

2024-2025

ACADEMIC CATALOG

ADDENDUM

Spring 2025



JESSUP
UNIVERSITY



JESSUP UNIVERSITY
CATALOG ADDENDUM
EFFECTIVE SPRING 2025
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Table of Contents

Program Updates

- Undergraduate Program Updates 4
- Paralegal Certificate Update 5
- Graduate Programs with Additional Distance Education Modality 6
- Graduate Programs Updated 7

Policy Updates

- Veterans: Pending Payment Compliance 13
- Club Sport Academic Requirements 13
- Certificate Programs 13
- Program Cancellation 13
- Graduate Programs 14
 - Undergraduates Taking Graduate Courses
 - Athletes Minimum Units Graduate Programs
 - Graduate Program Enrollment

Undergraduate Program Updates

English Bachelor of Arts

As of Spring 2025, Not Accepting New Students or Readmits. Program is in a Teach Out.
Please refer to the BA Digital Humanities program or the English minor.

History Bachelor of Arts

As of Spring 2025, Not Accepting New Students or Readmits. Program is in a Teach Out.
Please refer to the BA Digital Humanities program or the History minor.

Certificate Program Update

Certificates in Paralegal Studies

This certificate is 8 courses in two parts for a total of 24 units.

Certificate in Paralegal Studies – Foundations

AI for Legal Professions (PLS190)	3
Introduction to Paralegal Studies (PLS100)	3
Business Organizations and Contract Law (PLS110)	3
Legal Research and Writing (PLS290)	3
Total Units for Certificate	12

Certificate in Paralegal Studies – Advanced

Torts and Personal Injury Law (PLS320)	3
Wills, Trusts, and Estate Administration (PLS321)	3
Litigation for Paralegals (PLS340)	3
Criminal Law and Procedure (PLS430)	3
Total Units for Certificate	12

New Course:

PLS190 AI for Legal Professions (3)

AI for Legal Professionals, including generative AI such as Large Language Models (LLMs), computer vision, and machine learning, is crucial in various legal sectors, requiring legal professionals to understand its legal implications. Legal generative AI enhances paralegal work by performing repetitive tasks more efficiently and quickly than traditional legal reasoning or case strategy. The application of AI also has a substantial and growing ethical component. In addition to posing ethical issues like job displacement and privacy concerns, the legal foundation for AI includes legislation like the CCPA and GDPR.

Phlebotomy Certificate – CEU (Continuing Education Units) – *Beginning Summer 2025 (check website for details)*

Graduate Programs with Additional Distance Education Delivery Option

Master of Accountancy (MAcc)

Available on Campus in Rocklin, CA

(In Person Courses Required, supplemented with some courses offered Synchronously and Asynchronously)

And Fully Distance Education

with courses offered Synchronously and Asynchronously

Master of Arts in Biblical Studies (MABS)

Available on Campus in Portland, OR and Distance Education

Master of Divinity (MDiv)

Available on Campus Portland, OR and Distance Education

Master of Arts in Global Development and Justice (MAGDJ)

Available on Campus Portland, OR and Distance Education

Graduate Programs Update

See following pages for detailed program information

Master of Science, Computer Science - New Executive Track and Updated Admission Requirements

Master of Science, Management and Leadership – Updated Admission Requirements

Master of Science in Computer Science (MSCS) Executive Track with Practicum or Research Option

Available on Campus in Oregon, California, and Distance Education
Approvals Pending from HECC, SEVP, and VA - Check Website for Current Status

Program Outcomes/Objectives

Upon successful completion of one of the MSCS Executive tracks, a graduate will be able to:

- Analyze different data structures and algorithms for particular domain of problems
- Understand the different algorithms involved in data science, and how data is cleansed, analyzed and how patterns are derived
- Understand modern software engineering concepts, techniques, practices, and tools, and will be able to apply them to the development of complex software systems.
- Demonstrate advanced knowledge and skills in these four fields of databases, data science, distributed systems and artificial intelligence.
- Communicate effectively both orally and in writing on these four fields.
- Articulate an understanding of social, professional, ethical (based on Judeo Christian biblical concepts), legal and security issues in computing.
- Embrace lifelong learning and exhibit the knowledge, skills and attitude for adapting to new environments and technologies.

Admission Requirements for All Students

- Possess a four-year baccalaureate degree from a regionally accredited college or university (or a nationally accredited program that has the academic breadth required to ensure success academically in graduate studies at Jessup), with an overall minimum 2.5 grade point average.
- Evidence of capability to succeed academically and professionally.
- Signed waiver upon admission to the program, stated that they understand that Java and Python are used in this program, and the student is responsible for knowing how to use these computer languages.

Additional Admission Requirements for International Students

1. Admissions decisions do not require the submission of the following documents at the time of provisional acceptance but **MUST** be collected before classes begin for on - ground students only:
 - Passport
 - Bank statement
 - Visa (including I-20 for F-1 students)
 - Affidavit of Financial Support
 - Estimated Expenses Form
2. Students must provide documentation proving their educational institution is an "English-speaking university" if their prior education was completed in an English-speaking country.
3. For international applicants, there are two primary program modes:
 - **Face-to-Face Programs:** Required for F-1 visa students.
 - **Online/Remote Programs:** Fully online or synchronous programs are acceptable for international students who do not require F-1 visa sponsorship.
4. A bachelor's degree from a regionally accredited institution.
 - Official transcripts from institutions outside the UK or Canada must be evaluated by an accredited transcript evaluation agency or service to determine equivalency.
5. Minimum GPA of 3.0 on a 4.0 scale.
 - Students below a 3.0 may be considered by committee.
 - Applicants admitted below a 3.0, continued enrollment is contingent upon achieving a 3.0 GPA in their first semester.
6. Submission of a completed graduate application.
7. Official transcript evaluation for international degrees.
8. Proof of English proficiency as specified below.

Proof of English Proficiency

Applicants must meet one of the following minimum English proficiency requirements unless eligible for a waiver based on prior education:

- **Graduate Programs:**
 - IELTS: 6.0
 - TOEFL (iBT): 76
 - TOEFL (PBT): 540-543
 - Duolingo: 95
 - Level B2 Test

Waiver Conditions

Applicants who completed their education in an English-speaking country and attended an institution where English is the medium of instruction may request a waiver for proof of English proficiency.

MSCS Executive Track: Practicum-Based

- 30 credits
- Requires working by the end of the second semester.
- Students must work part-time or full-time for a minimum of two semesters.
- International Students must apply for Curriculum Practical Training CPT/I20 before starting work.
- Students will be registered every semester in a No Credit course "Computer Science Practicum" that collects feedback from the learning experience.
- At the end of every semester, students must submit a learning experience report.
- Students who do not get a job by the end of their second semester must submit a request to join the Research-based Program.

Program Requirements

Foundations in Artificial Intelligence (CSCI 530)	3
Web Stack (CSCI 515)	3
Secured Systems (CSCI 540)	3
Software Engineering (CSCI 552)	3
Operating Systems (CSCI 555)	3
Data Structures and Algorithms (CSCI 561)	3
Data Science (CSCI 565)	3
Cryptography (CSCI 573)	3
Database Systems (CSCI 580)	3
One Option from Below	3
Mobile Computing (CSCI 510)	
Computer Networking (CSCI 525)	
Distributed Systems (CSCI 560)	
Programming Languages (CSCI 570)	

Total Program Units 30

The same traditional program requires students to work on CPT for no less than 15 hours/week for a minimum of two semesters, maximum by the end of the second semester. Working while studying is one of the academic requirements that allows students to bridge the gap between academia and the practical world. The involvement of the students in the corporate environment blended with the materials they learn in class through group-oriented projects will optimize their knowledge and set them ready for exponential career development. At the end of every term, the students submit lessons learned reports that reflect their learning experience with observations about skills required in the industry through the continuous advancement of innovation and changes. This retrospective knowledge is to be used in course improvement, program development, assessment, and accreditation continuation.

MSCS Executive Track: Research-Based Option

- Additional 3 credits. No extra term
- Students who are in the Research-based Program stay in the program even if they get a job after the second semester.
- Students need to take an additional 3 credits over three semesters (1 credit per semester)
- Students need to submit research progress by the end of the third and fourth semesters
- Students need to submit a full research report/thesis by the end of their fifth semester
- Students must go by the university research policy requirements including IRB approvals
- If a student does not deliver quality work in the fifth semester, then they must take an additional credit in the sixth semester to meet the research quality requirement.

Program Requirements

Foundations in Artificial Intelligence (CSCI 530)	3
Web Stack (CSCI 515)	3
Secured Systems (CSCI 540)	3
Software Engineering (CSCI 552)	3
Operating Systems (CSCI 555)	3
Data Structures and Algorithms (CSCI 561)	3
Data Science (CSCI 565)	3
Cryptography (CSCI 573)	3
Database Systems (CSCI 580)	3

One Option from Below	3
Mobile Computing (CSCI 510)	
Computer Networking (CSCI 525)	
Distributed Systems (CSCI 560)	
Programming Languages (CSCI 570)	
Total Program Units	30
CSCI Research Methods I, II, III (CSCI591A, B, C) (1 unit each)	3
Total Program	33

Master of Science in Management and Leadership

Available in California, Oregon, and Distance Education

Pending Approval for Veterans Education Benefits and SEVP. Check website for current status.

Students enrolled in the Master of Science in Management and Leadership program will gain the management and leadership skills they need to further their career or expand their level of responsibility within their organization as a team member, supervisor or manager. Each course in the program seeks to integrate theory and practice in a way that will help students lead and serve in a dynamically changing and diverse workplace. All courses are taught from the perspective of a Christian worldview that embraces strong moral character as essential to the ethical practices that are necessary in building a successful business or organization.

Program Outcomes

The Master of Science in Management and Leadership degree is designed to help students gain the following program outcomes:

- Students will be able to explain how various leadership theories help predict the actions of a leader and the impact their behavior can have on individual, group, and organizational behavior. (MGT.1)
- Students will be able to implement various practices, processes, and strategies, based on proven principles, that will aid in their organization's success. (MGT.2)
- Students will be able to demonstrate how leaders mitigate, manage, and transcend conflict. (MGT.3)
- Students will be able to apply ethical principles to ethical decisions that leaders and managers often encounter. (MGT.4)
- Students will be able to formulate a strategic plan to improve an organization's performance. (MGT.5)
- This program is fully online and follows the University's online 7-week academic calendar.

Application Procedure

The priority deadline to apply for admission is March 1 for the Fall Semester and December 1 for Spring. Applications are welcome after that time and admission decisions are made on a rolling basis as space allows. The Admission Committee generally makes decisions on application files upon receipt of a signed MS in Management and Leadership Application for Admission, including the admission essay and \$40 application fee, two reference forms (a Christian Character Reference, and an Academic or Professional Reference), official academic transcripts for all postsecondary coursework.

Admission Requirements for All Students

- Possess a four-year baccalaureate degree from a regionally accredited college or university (or a nationally accredited program that has the academic breadth required to ensure success academically in graduate studies at Jessup), with an overall minimum 2.5 grade point average.
- Evidence of capability to succeed academically and professionally.
- Graduate program requires a minimum of 30 units in residency.

Additional Admission Requirements for International Students

1. Admissions decisions for international students do not require the submission of the following documents at the time of provisional acceptance but **MUST** be collected before classes begin for on - ground students only:
 - Passport
 - Bank statement
 - Visa (including I-20 for F-1 students)
 - Affidavit of Financial Support
 - Estimated Expenses Form
2. Students must provide documentation proving their educational institution is an "English-speaking university" if their prior education was completed in an English-speaking country.
3. For there are two primary program modes:
 - **Face-to-Face Programs:** Required for F-1 visa students.
 - **Online/Remote Programs:** Fully online or synchronous programs are acceptable for international students who do not require F-1 visa sponsorship.
4. A bachelor's degree from a regionally accredited institution.
 - Official transcripts from institutions outside the UK or Canada must be evaluated by an accredited transcript evaluation agency or service to determine equivalency.
5. Minimum GPA of 3.0 on a 4.0 scale.
 - Students below a 3.0 may be considered by committee.
 - Applicants admitted below a 3.0, continued enrollment is contingent upon achieving a 3.0 GPA in their first semester.
6. Submission of a completed graduate application.
7. Official transcript evaluation for international degrees.
8. Proof of English proficiency as specified below.

Proof of English Proficiency

Applicants must meet one of the following minimum English proficiency requirements unless eligible for a waiver based on prior education:

- **Graduate Programs:**
 - IELTS: 6.0
 - TOEFL (iBT): 76
 - TOEFL (PBT): 540-543
 - Duolingo: 95
 - Level B2 Test

Waiver Conditions

Applicants who completed their education in an English-speaking country and attended an institution where English is the medium of instruction may request a waiver for proof of English proficiency.

Graduation Requirements

- Complete all general graduation requirements as listed in earlier in this section
- Earn a minimum cumulative grade point average of 3.0 (4.0 scale)
- Normally complete the program within a four-year period from the date of matriculation

Core Courses

Foundations of Leadership (MGT501)	3
Organizational Design and Innovation (MGT503)	3
Managing Organizational Conflict (MGT504)	3
Leading Teams (MGT506)	3
Budgeting and Financial Planning (MGT510)	3
Managing Organizational Diversity (MGT520)	3
Ethical Leadership (MGT521)	3
Strategic Planning and Management (MGT601)	3
Project Management (MGT602)	3
Action Research Project (MGT604)	3
Total Credit Hours:	30

Policy Updates

Veterans: Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Jessup University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Jessup University will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Club Sport Academic Requirements

Academic Requirements for Sideline Cheer

- GPA of 2.0 or Higher
- Good Academic Standing
- Full-Time Enrollment
- 24-semester-hours completed each Academic Year
 - The semester-hour requirement is based upon receiving athletic scholarships for this sport as the university does not sponsor a varsity team.
- Students must meet the Academic and Athletic Eligibility requirements of any league/tournament the team participates in.
- Transfer Requirement
 - Incoming Transfer students must have a minimum GPA of 2.2 and be in Good Academic Standing or to be eligible for immediate participation.

Academic Requirements for Other Club Sports (does not apply to Sideline Cheer, see above)

- GPA of 2.0 or Higher
- Good Academic Standing
- Full-Time Enrollment
- Students must meet the Academic and Athletic Eligibility requirements of any league/tournament the team participates in.

Certificate Programs

No transfer credit allowed in a Certificate Program (Undergraduate Level or Graduate Level)

Program Cancellation

Every effort will be made to help those students in the program to complete the program as promoted in the University catalog. Courses or potential course substitutions will be continued for a reasonable timeframe from the date of decision to terminate, thus allowing students ample opportunity to plan for the change. Continuously enrolled students will be provided a pathway for completion in the canceled program. If necessary, students will be counseled regarding other programs the University offers and/or other schools available to complete the work.

Graduate Programs

Undergraduate Students Taking Graduate Credit

** Excluding Masters of Arts in Counseling Psychology and Masters of Arts in Education and Teaching*

Undergraduate students have three options for taking graduate credit before completing a bachelor's degree:

Mixed or Dual Credit (Accelerated Graduate Programs): Students admitted into an approved accelerated graduate degree program may have a limited number of graduate (500-level or higher) courses counted toward both an undergraduate and graduate degree. Before enrolling in a course to be counted as both undergraduate and graduate credit (mixed credit), the traditional undergraduate student must be accepted into the accelerated graduate program and receive prior approval from 1) the Program Director of the graduate program and 2) the Program Director of the undergraduate program. All approvals must be completed before

the end of the Change of Schedule Period for the course(s). Although the university allows a maximum of 25% of the total hours required for the graduate degree to be taken as mixed or dual credit, many programs have lower limits. See the mixed or dual credit allowances for individual accelerated programs in the Graduate Handbook.

Mixed or Dual Credit (General): Undergraduate students who have completed 90 or more credit hours with a minimum cumulative or last 60-hour GPA of 3.00 may receive permission to take up to six (6) hours of mixed (undergraduate and graduate) credit without first being admitted to a specific accelerated graduate program. Qualified students must receive prior approval from the Program Director of the graduate program in which the graduate course is taken and the Program Director of the undergraduate major to which the mixed credit will be applied. It should be noted that permission from the graduate program director of one program does not guarantee that those approved mixed credit courses can be used in a different graduate program.

Junior or Senior Permission: Traditional undergraduate students who have completed a minimum of 90 hours from Jessup University or another accredited institution may be permitted to take a maximum of 15 credits of 500-level or higher courses for graduate credit. Students who desire to participate in this program must receive the recommendation of the Program Director of the graduate program where the graduate course(s) are offered. To be eligible, students must have a minimum cumulative or last 60-hour GPA of 3.00 in their undergraduate coursework. Courses completed for graduate credit under Junior or Senior Permission cannot be combined with mixed or dual credit options above to create more than 15 total credits. Graduate credit earned under Senior Permission may be applied toward a graduate degree or certificate program contingent upon admission to a graduate program or graduate certificate and approval of the Graduate Program Director.

Note: Undergraduate courses cannot be substituted for graduate courses. All are subject to tuition and financial aid adjustment. The minimum GPA requirement has changed to 3.0.

Athletes in Graduate Programs

Student Athletes in Masters or Certificate programs must be enrolled in at least 6 degree-applicable units per term.

Graduate Program Enrollment

Students can only be enrolled in one graduate program at a time.