

ADDENDUM

Waldorf College Online Programs Catalog

1. MTH 0098: Basic College Mathematics for Online Students (3 cr.) has been removed from the catalog and all curriculum.
2. Contact information has been updated for Concerns and Complaints:

Please contact the Student Services Department at 877-267-2157 for assistance. To clarify the student's concerns, complaints should be sent in writing to: Student Services Department, Waldorf College, P.O. Box 3269, Orange Beach, AL 36561

Contact information for registering a complaint with the accrediting or state licensure agencies is available at <http://www.waldorf.edu/Residential/About-Us/Accreditation-and-Memberships/Registering-a-Complaint>. These agencies should be contacted only after the student has registered a complaint with the College and has not received a response to the request for resolution.

3. Clarification of transcript requirements for admission to Waldorf Online

Requirements for admission into Waldorf online degree programs include:

- Application for Admission
- Official final high school transcripts
- Official General Education Development (GED) scores may be presented instead of high school transcript
- Official transcripts from any post-secondary institutions

4. Waldorf Online now includes degrees in Occupational Safety:

Bachelor of Arts in Occupational Safety

Prefix	Number	Course	Credit Hours
Major Required--Group A			30
OSH	3001	Fundamentals of Occupational Safety and Health	3
OSH	3651	Total Environmental, Health, and Safety Management	3
OSH	4301	Fundamentals of Industrial Hygiene	3
FSC	3345	Introduction to Fire Prevention	3
OSH	3640	Interactions of Hazardous Materials	3
OSH	3701	Industrial Ergonomics	3
OSH	4601	Accident Investigation	3
BUS	4680	Human Resource Development	3
OSH	3525	Legal Aspects of Safety and Health	3
OSH	3401	Construction Safety	3

Professional Electives--Group B			30
<i>Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.</i>			
OSH	4010	Safety Supervisor	3
OSH	4520	Risk Management	3
OSH	3303	Workers' Compensation	3
PSY	3490	Industrial/Organizational Psychology	3
OSH	4309	Lean Safety Management	3
OSH	4208	Advanced Concepts in Safety and Health	3
OSH	4410	Managerial Issues in Hazardous Materials	3
PSY	4510	Attitudes and Persuasion	3
OSH	3301	Fleet Safety	3
ORG	3651	Leadership	3
Major Requirements Total			60
Core Requirements Total			60
Grand Total:			120

Bachelor of Applied Science in Occupational Safety

Prefix	Number	Course	Credit Hours
Major Required--Group A			30
OSH	3001	Fundamentals of Occupational Safety and Health	3
OSH	3651	Total Environmental, Health, and Safety Management	3
OSH	4301	Fundamentals of Industrial Hygiene	3
FSC	3345	Introduction to Fire Prevention	3
OSH	3640	Interactions of Hazardous Materials	3
OSH	3701	Industrial Ergonomics	3
OSH	4601	Accident Investigation	3
OSH	3525	Legal Aspects of Safety and Health	3
OSH	3401	Construction Safety	3
PHL	4035	Life, Meaning and Vocation	3
Professional Electives--Group B			30
<i>Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.</i>			
OSH	4010	Safety Supervisor	3
OSH	4520	Risk Management	3
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PSY	3490	Industrial/Organizational Psychology	3
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OSH	4208	Advanced Concepts in Safety and Health	3
OSH	4410	Managerial Issues in Hazardous Materials	3
PSY	4510	Attitudes and Persuasion	3
OSH	3301	Fleet Safety	3
ORG	3651	Leadership	3
Major Requirements Total			60
Core Requirements Total			60
Grand Total:			120

Course Descriptions

OSH 3301: Fleet Safety (3 cr.)

Comprehensive study of motor fleet safety and instructional programs. Focus areas include accident prevention, security, job safety analysis, school bus safety, shipping and storage of hazardous materials, driver selection and training, vehicle inspection, and considerations for a small fleet among others.

OSH 3303: Workers' Compensation (3 cr.)

Examines the entire Workers' Compensation system and uses case studies to formulate risk management strategies. The overlap between Workers' Compensation, FMLA, and ADA requirements is discussed.

OSH 3401: Construction Safety (3 cr.)

Exploration of the OSHA regulations and related safety practices governing the construction industry. Provides an analysis of the high incident/accident rates in the construction industry and how it contributed to the passage of the OSH Act in 1970. Presents practical examples of how to apply "on the job" construction safety and health programs and policies.

OSH 3525: Legal Aspects of Safety and Health (3 cr.)

A comprehensive study of the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). Review of employer's legal responsibilities and proactive measures to ensure compliance with OSHA's General Duty Clause.

OSH 4010: Safety Supervisor (3 cr.)

Overview of the tools needed to understand and deal with the unique role and project management responsibilities of safety supervisors and safety project managers. Various sample forms as presented by the National Safety Council are included along with case study scenarios for student review and commentary.

OSH 4208: Advanced Concepts in Safety and Health (3 cr.)

Examines complex issues facing today's occupational safety and health professionals.

OSH 4309: Lean Safety Management (3 cr.)

Explores lean strategies and how they may be implemented for the dual benefit of increased production and safety.

OSH 4520: Risk Management (3 cr.)

Examination of risk management principles in the context of safety and health management. Strategies and tactics for reducing workplace hazards are presented through a review of best practices and principles balanced by an organization's use of opportunistic and speculative risks.

5. Changes to the Academic Integrity and Plagiarism Policy.

Academic Integrity Policy

The foundation of Waldorf College, as a lively community of learning and faith, rests on the unrestricted pursuit of truth in every dimension of human experience. In turn, this common search for truth requires of every Waldorf student, faculty member, administrator, and support staff member, a fundamental commitment to academic integrity. Therefore, plagiarism, fabrication, and other forms of academic dishonesty will not be tolerated.

To facilitate our purpose as an academic community and to promote academic integrity, the following policies are offered to promote definitional clarity and to describe the processes that will be followed when our fundamental academic integrity has been violated.

Definitions of Violations of Academic Integrity

Registration at Waldorf signals the personal intention to adhere to Waldorf's standards of academic integrity. If the plagiarism policy is violated, the student may fail an assignment, course, or be dismissed. What follows is not an exhaustive list of violations; rather, it represents some examples of flagrant types of behavior that are unacceptable.

- **Plagiarism:** Plagiarism is using someone else's words or ideas and representing them as your own without giving due credit to your source of information. This includes copying from a book, magazine, newspaper, website, or any other sources without giving credit to that source. If students incorporate another author's writings into their paper, they must include this text in quotation marks, if directly quoted, and cite their source(s).

Intentional plagiarism is deliberate use of someone else's work as one's own and includes, but is not limited to:

- Downloading a free research paper or purchasing a paper online.
- Buying a paper from a commercial paper mill.
- Submitting a paper, project, or other work that was written by someone else.
- Copying an entire article or a paper from any source.
- Resubmitting a paper that you have submitted for another course.

Unintentional plagiarism can occur when a writer commits the following acts:

- Copying and pasting to recreate a paper from several sources without citing them.
- Copying or paraphrasing sentences or paragraphs from sources without using proper citations.

Plagiarism, whether intentional or unintentional, remains a very serious academic offense.

- **Cheating:** Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. It includes, but is not limited to, the following behaviors:
 - Utilizing another student's answers during an exam.
 - Giving, accepting, or otherwise sharing answers on any type of assessment, including but not limited to examinations, assignments, papers, or projects.
 - Using unauthorized materials during an exam.
 - Having someone take your exam for you.
 - Using unauthorized test materials.
 - Disseminating exams to others.
- **Fabrication:** Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:
 - Falsifying information.
 - Faking a citation.

- Submitting a paper, lab report, speech, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment of distortion of the true nature, origin, or function of such data or evidence.
- Padding a bibliography by listing real or false sources that are not used in any way in the academic assignment.
- **Inappropriate Collaboration:** Working with another student and/or several students on assessments—including but not limited to examinations, assignments, papers, or projects—in ways not specifically authorized by the instructor. Note: "Inappropriate collaboration" is not meant to discourage "appropriate collaboration;" that is, those types of collaborative work defined, encouraged, and specifically authorized by the instructor.
- **Obtaining or Giving Unfair Advantage:**
 - Stealing, reproducing, circulating or otherwise gaining access to assessment, examination, or assignment materials prior to the assessment, examination, or assignment or prior to the time authorized by the instructor.
 - Retaining, copying, using or circulating previously-given assessment, examination, or assignment materials.
 - Intentionally obstructing or interfering with another student's academic work.
 - Otherwise undertaking activity with the purpose of creating or obtaining unfair academic advantage over other students' academic work.
- **Failure to Cooperate:** Failure to cooperate in and/or interference with an investigation of an alleged violation of this policy.

Consequences and Procedures Resulting from Academic Dishonesty

Consequences for Students in Undergraduate Programs:

- For any conduct involving incorrect citation methods, the faculty member will instruct the student regarding proper documentation of sources and plagiarism. The instructor shall note all instances of academic dishonesty and should take appropriate action.
- For any conduct which a faculty member reasonably concludes is academic dishonesty the steps below shall normally be followed.
- The faculty member will inform the student and then give written notification to the Dean of the College that includes the date of the notification, the student's name, the date of the offense and evidence for the academic dishonesty. The Dean of the College will maintain a list of all students that are reported.
- **First Offense:** The Dean of the College will indicate to the faculty member that this is the first offense. The faculty member may choose the appropriate action to take and will notify the student of the action taken. This could include giving the student an "F" for the assignment or test, assigning an "F" for the course and/or recommending to the Dean of the College that the student be dismissed from the college. Dean of the College will send a letter to the student reminding him/her of the consequences of additional infractions.
- **Second Offense:** The Dean of the College will indicate to the faculty member that this is the second offense. The faculty member will assign an "F" for the course and may recommend to the Dean of the College that the student be dismissed from the college. The student will be notified by the faculty member that he/she has failed the course. The offense will be recorded and the student notified in writing of the consequences of a third offense by the Dean of the College.
- **Third Offense:** The Dean of the College will indicate to the faculty member that this is the third offense. A third academic dishonesty offense will result in an "F" in the course and expulsion from the college at the end of the term in which the violation took place. The faculty member will inform the student of the offense and the Dean of the College will notify the student that he/she will be expelled.

If, in the judgment of the Dean of the College, the infraction is a particularly severe one, the Dean will have the authority to determine whatever level of discipline he or she deems appropriate given the seriousness of the infraction.

Plagiarism Detection

Waldorf uses TurnItIn as its plagiarism detection service. The service compares a student's work to internet sites, internet and library databases, and its own database. The service provides a report to both the professor and student indicating the percentage of material that is found in other sources. If the professor finds that the report indicates plagiarism, he or she will work with the Dean of the College to determine the appropriate action.

Dismissal

Causes for dismissal may include:

- Violation of the Academic Integrity Policy.
- Failure to maintain Satisfactory Academic Progress.
- Failure to pay tuition or fees.
- Failure to abide by college rules and regulations.
- Violation of the Student Code of Conduct

6. Changes to the Proctor policy.

Proctors

Courses within Waldorf's programs of study may require a final examination, for which an approved proctor is required. An approved proctor is defined as a credentialed organization, center, or individual, who verifies student identity and supervises examination integrity. Waldorf provides two flexible proctoring options: (a) a standard proctor, who is chosen by the student and approved by the College, and (b) Remote Proctor Now (RP Now), an on-demand, third-party, virtual proctor. Students may elect to choose one or a combination of both available proctoring options based upon individual final examination needs.

The following are important facts concerning proctored final examinations:

- Students may retain up to three (3) approved standard proctors on file with the College, in addition to RP Now.
- Students should request to sit for a final examination during the last two (2) weeks of the course by submission of the "Request to take Final Examination Online Form" located in the myWaldorf Student Portal. Students must be enrolled in their course for a minimum of 3 weeks before the request can be processed; the Academic Course Load Policy may be reviewed for further information.
- Final Examinations must be submitted for grading by 11:59pm, Central Standard Time (CST), on the last day of class.
- Valid, government-issued photo identification, such as a driver's license, is required for identity verification prior to examination administration.
- Compliance with all identified final examination violations is required, as noted in the Exam Violations section of this policy.
- Students are allotted 4-hours for examination completion. The time allotment is cumulative; therefore, a total of 15 minutes in short breaks may be taken during the examination administration and are *included* in the time allotment. No materials are allowed to leave or re-enter the testing area.
- Use of examination materials includes *only* a writing utensil, blank scratch paper, a course textbook, and a calculator. Online calculators may be utilized, with the approval of the course professor. Other materials are not permitted unless specified in the examination instructions or course syllabus.
- Access to MS Office Suite software, or equivalent. All documents should be started without any previous formatting.
- Fees incurred by use of proctoring services are the responsibility of the student.
- Final Examinations should be taken in an environment which the student is not likely to be interrupted during examination administration.

Standard Proctoring

A standard proctor is an unbiased, qualified individual, selected by the student and approved by the College, who agrees to supervise an examination by verifying student identity and ensuring examination integrity. Upon approval, the proctor will remain active with the College unless proctoring qualifications change, the student or proctor requests discontinuation, or the proctor is disqualified due to a violation of any applicable academic policies including Final Examination Proctor Policy and/or Academic Integrity (AI) Policy. Waldorf reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require an alternative proctor be selected. Falsification of proctor information is a violation of Waldorf's Academic Integrity Policy and could result in proctor revocation and/or other sanctions identified in the AI policy.

The following are important facts and responsibilities concerning standard proctoring:

Students will:

- Select a qualified individual and submit the “Proctor Information Request Form” located in the Student Portal.
- Refrain from disorderly, lewd, lascivious, indecent or otherwise inappropriate acts during exam administration

The following are examples of qualified and unqualified proctors:

Qualified Proctor	Unqualified Proctor
<ul style="list-style-type: none"> • Direct supervisor • College or University Professor, Dean, Director, or college official • School Principal or Vice-Principal • College/University Testing Center • Private Testing Center • Personnel Officer, Human Resources Manager, training officer or training facilitator • Commissioned Officer or Senior Non-Commissioned Officer in the Armed Forces, or police/fire service equivalent • Educational Services Officer (ESO) • Educational Services Specialist (ESS) • Military Base Testing Offices • Library / Librarian • Teacher or School / Guidance Counselor • Minister, Priest, Rabbi or other Religious Leader • Remote Proctor Now : \$20 fee (fee may be subject to change) 	<ul style="list-style-type: none"> • Any individual that poses a conflict of interest • Co-worker • Tutor • Friend • Neighbor • Relative • Waldorf Student • Individuals paid for a personal service (doctor, attorney, consultant, etc.)

Proctors are required to:

- Present valid credentials for proctor certification and have a valid e-mail address, preferably from the organization which employs the proctor.
- Submit a completed “Proctor Agreement Form” to Waldorf College for consideration of approval, along with credential certification. Approved credential certification includes:
 - Professional business card listing company name and title
 - Work badge notating title (excluding military identification card)
 - Teacher Identification or copy of a teaching certificate
 - Letter from proctor’s supervisor or human resource manager, on company letterhead, stating proctor’s position and relationship to the student.
- Maintain examination integrity through concealment of the final examination password. The password is delivered to the proctor who enters it into the examination on behalf of the student. At no time is the student allowed to view the password.
- Verify student identity through valid, government-issued, photo identification, prior to examination administration.
- Remain in proximity of the student through final examination completion.
- Confirm adherence to the four (4) hour examination time limit.

- Verify use of materials includes *only* a writing utensil, blank scratch paper, a course textbook, and a calculator. Online calculators may be utilized, with the approval of the course professor. Other materials are not permitted unless specified in the examination instructions or course syllabus.
- Confirm the student begins all documents with a new page within MS Office Suite software, such as MS Word, MS Excel or MS PowerPoint or comparable iWork software, such as Pages, Numbers, or Keynote.
- Certify copies of the final examination are not distributed to the student and are destroyed upon the completion of the examination.

Standard Proctoring/Testing Procedures:

- From the myWaldorf Student Portal, send the "Proctor Information Request" to the desired proctor.
- An e-mail containing a link is delivered to the prospective proctor. The individual will complete the request, attach credential certification, and submit. Please note the link provided is only valid for 14 days.
- Student Services notifies both the student and proctor of approval/denial, via email. 2-3 business days should be allowed for notification.
- Upon approval, the student will submit the "Request to take Final Exam Online Form" located in myWaldorf Student Portal.
- Student Services will send the final examination password to the proctor within 2-3 business days upon receipt of the request.
- The student and proctor will meet at a pre-determined, mutually convenient time and location for examination administration.
- The proctor must verify student identity by viewing a valid, government issued photo identification and ensure that only permitted materials are used during the examination.
- The student will login to Blackboard and click on the "Final Exam" link within the course.
- The proctor will enter the password, guarding against student view.
- The student can begin the examination online or print the final examination and work offline.
- The student will complete the examination within the four (4) hour time allotment.
- Printed copies of the examination must be destroyed upon completion of the examination.

Remote Proctor Now (RP Now)

RP Now is an on-demand, third-party, virtual proctor which allows students to sit for an examination anytime, anywhere through use of video technology. Students choosing RP Now must have an operational webcam with audio, a high-speed internet connection, and appropriate system rights required to download and install software. During examination administration, RP Now will access the student's webcam microphone and desktop in order to record the examination for academic integrity review.

The following are important facts and responsibilities concerning RP Now:

Students are required to:

- Access a computer, the internet, a microphone and a webcam for examination administration; the College *does not* provide this equipment. Download and install RP Now software.
- Register through RP Now, initialized during the first final examination.
- Submit payment to RP Now for each final examination administered through this proctoring option.
- Provide a clean desk in a lighted area, free of disruptive noises, including music and other people entering and leaving the room.
- Present valid, government-issued photo identification for identity verification purposes prior to examination administration.
- Refrain from printing the final examination, as this is a prohibited act.
- Refrain from disorderly, lewd, lascivious, indecent or otherwise inappropriate acts

RP Now Proctoring/Testing Procedures:

- Students will request RP Now by submitting "Request to take Final Exam Online Form," located in the myWaldorf Student Portal. This process should be initiated when the student is ready to sit for the final examination, no later than the last day of class. A confirmation email will be sent to the student containing a direct link to RP Now. Examinations must be submitted for grading by 11:59pm, Central Standard Time (CST), on the last day of class.
- The student will follow the instructions provided by RP Now to effectively register.
- During registration, permissible materials as previously stated in policy are to be present in the examination area prior to scanning the area with the webcam.
- Upon successful registration, students will be directed to the login page for Blackboard. Four (4) minutes is provided to login and access the final examination. In the event the time allotment is exceeded, the registration process begins again.
- A password will be required to access the examination. Therefore, the student will need to click "Insert Exam Password" and then "Submit."
- The final examination will begin. During the examination administrations, students need to ensure they are visible throughout the duration of the exam, as it is being recorded.
- Upon completion of the examination, the student will click "Submit" and exit RP Now browser window to discontinue examination recording.

Exam Violations

The following final examination violations are subject to sanctions identified in the Academic Integrity and Student Code of Conduct Policies:

- Failure to presenting a valid, government-issued photo identification card.
- Failure to scan the testing area.
- Use of materials or unapproved software/technology, other than a writing utensil, course textbook, and calculator or examination specific materials.
- Use of the Internet to access any site other than the Blackboard Learning Management System or RP Now Proctoring System.
- Speaking with another individual during examination administration.
- Use of a cellphone or technology other than the computer being used for examination administration. (Students encountering technical difficulty are allowed to access a cellphone to call technical support.)
- Materials exiting or re-entering the testing area.
- Displaying disorderly, lewd, lascivious, indecent or otherwise inappropriate acts in nature.
- Exceeding the four (4) hour testing time limit.

Should any circumstances develop before or during a final examination, including natural disasters, emergencies, power or internet outages, etc., the student and/or proctor should contact Student Services immediately at 877-267-2157 or Helpdesk Technical Support 877-399-1063. In the event the call is placed after standard operating hours, please leave a message or e-mail Student Services at students@waldorf.edu. If you experience technical problems after standard operating hours, Tech Support may be e-mailed at techsupport@waldorf.edu.

7. Changes to Textbook Policy and Book Grant.

Textbook Policy

Textbooks are provided for all programs at no cost through the Waldorf College Book Grant or Loan-a-Book program. The College will determine whether the Book Grant or Loan-a-Book program will be utilized. Books may be in new or used condition and may be in print or electronic format.

Book Grant

The Book Grant provides textbooks at no cost. Textbooks are not required to be returned with the Book Grant; however, students must meet course completion requirements. Successful course completion is defined as earning a passing grade or not dropping/withdrawing from the course in which the textbook was granted. When a student drops, withdraws, is institutionally withdrawn, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text postmarked within 30 days to have the charge reversed. The charge will be based on 70% of the textbook price listed at the Waldorf website and \$12 for shipping for each course. Alternatively, the student may re-enroll in the same course for the next consecutive term or enrollment period and indicate on the course re-take form that the previously provided text will be used. As long as the next course enrollment is submitted within 30 days of the course failure or drop/withdrawal, the text and shipping charges will be reversed. Students enrolled in Term Enrollment Programs or Flexible Enrollment Programs for Veterans should return the text if the course is not available in the next consecutive term.

Students not successfully completing a course should access the Textbook Return Form on the myWaldorf Student Portal and enclose with the returned textbook. Students who return textbooks without the proper paper work to identify themselves will not receive credit for the return. Students who do not return the text and do not pay the text charge, may not be allowed to enroll in future courses.

8. PHY 2000 Exploration of Astronomy has been removed from the catalog and all curriculum.
9. CRJ 2900: Management and Supervision Skills for Criminal Justice Personnel (3 credits) has been renumbered to reflect content more appropriate for the upper-division level. This course has been renumbered as:

CRJ 4301: Management and Supervision Skills for Criminal Justice Personnel (3 credits)
10. The curriculum for the Bachelor of Science in Criminal Justice has been revised. The revised curriculum eliminates CRJ 4101: Diversity and Ethics in Criminal Justice (1 credit). This course content has instead been integrated into two other existing Criminal Justice courses.
11. There is no longer a prerequisite required for COM 4360: Crisis Management.
12. ORG/BUS 4000: Managing Diversity in Organizations (3 credits) has been renamed. The course content remains unchanged. The new name for this course is:

ORG/BUS 4000: Organization Diversity and Inclusion (3 credits)

13. 2 certificate programs exclusively for employees affiliated with the Minnesota Bureau of Criminal Apprehension – add the following to the “Certificates” page on p. 34:

(See next page.)

Minnesota Bureau of Criminal Apprehension Certificate Programs

The following certificate programs are available to employees affiliated with the Minnesota Bureau of Criminal Apprehension.

Criminal Justice Supervision and Management Certificate

Course Number	Course Title	Semester Credits
CRJ 4301:	Management and Supervision Skills for Criminal Justice Personnel ¹	3
BUS 3826:	Management Decision Making	3
ORG/BUS 4040:	Communication Skills for Leaders	3
Choose one from the following:		3
ORG 3800:	Leadership Across Generations	3
ORG/BUS 4080:	Creative Thinking and Problem Solving	3
TOTAL		12

Criminal Justice Executive Leadership Certificate

Course Number	Course Title	Semester Credits
BUS/ORG 3451:	Organizational Theory and Leadership ²	3
BUS/ORG 4060:	Team Building and Leadership	3
Choose two from the following:		6
BUS 4750:	Human Resource Management Strategy and Emerging Issues	3
BUS/ORG 4000:	Organization Diversity and Inclusion	3
BUS/ORG 4160:	Negotiation and Conflict Resolution	3
TOTAL		12

¹ Students may receive transfer credit for CRJ 4301 by completing the MN BCA's Supervision and Management program.

² Students may receive transfer credit for ORG 3451 by completing the MN BCA's Senior Management program.