “shouting heads” that dominate television and radio programming.

But, most important, our intellectual classes, largely congregated in our institutions of higher learning, have free reign to create new values in their own image and to have exclusive control of education. The result is fragmentation of collegiate communities into special interest and bizarre fringe groups. Students earn credits, but fail in learning about our civilization, our country's history, government, economy, culture, language and Constitution.

The answer to the question "Where should I go to school, then?" is not necessarily "my local community college" or "to a small, private, sectarian college." First of all, the Internet has made it possible to live at home and earn a high-quality degree at costs comparable to your local community college. And, though many students would like to attend the college sponsored by their religion, many sectarian colleges are just too expensive and too often indistinguishable from your local public university in terms of political correctness and value-free curricula.

Yorktown University's attempt to recover the tradition of faith-centered colleges is demonstrated in its a first-rate faculty of scholars who've dedicated their lives to the pursuit of knowledge. They are not "politically correct" because their scholarship is not skewed to predetermined ideological causes and conclusions. That alone makes Yorktown University unique and distinct. Moreover, Yorktown University's undergraduate Core Curriculum revives what once was common in higher education, a classical foundation. Yorktown University's response is to affirm that undergraduate studies must be educated for civic leadership and an understanding of our historical, legal and philosophic traditions.

Yorktown University's faculty is committed to the transfer of this knowledge to our students. By joining us at Yorktown University you will become a member of a community of discerning men and women for whom higher education benefits all aspects of your life as citizen, employee, husband and wife, and parent.

Sincerely yours,

A handwritten signature in black ink, reading "Richard J. Bishirjian". The signature is written in a cursive style with a large, prominent initial "R".

Richard J. Bishirjian, Ph.D.
President

II. Yorktown University's Statement of Institutional Mission

Yorktown University is an Internet University committed to the highest standards of academic excellence where the character and intellect of students are strengthened for lives of purpose, service and leadership.

Objectives:

- Educate a new public service leadership distinguished by its informed responsibility to civil society.
- Cultivate a commitment to civic virtue, based on the belief that to live an authentically happy life, it is necessary to be a good human being and a good citizen.
- Produce a higher order of critical thinking and writing abilities among students whose passion are the well-being of American politics and government, its economy, religions, and culture.

Methodology:

- Providing some of the best faculty, teaching excellent courses that excite, encourage, and evaluate students as they pursue Yorktown's mission goals;
- Insuring that each student enjoys direct access to his or her professor for immediate responses regarding questions, ideas, and inquiries; and
- Offering an online network of resources, including reference library consulting, of which Yorktown professors as senior scholars in their subject area are part and into which they will introduce their students.

III. National Accreditation and State Authorization

All of Yorktown University's degree, certificate, and early college programs are accredited by the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is chartered by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation (CHEA).

The Colorado Commission on Higher Education has fully authorized Yorktown University to operate as a Category I degree-granting institution under the Degree Authorization Act. The Colorado Commission on Higher Education is Colorado's policy and coordinating board for Colorado's higher education community.

IV. General Admission Standards and Requirements

Because Yorktown University's degree programs are accessible via the Internet, Yorktown University attracts self-directed learners who know how to manage their time and are motivated to complete their coursework within a schedule of a ten-week term.

Recent high school graduates must submit results of the **Scholastic Reasoning Test (SAT)** and have a 2.5 high school grade point average (GPA). A minimum score of 50 on **College Level Examination Program (CLEP)** examinations in English composition, humanities, mathematics, natural sciences and social sciences are accepted for general education course requirements. **Advanced Placement (AP)** is awarded for General Education courses with AP scores of 3 or higher.

Recent college graduates—within two years of graduation—seeking admission to the School of Business must submit results of the **Graduate Management Admission Test (GMAT)**. Recent college graduates seeking admission to the School of Government must submit results of the **Graduate Record Exam (GRE)**.

Graduate students must have earned a baccalaureate degree from an accredited college or university.

Degree candidates at Yorktown University must be:

- **Academically Prepared**—Applicants should have good reading, writing, and research skills and have demonstrated an aptitude for conceptual thinking in college level coursework. Entering students will be asked to list the five most recent books they have read.
- **Internet Literate**—Understandably, successful Yorktown University students must be familiar with the Internet as a tool for research and learning, own a personal computer, and have experience in word-processing and e-mail protocols.
- **Trained in IZIO**, Yorktown University's course delivery system. All students must complete a course-delivery training seminar.
- **Competent Typists** (minimum of 55 wpm)
- **Committed and Financially Able** to complete a minimum of 3 courses annually.

Bachelor of Arts (B.A.) and Associate of Arts (A.A.) Degree Candidates

Full-time degree candidates are expected to complete 12 or more credits a semester during two semesters and pay a minimum of tuition costs for 2 courses in advance.

Three-quarter time degree candidates are expected to complete 9 credits a semester during two semesters and pay a minimum of tuition costs for 2 courses in advance.

Half-time degree candidates are expected to complete 6 credits per semester during two consecutive semesters and pay a minimum of tuition costs for 2 courses in advance.

Masters of Business Administration (M.B.A) in Entrepreneurship and Master of Arts in Government Degree Candidates

Full-time degree candidates for the M.B.A. in Entrepreneurship and the M.A. in Government are expected to complete 12 or more credits a semester during two semesters and pay a minimum of tuition costs for 2 courses in advance.

Three-quarter time degree candidates for the M.B.A. in Entrepreneurship and the M.A. in Government are expected to complete 9 credits a semester during two semesters.

Half-time degree candidates for the M.B.A. in Entrepreneurship and the M.A. in Government are expected to complete 6 credits a semester during two semesters and pay a minimum of tuition costs for two 3-credit courses in advance (\$2,250 and \$1,650, respectively).

Independent Study

Yorktown University is organized according to an academic year consisting of 48 weeks. Each year is divided into three sixteen week semesters. Students can enroll in courses organized during three scheduled semesters or choose to enroll in an open-enrollment program of **Independent Study** (at the student's convenience) or follow a plan of regularly scheduled terms

Students choosing the **Independent Study** option study independently, with ongoing faculty interaction, and a "rolling" admission schedule. Students may enter and complete a course at any time. The Independent Study option allows students to complete coursework on a schedule other than the Scheduled Terms in which Yorktown University's academic year is organized.

Degree Candidates electing to engage in Independent Study are expected complete all procedures required of degree candidates, pay tuition and fees for two courses in advance by credit card or check, and, at minimum, complete four 3-credit courses annually.

Students electing to engage in Independent Study who earn fewer than 6 credits annually are considered Non-Degree students.

Non-Degree-Seeking Students

Non-degree students may take courses in the Continuing Education program. Each course is taken not-for-credit and tuition cost is \$500 per course. Continuing Education students must submit evidence of a high school diploma or an official college transcript indicating that they graduated from high school.

Early College Students

Junior and senior high school students may enroll in Early College courses with the approval of his or her parent(s) or guardian(s) and submission of a completed and signed consent form. Credits earned in Early College program will be awarded upon receipt of an official transcript indicating the student's completion of high school.

Graduation Requirements

A.A. Degree Candidates must successfully complete 60 credit hours with a grade of C- or higher. Included in the required 60 hours, students must complete 30 credit hours in general education courses; 15 credit hours in required courses in the major department (business or government); and 15 credit hours in elective courses. Students must have satisfied all financial obligations to Yorktown University before a diploma and final transcript will be released. Students may transfer up to 30 academic credits earned from other accredited institutions.

B.A Degree Candidates must successfully complete 120 credit hours with a grade of C- or higher. Included in the required 120 credit hours, students must complete 30 credit hours of general education courses; 21 credit hours in required courses in the major department (business or government); 69 credit hours of elective courses. Students must have satisfied all financial obligations to Yorktown University before a diploma and final transcript will be released. Students may transfer up to 90 academic credits earned from other accredited institutions

M.B.A. in Entrepreneurship Degree Candidates must successfully complete 36 credit hours with a grade of C or higher.

M.A. in Government Degree Candidates must successfully complete 36 credit hours with a grade of C or higher and additionally complete at least 3 credit hours

in at least 2 area concentrations other his or her major concentration (for a total of 6 credit hours).

During their course of studies, students may be directed to take **proctored exams**. Proctored exam instructions are located in the Announcement pages of every course. All financial obligations to Yorktown University must be satisfied before a diploma and final transcript can be released.

V How to Apply for Admission

Start by accessing Yorktown University's "Enrollment Checklist."

http://government.yorktownuniversity.edu/govt_enroll_checklist.cfm

Apply for Admission as an Undergraduate

<http://tinyurl.com/y3a2qxl>

Apply for Admission to the M.B.A. in Entrepreneurship and the M.A. in Government Degree Programs

<http://tinyurl.com/y5l9dew>

VI Tuition and Fees

Financial Policies A.A. in Business and Government

Tuition for an A.A. Degree Program:		
Tuition (20 classes/60 credits)	\$16,500	
Tuition per credit - \$275		
Total cost per 3 credits - \$825		
Books and course materials (estimated) per course	\$100	
Graduation Fee	\$100	
Total Approximate Program Cost		\$18,500
Other		
Application Fee	\$50	
Transcript Fee	\$10	
Course Extension Fee	\$50	
Withdrawal Fee	\$25	

Financial Policies for B.A. in Business and Government

Tuition for B.A. in Degree Program:		
Tuition (40 classes/120 credits)	\$45,000	
Tuition per credit - \$375		
Total cost per 3 credits - \$1,125		
Books and course materials (estimated) per course	\$100	
Graduation Fee	\$100	
Total Approximate Program Cost		\$49,100
Other		
Application Fee	\$50	
Transcript Fee	\$10	
Course Extension Fee	\$50	
Withdrawal Fee	\$25	

Financial Policies for the M.B.A. in Entrepreneurship

Tuition for M.B.A. in Entrepreneurship Degree Program:		
Tuition (12 classes/36 credits)	\$18,000	
Tuition per credit - \$500		
Total cost per Course - \$1,125		
Books and course materials (estimated) per course	\$100	
Graduation Fee	\$100	
Total Approximate Program Cost		\$19,300
Other		
Transcript Fee	\$10	
Course Extension Fee	\$50	
Withdrawal Fee	\$25	

Financial Policies for the M.A. in Government

Tuition for M.A. in Government Degree Program:		
Tuition (12 classes/36 credits)	\$18,000	
Tuition per credit - \$500		
Total cost per Course - \$825		
Books and course materials (estimated) per course	\$100	
Graduation Fee	\$100	
Total Approximate Program Cost		\$19,300
Other		
Application Fee	\$50	
Transcript Fee	\$10	
Course Extension Fee	\$50	
Withdrawal Fee	\$25	

Financial Policies for Certificate Programs

Tuition for Certificates:		
Tuition (3 classes/9 credits)	\$3,375	
Tuition per credit - \$375		
Total cost per Course - \$1,125		
Books and course materials (estimated) per course	\$100	
Graduation Fee	\$100	
Total Approximate Program Cost		\$3,775
Other		
Application Fee	\$50	
Transcript Fee	\$10	
Course Extension Fee	\$50	
Withdrawal Fee	\$25	

Financial Policies for Early College Program

Tuition for Certificates:		
Tuition (3 classes/9 credits)	\$1,500	
Tuition per course- \$500		
Total cost per Course - \$1,500		
Books and course materials (estimated) per course	\$100	
Graduation Fee	\$100	
Total Approximate Program Cost		\$1,700
Other		
Application Fee	\$50	
Transcript Fee	\$10	
Course Extension Fee	\$50	
Withdrawal Fee	\$25	

Payment Options

Option 1—[For Independent Study Degree Candidates] Minimum tuition to maintain “Degree Candidate” candidacy requires tuition payments for 6 credits in advance.

Option 2—[For Non-Degree Candidates] Tuition may be paid per course in full prior to the course start date.

Option 3—[For Full-time Degree Candidates] Tuition may be paid for 12 credits in advance.

Option 4—[For Three-quarter time Degree Candidates] Tuition may be paid for 9 credits in advance.

Option 5—[For Half-time Degree Candidates] Tuition may be paid for 6 credits in advance.

Certificate Programs: Tuition may be paid for 3 credits in advance.

Continuing Education: Tuition may be paid for 3 credits in advance.

Military Tuition

Tuition for military personnel is \$250 per credit for undergraduate Degree Candidates and \$825 per credit for Degree Candidates in the MBA in Entrepreneurship and Master of Arts in Government degree programs.

A tuition schedule for eligible military personnel and dependents is located at:

http://www.yorktownuniversity.edu/documents/military_personnel_plan-1.pdf

VII. Refund Policy

Yorktown University refund policies conform to the requirements of the Colorado Commission on Higher Education and the Accrediting Commission of the Distance Education and Training Council (DETC). All advance payments are refundable, within the limits cited below.

Students must clearly identify the effective cancellation or withdrawal date, which must be on or after the date of notification, and the reason for cancellation or withdrawal. A student may request cancellation by phone, fax, mail, or e-mail. Upon cancellation, all money due the student will be refunded within 30 days subject to the following conditions.

Cancellation Prior to Start Date: All students are required to complete an enrollment agreement for each course. An enrollment agreement or Multiple Course Plan may be cancelled within five calendar days after midnight of the day on which the enrollment agreement or Multiple Course Plan is submitted and prior to the term start date to receive a refund of the tuition paid. A \$50 cancellation fee will be charged.

Withdrawal: A student withdrawing from a course after the cancellation period (described above) will be subject to an administrative fee equal to 20% of the course tuition up to a maximum of \$200. The remaining tuition will be refunded on the following basis:

Date of Withdrawal from a 8 week course	Percentage of Total Tuition Refunded (after deduction of the \$50 application fee and the administrative fee)
During Week 1	100%
During Week 2	80%
During Week 3	70%
During Week 4	60%
During Week 5	50%
During Week 6	40%
During Week 7	30%
During Week 8	20%
During Week 9	10%
After Week 9	No refund

***Multiple Course Plan:** If a student contracts with Yorktown University for multiple courses, each course is treated separately for the purposes of calculating any refund. For example, if a student signs an agreement for 12 credits (4 courses), but completes only part of one 3-credit course, the student is entitled to a full refund on the remaining 9 uncompleted credits.

VII. Schedule of “Semesters”

Yorktown University is organized into a forty-eight week Academic Year with three semesters of sixteen weeks duration. Dates listed below are the Start and End dates of Yorktown University’s scheduled semesters during 2011.

Fall Semester Begins August 30, 2010/Ends December 18, 2010

Winter Semester Starts January 3, 2011/Ends April 22, 2011

Summer Semester Begins May 2, 2011/Ends August 19, 2011

Students desiring to enroll as Degree Candidates who take courses according to their own schedule may do so through Yorktown University’s **Independent Study** option.

IX. Assessment Tools

1. Grading Rubrics: Yorktown University employs assessment tools that clearly define and accurately measure its learning environment/curricula/and outcomes for its students, faculty, program chairs, board of advisers, trustees, and institutional consultants.

The University, as among its peer educational organizations, uses the “rubric” assessment measurement for awarding grades to its students. A rubric is an assessment that is criterion—rather than norm—referenced. It is most often

used in learner-centered education, where students can control the pace and expanse of their course progress, such as in distance-learning delivery system.

Rubric assessments represent an important incentive in the “Active Self-Learning” pedagogy. Because assessments take place throughout a student’s course work rather than at its conclusion, such assessments offer students regular and immediate cues about their progress. Students can thereby modify their pace and effort to meet assessment levels. Indeed, students participate, as a learning exercise, in their own assessment and as a result take direct ownership in their learning process.

By presenting rubrics in course syllabi, students have a well-defined means to score assignments before submitting them. In fact, requesting students to use the assignment or course rubric to analyze and score work before submitting it, turns the tables sufficiently to apply another level of objective consideration to their work. When a rubric is well designed and used as an ongoing self-assessment assignment, it becomes a critical thinking-learning tool:

Students can

- Qualify areas needing improvement;
- Recognize personal learning styles;
- Strategically mitigate their strengths and weakness; and
- Work with and within clearly defined perimeters.

Moreover, faculty and students should regard course-scoring tool(s) as evolving, rather than static elements. Assessment tools are continually improved by focusing on how they accurately reflect and encourage “active self-learning.” As a consequence, all assessment tools, including the University’s, are continually undergoing revision, tweaking, recalibration in terms of evaluation criteria, with an unswerving eye toward improving learning-outcome measurements for its students.

Yorktown University's grading rubrics are located at:
http://www.yorktownuniversity.edu/new_rubrics.cfm

Standard numerical/letter/point-grading scale is as follows:

92-100	A	4.00
90-91	A-	3.67
88-89	B+	3.30
82-87	B	3.00
80-81	B-	2.67
78-79	C+	2.33
72-77	C	2.00
70-71	C-	1.67
68-69	D+	1.33
62-67	D	1.00
60-61	D-	0.67

Incomplete Grades

If an incomplete grade ("I") is requested, the student will be required to demonstrate sufficient reasons that he or she cannot complete all coursework within the allotted 10-week period.

2. Other Assessment Tools: Yorktown University courses are all guided by grading rubrics and subject to learning-outcome assessments that reflect the requirements of specific course content as well as the means to promote the program's overall mission. Each course faculty member designs and implements a variety of assessment mechanisms to grade student outcomes in line with the University's rubrics. These may include:

- a.) contribution to discussion topics;
- b.) quizzes;
- c.) written essays and short papers;
- d.) mid-term examinations;
- e.) final exams; and/or
- f.) proctored examinations; and
- g.) proctored comprehensive examinations (graduate programs only).

Each faculty member and instructor is guided by Yorktown's mission goals both in course design and learning assessment mechanism. Therefore, they seek to demonstrate through student exam results that students have accomplished the learning outcomes of each module of instruction.

Each course has specific learning outcomes that the results of student exams and papers are measured against and reviewed annually by the chief academic officer, department chairman, director of administration, and instructional designer to determine if the course is fulfilling its objectives.

As with all conventional universities, exams can be essay or objective questions and open or closed book. For closed-book exams, the University requires proctored exams. These are conducted by established proctor services. Instructors should be aware beforehand if the student faces any logistical constraints that bear on their ability to take a proctored exam. Again, establishing the conditions for exams to be taken fairly and easily requires that instructors and students are communicating directly.

3. Surveys: Yorktown uses six surveys to monitor course quality and student progress during their course experience and student satisfaction with educational services and faculty self-evaluation at the completion of each course. The course instructor completes three surveys and the student also completes three.

The process is as follows: Instructors complete progress reports on each student at the conclusion of sessions 2 and 5 in the 10-session course. These are available online for students to access and to follow up on with the instructor. Students evaluate the quality of the course and the instruction after sessions 5 and 9. Each student is asked to complete a full evaluation and critique of the course and student services made available during the course at the completion of the 10-session term. This evaluation covers learning outcomes for the course; curriculum content; instructor evaluation; course materials; technology; support services; and general questions. Finally, each instructor is required to submit a self-evaluation report about a just concluded course, which queries not only the quality of exchange between the faculty member and the student but about his or her online methodology, the ease of use of the course delivery system and other technology-related issues that affect both the instructor's and the student's "classroom" experience.

- a. Links to the survey each instructor will be asked to complete for every student in his/her course at the end of Session 2.

http://www.yorktownuniversity.com/cf_forms/form_instructor_report_session_02.cfm

- b. Links to the survey each instructor will be asked to complete for every student in his/her course at the end of Session 5.
http://www.yorktownuniversity.com/cf_forms/form_instructor_report_session_05.cfm
- c. Links to the survey that students will be asked to complete at the end of Session 5 and the end of Session 9 of each course.
http://www.yorktownuniversity.com/cf_forms/form_student_progress_evaluation.cfm
- d. “End-of-Course Survey” that students are required to take at the completion of the course.
<http://tinyurl.com/ctyu9p>
- e. Links to the survey each instructor will be asked to complete to evaluate his/her teaching experience for each just completed course.
http://www.yorktownuniversity.com/cf_forms/form_instructor_self-evaluation.cfm

This cross-survey by both instructors and students allows Yorktown administration to evaluate the quality of the course as well as the special needs of each student in the course. The results of these surveys provide the basis for the chief academic officer, faculty, and instructional design consultant to evaluate courses during their annual review.

4. Proctored exams: In order to verify that a student taking Yorktown University courses is, indeed, the student taking examinations, Yorktown requires that periodic proctored exams are administered. This is separate and distinct from the proctored comprehensive exam taken at the conclusion of the M.A. in Government degree program, but which follows the same guidelines described below with the exception of the test’s duration of three hours. As part of routine proctored exam during a course of study, a student identifies a mutually acceptable proctor. Employers are often chosen or commercial “test taking” companies may be used. Sometimes local Librarians may be asked to proctor examinations where Library computers with Internet access are available.

Below you will find a link that contains a database of libraries in 100 countries:
<http://sunsite.berkeley.edu/Libweb/>

Yorktown University also offers its students the referral service of the National College Testing Association (NCTA) to facilitate your distance learning experience. This association makes a Consortium of College Testing Centers (CCTC) available to students living at a distance from their institution’s administrative offices.

The NCTA lists CCTC certified proctors by state:

<http://www.ncta-testing.org/resources/standards/subscribers.php?View=State&State>

If a CCTC proctor is available in your state, contact that proctor to establish a time for your proctored exam.

4. Comprehensive proctored exam: M.A. in Government degree candidates are required to pass a three-hour comprehensive proctored exam prior to graduation. This proctored exam will cover material in courses in the student's three area concentrations. The exam is graded on a P (pass) /U (unsatisfactory) basis. Students who receive a U grade on a proctored comprehensive exam may retake the exam once.

Students select their own proctors. Proctors must be approved by Yorktown University and cannot be related to the student. At the time of the exam, students must present a Proctor's Agreement (available under Announcements at the course site) and present a valid photo identification to the proctor to verify identity. The proctored comprehensive exam consists of essay questions and has a three-hour time limit.

X. Technical Requirements and Recommendations

Operating System Requirements and Recommendations for Izio

The vast majority of Windows-based PCs or Macs manufactured since 2001 should be capable of providing students with the means to get the most out of his/her Internet-learning experience. We strive to make our courses as widely and easily accessible as possible, but given the nature of computers and the Internet, we ask students to adhere to the following system requirements:

- PCs - Windows 95/98/ME or higher, or NT/2000/XP
- Mac – OS 8.6 or greater

Internet Access

56K dial-up access is adequate. Broadband/high speed, however, will facilitate your online experience.

Internet browser

Yorktown University's course delivery, Izio, works on Internet Explorer 5 or greater, Firefox, Safari, and Chrome.

Software :

Microsoft Office (97 or higher)

Adobe Acrobat for PDF files. (A free download is available at <http://www.adobe.com/products/acrobat/readstep.html>. The link to the reader

download is at the bottom of the page accessed at this link.)

Windows Media Player 7 or greater OR • Win amp 2.7 or greater

Quicktime: Note: the majority of our audio lectures are in WM.A.7 format, and not MP3. For a Windows Media conversion for Quicktime go to:

<http://bit.ly/11CY6>

Email • Any POP or web-accessible email account such hotmail.com, gmail.com or an email account provided by your Internet Service Provider (ISP). The University recommends that students subscribe to free Google gmail for use while enrolled at Yorktown University

Operating System Requirements and Recommendations

Your computer should meet or exceed the following minimum requirements:

Windows:

Windows XP (32 bit) or Vista (32 or 64 bit)
Pentium III 1 GHz processor
256 MB RAM

Macintosh:

Mac OS X 10.5
G4, G5 or Intel processor
256 MB RAM

In addition to the above requirements, all clients require the following:

Java version 1.5 or higher

Windows users can use only the 32-bit version of Java (not the 64-bit version).

20 MB free disk space

28.8 Kbps Internet connection

Windows, Linux or Solaris: soundcard with speakers and microphone or headset (or telephone for Telephony users)

Macs: internal, USB, or external iSight microphone

XI. Academic Standards and Regulations

Students and faculty are bound by the standards and regulations described here.

Academic Freedom

Yorktown University recognizes that academic freedom is central to the mission of higher education, which seeks to pursue and share various strands of truth and knowledge. The University defines academic freedom as the freedom to

engage in scholarly research or other creative work in order to expand knowledge, to publish research findings, to teach and to learn in an environment of free inquiry. As a University that embraces the ideals of the Constitution and the Founding Fathers, Yorktown firmly supports the rights of citizens under the First Amendment. Yorktown University also recognizes that with academic freedom come responsibilities. A member of the University faculty has the freedom to engage in scholarly research and to teach and discuss subjects with his or her classes. As core members of the Yorktown community and seekers of truth and knowledge, they also have the responsibility to remain committed to the accuracy of facts and the highest standards of academic integrity.

Honor Code

Yorktown University fosters a spirit of honesty and integrity. Students at Yorktown University are responsible for following accepted standards of academic integrity. Distance-learning programs require a higher level of self-monitoring with regard to academic integrity. All work submitted by a student must represent original work produced only by that student. All sources used must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Students found guilty of academic dishonesty or plagiarism will be liable for sanctions, which may include dismissal from the University.

Code of Conduct

Yorktown University students are members of an academic community founded upon principles of integrity and mutual respect. Students are expected to abide by these principles in their interactions with other students, as well as with the faculty and staff of Yorktown University. Derisive comments on the work or opinions of others will not be tolerated in online discussions or any other fora. Communications with students or faculty containing threats and discriminatory statements regarding another student's race, nationality, gender, ethnicity, religion, will not be tolerated. Instant dismissal will be enacted.

Transcripts

Students may request an updated transcript at the completion of each course and a final transcript at the completion of the degree program. The first official transcript is provided free of charge. Additional official transcripts are available for a fee of \$10.00 each.

Participation and Assessment

Since Yorktown University students learn in a virtual classroom, students are not required to be front-and-center for regularly scheduled classes, as they would at a campus-based institution. The equivalent term for attendance at Yorktown University is regular online participation. Online students are expected to logon to their courses at least once every three days and to participate in the class discussions as required. Instructors, mentors, and staff monitor student activity. Delinquent students are issued notices, if they fail to logon to courses frequently.

This requires students to read, post, and communicate online several times a week for every course in which they are enrolled. Student assessments are based on participation, contribution to discussions, performance on quizzes and examinations, and for completion of written assignments.

Satisfactory Grade Progress

Graduate and undergraduate degree candidates must maintain at least a 2.0 cumulative grade point average (GPA) on a 4.0-point scale to maintain satisfactory grade progress. Students who fail to maintain satisfactory progress are officially notified by Yorktown University and have 2 courses in which to achieve satisfactory progress. Students who fail to achieve satisfactory progress within that time are subject to review by Yorktown University administration and may face academic suspension.

Enrollment and Course Progress Requirements

To maintain status as a full-time degree candidate, students must start and complete a minimum of 6 courses per year. Half-time degree candidates must start and complete a minimum of 3 courses a year. Each course is designed to be completed within 10 weeks and must be completed within 16 weeks of a start date. Failure to complete a course within the first 10 weeks will result in removal of access to the course until a \$50 course extension fee is paid. If a grade of "I" (incomplete) is requested from the instructor, and that request is granted, an "I" grade will be recorded on a student's transcript. If the course is still incomplete after 6 additional weeks, the "I" will be changed to "F" (failing). Students repeating a course are required to pay all applicable tuition and other fees effective on the date of reenrollment.

Probation and Dismissal

If a full or half-time student voluntarily withdraws from a degree program, or fails to complete 6 or 3 courses respectively during an academic year, the student will be re-classified for Independent Study. If a student's grade point average declines below C- for two consecutive calendar terms, the student will be placed on probation. If the grade point average fails to reach minimum levels after three calendar terms, a student will be dismissed.

Appeal Process

A student who is dismissed from any of Yorktown University's programs may appeal for reinstatement by submitting a written appeal to the University's president. The appeal must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and must be submitted at least one month prior to the desired start date. If the appeal is accepted, the student may enroll immediately. Students will remain on academic probation until successful completion of the first course taken upon re-admission.

Grievance Policy

The purpose of this procedure is to promote the internal resolution of any grievance by any learner enrolled at Yorktown University.

Filing a Grievance

A formal grievance must be filed in writing to the academic dean within 30 days of the alleged complaint. The complaint must include the following information:

- The complainant's name and relationship to the University;
- The individual or entity against which the complaint is directed;
- A brief narrative of the circumstances of the alleged complaint including such details as time, date, and place and any efforts to resolve the complaint which may have already taken place;
- The corrective action that the complainant is seeking; and
- A date and signature.

Resolution of a Complaint

After the complaint has been filed with the University, the chairman of the department or his designee shall request a response with supporting evidence for the grievance from the complainant within 10 working days.

The department chairman or his designee may invoke one or both of the following procedures:

Informal resolution procedures: The department chairman or his designee may informally contact all parties and try to resolve the issue.

Formal resolution procedures: If the department chairman or his designee is unable to informally resolve the issue, a grievance committee will convene to make a final determination of the issue.

Grievance Committee: The ad hoc grievance committee shall consist of at least three of the following:

- The department chairman
- The University's chief academic officer
- One faculty member

Cancellation or Withdrawal

A student may cancel an enrollment or withdraw from a class at any time. Cancellation or withdrawal becomes effective on the date Yorktown University receives notification. At that time, the student is withdrawn from the course

and/or program. The refund policy takes effect on the date of notification.

Program Catalog

Students are responsible for fulfilling the requirements outlined in the catalog under which they enrolled. Students may petition the chief academic officer to alter their requirements in line with future catalogs.

Proctored Comprehensive Exams for Degree Candidates

Degree candidates are required to complete proctored exams periodically during the course of their degree program. Students select their own proctors. Proctors must be approved by Yorktown University and cannot be related to the student. At the time of the exam, students must present a Proctor's Agreement (available under Announcements at the course site) and present a valid photo identification to the proctor to verify identity.

Honesty and Privacy in Records

Yorktown University depends on the accuracy of the records submitted by its students. Any student who intentionally provides false information on an application, acts intentionally to mislead or misinform a faculty member or administrator, or submits work written or produced by another as his or her own will be dismissed.

XII. Other Important Information:

1. Purchasing Books

Faculty are required to choose course textbooks that are easy to obtain by purchasing them online. Use of out-of-print books is not permitted. Most texts may be purchased through online or local booksellers such as Barnes and Noble or Amazon.com. If there is a required book that is not available through those outlets, ordering information will be provided.

Information about how to buy your books is located at:

http://www.yorktownuniversity.edu/new_books.cfm

2. Contacting Yorktown University

Students have direct access to faculty/instructors and Yorktown administration, technical experts. The University's online nature allows students to have direct access 24/7 to each of Yorktown's above groups for inquiries ranging from administrative, coursework, to technical difficulties.

Yorktown University's average response time is approximately 48 hours,

between the hours of 8-5, Monday through Friday.

Please use the numbers and email addresses below to contact a member of the Yorktown staff if you have any questions or concerns.

Mailing address:

Yorktown University
P.O. Box 460808
Denver, CO 80246

Office Phone: 1-303-757-0059; **Toll free:** 1-877-757-0059

Facsimile: 1-720-528-7761

E-mail: registrar@yorktownuniversity.edu

Other important email addresses will be provided students upon enrolling as a student at Yorktown University. They include e-mail addresses for all administrative staff and technical support.

3. Student Newspaper:

Students are encouraged to submit essays for publication in the *Yorktown Patriot*, our student newspaper. If accepted for publication, all submissions become the property of Yorktown University.

<http://www.yorktownpatriot.com>

XIII. Once Enrolled, What Do I Do Now?

Yorktown University's Website displays what is involved in taking courses online.

http://www.yorktownuniversity.edu/new_books.cfm

Contacting Faculty

Do not hesitate to contact your professor if you have any course-related questions, whether these are about the readings, the schedule, the assignments, etc. You may contact him by clicking "Instructor" from your Home Page and an email address for your instructor will pop up. In some instances, instructors will also provide their home telephone numbers and encourage you to make an appointment for a telephone conversation, especially at the beginning of a course.

Assessments

Just like in any other educational course, your coursework will be assessed. Instructor reports on student progress are conducted at the end of the second and fifth sessions, and of course a final grade. Students also have an opportunity to evaluate their progress at the end of the fifth and ninth session using the following survey form:

http://www.yorktownuniversity.com/cf_forms/form_student_progress_evaluation.cfm

At the end of each course, we ask students to assess his or her instructor in an online survey that is delivered automatically to the University's registrar by using the following survey form:

http://www.yorktownuniversity.com/cf_forms/form_student_end_of_course_survey.cfm

Gearing up for the Next Course

In order to review other courses that might interest you, go to <http://yorktownu.on.izuo.com>, click "**View available courses**" without logging on to your **Home Page**, then click "Department" and choose the course that interests you. The University keeps course outlines up to date on these pages so that they are an accurate reference for choosing courses, and purchasing required textbooks.