

National Protective Services Institute

Academic
Certificate Catalog

2018 -
2019



INSTITUTE



INSTITUTE

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From the President...

Welcome to the National Protective Services Institute (NPSI)! Whether you are a prospective student, new student, or returning student, you are the reason we are here. We appreciate that you are seeking your education at NPSI, and we want you to rest assured that we will do everything we can to help you achieve your educational objectives and professional development. We are grateful for your decision to attend NPSI, and we value your input about how to make this program even better.

Our objective is to inform and enrich our students' lives. As an Institute, we will commit the necessary resources to ensure our instructors have the tools they need. Delivering a consistent level of superior quality is paramount.

Remember, in addition to serving the students of this school, we also serve the interests of the community-at-large. In the future, you may play a role in providing security operations and management to our community at many levels. You will use the knowledge, skills, and abilities you gain from our instruction to protect personnel and assets from private corporations to the highest levels of government. Our standards, therefore, are high.

At NPSI, you can earn your Certificate or Advanced Certificate in the most convenient and efficient way possible. In my humble opinion as a protection professional, with our excellent curriculum and outstanding faculty, your education will be better than what you would receive elsewhere. The curriculum is designed to allow you to pursue your education while you remain at home and serve in your own community. Classes are designed to be immediately utilized in your environment (if you are already in the protection profession) and programs are kept up to date and relevant with the very best of materials.

This catalog should provide you with the information you require to pursue your degree. Please do not hesitate to contact our administrative staff if you have questions or concerns.

Again, welcome to NPSI, and good luck!

The information contained in this catalog is true and correct to the best of my knowledge.



Jason McLendon, MA, CPP
President

"Education should implant a will and a facility for learning; it should produce not learned, but learning people. In times of change, learners inherit the Earth, while the learned find themselves equipped to deal with a world that no longer exists." - Eric Hoffer

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Purpose

The National Protective Services Institute (NPSI) is an institution of higher learning specifically structured to train students to attain the important education, training, licensing, and certifications needed to prepare them to work as a protection professional. Potential directly related career possibilities for NPSI graduates include Security Operations, Personal Protection Operations, Security Management, Investigations, Anti-Terrorism, Homeland Security, Emergency Management, Corrections, Law Enforcement, the Military, and more. Whether entering a career with a local security company or in the highest levels of government, our programs are designed to get you started and keep you going in the right direction. The protective industry is one of the fastest growing industries in the world, and the need for high quality, trained personnel in government and private positions grows in proportion to the growth of the industry.

Unfortunately, many private companies are out of business within a few short years due to management's inability to run them properly. Many people start security companies because they simply see it as a way to make money; however, they are not security "professionals." This situation is tragically unfair to employees, and more importantly, dangerous to the general public. Many other security companies are unsuccessful because the business owner is uneducated about running the business itself. NPSI programs provide an avenue to address these issues. Graduates are fully trained as practitioners, and well-versed in the appropriate business management applications. Of principal importance is the cultivation of security-related intellectual curiosity and accomplishment in an atmosphere of academic freedom.

In addition to extensive management training, NPSI programs also train students to be subject matter experts in the field of protection operations. Although there are many security programs in existence that train students to be front-line operators, none match that provided by the NPSI.

The National Protective Services Institute is a Texas-based 501 (c) 3 non-profit corporation offering Certificate and Advanced Certificate programs in Security Management. The main campus is located in San Antonio, Texas, in the United States. Currently, NPSI is licensed by the Texas Department of Public Safety Private Security Bureau to provide state-regulated security officer training and continuing education. Academic programs are provided via synchronous and asynchronous distance learning (online).

Vision

NPSI is the institution of choice for anyone seeking professional protective services education and training; where teaching is purposeful, learning is powerful, and the future is secure. NPSI is the premier college for protection education and training.

Motto

The motto, "*Learn Today So That You May Live Tomorrow*" is self-explanatory.

Slogan

The word "*Honor*" reminds all stakeholders to live honorably in every facet of their lives.

Mission

The mission of the National Protective Services Institute is to provide education and training for security, law enforcement, investigations, anti-terrorism, emergency management, emergency response services, personal defense, and related fields to help individuals prepare to work in the professional protection field and other related disciplines. We will strive to fulfill this mission while satisfying prevailing state and federal laws. The programs are designed to meet the strict guidelines of the Texas Workforce Commission Career Schools and Colleges, the Texas Higher Education Coordinating Board, multiple accreditation agencies, laws of the State of Texas, and laws of the United States. To successfully accomplish our mission, we provide:

1. Academic programs leading to a Certificate in Security Management and an Advanced Certificate in Security Management.
2. Continuing education for academic, occupational, and professional enhancement, in conjunction with, or in alignment with, various security organizations and associations, to include, but not limited to:
 - a. The Texas Department of Public Safety Private Security Bureau *Non-Commissioned Security Officer, Commissioned Security Officer, Personal Protection Officer, Private Investigator, Locksmith, Security Alarm Technician, Security Manager, and Security Consultant.*
 - b. The International Foundation for Protection Officers *Certified Protection Officer Certification* (<http://www.ifpo.org>).
 - c. The International Foundation for Protection Officers *Security Supervision and Management Certification* (<http://www.ifpo.org>).
 - d. The American Society for Industrial Security *Certified Protection Professional Certification* (<http://www.asisonline.org>).
 - e. The American Society for Industrial Security *Professional Certified Investigator Certification* (<http://www.asisonline.org>).
 - f. The American Society for Industrial Security *Physical Security Professional Certification* (<http://www.asisonline.org>).
3. Tutorial assistance to help under-prepared students and others who wish special assistance to achieve their educational goals.
4. A continuing program of counseling and advising designed to assist students in achieving their individual educational and occupational goals.
5. A program of technology, library, media, and testing services to support instruction.

The intended result of these programs is to help graduates have the education they need to further their own public safety and protection profession(s) and to provide more effective security operations and management that are safer to their clients as well as the general public. Although the programs are specifically geared towards people who have a passion for protective services, specifically security operations and security management, and who plan to pursue these disciplines as a life-long career, this Institute is also for others who are only engaged in the field for a short period of time. Declaration of this intended goal does not guarantee that graduates of any offered programs will be able to pursue a professional protective career after graduation.

Why these programs?

There are numerous programs in the Criminal Justice realm, and an increasing number of Security Management programs, but very few programs provide instruction particular to the needs of operational front-line security managers. The Security Management program at NPSI demands extensive education focusing on front-line security operations, which better prepares management personnel to run operational programs. As the field of security grows, so to does the need for a legitimate educational program that addresses the needs of the community. The potential value of having intensive security education and training for personnel who have dedicated their lives to the field demonstrates the necessity to ensure a professional standard of care, training, and education is at least available to provide the best possible service to clients, the government, and the general public. Although there are some outstanding private companies and educational programs available, the need for intensive education and training is obvious.

Most schools that provide security programs focus more on "*Homeland Security*" instead of a program of instruction that is inclusive of both private and governmental security operations. Some schools offer Criminal Justice programs with an optional minor focus on security, which does not provide the necessary education to be a security professional.

There are many career areas in which education of this nature could be useful. The government, military, law enforcement, security management, private investigations, emergency management, corrections, probation and parole, personal protection (bodyguarding), physical education, social services, case work, and justice administration are several examples. Although the word "security" may not be in the job title, the core competencies will undoubtedly be part of the job description.

History

NPSI was incorporated as a non-profit corporation in the State of Texas in 2010, and received recognition from the Internal Revenue Service as an exempt organization under Internal Revenue Code Section 501(3)3 in 2016. The goal has always been to become an academic degree-granting institution. Since its inception, NPSI has provided a multitude of classes in the protective field, concentrating primarily on law enforcement, security, emergency response, and personal defense training. As a non-profit, NPSI has provided numerous classes to "give back" to the community, including free or low-cost first aid training, active shooter training, human trafficking awareness classes, and self-defense and assault prevention classes.

While in operation teaching these training classes, the concurrent development of the academic Certificate Programs in Security Management program was taking place, with plans to start offering online classes in the Fall of 2016.

Approvals

IMPORTANT NOTE: The National Protective Services Institute (NPSI) is approved to offer academic certificates by the Texas Workforce Commission. NPSI is also approved to offer Continuing Education Units (also called Continuing Education Credits) for a variety of organizations. NPSI is not, however, currently accredited by an accrediting agency recognized by the U.S. Department of Education. An academic program must be in operation for a minimum of two years before beginning the process to apply for accreditation, and it can take as long as eight years to finish the process. NPSI intends to officially begin conducting academic classes in the Fall of 2018, and plans to apply for accreditation as soon as allowable. NPSI will not take the “easy road” of seeking accreditation through an illegitimate accrediting agency. For further information about accreditation, please visit: The Council for Higher Education Accreditation (CHEA) at <http://www.chea.org> , The Texas Higher Education Coordinating Board (THECB) at <http://www.thecb.state.tx.us> , and the US Department of Education (USDE) at <http://www.ed.gov>. These resources discuss legitimate accrediting agencies recognized by the US Department of Education, as opposed to “accrediting mills” which will issue accreditation to any “school” willing to pay a certain amount of money (the CHEA website has more information about “accrediting mills”). NPSI plans to pursue accreditation through one or more of these listed legitimate agencies.

Why study at NPSI before accredited? The benefits of studying at NPSI at this time are immense. First, the tuition is substantially lower than at an accredited institution, and will significantly increase in the future. *However, currently enrolled students will maintain their original tuition rate through program completion.* Second, the educational standards are high, and students will be able to gain the requisite knowledge to enter the professional protective services field. Third, all discipline-specific NPSI classes result in the award of continuing education credits.

Other academic institutions may or may not accept credit from the NPSI. It is important to check with each institution to which you are interested in transferring prior to pursuing any academic classes or continuing education and training with NPSI.

The National Protective Services Institute is approved, authorized, and regulated by:

**Texas Workforce Commission, Career Schools and Colleges
(Certificate of Approval # S3927)
Austin, Texas**

And

**Texas Department of Public Safety Private Security Bureau
(Training School License # F01081)
Austin, Texas**

General Information

Office Facilities and Equipment

NPSI maintains offices at 3700 Fredericksburg Road, Suite #219, San Antonio, TX 78201. As a completely online program, however, all classes are conducted online, and most communication is conducted via e-mail or telephone. The best way to reach office staff is to e-mail admin@NPSIonline.net, or to call (210) 737-7233.

Online Academic Program Orientation

All students are expected to take and pass the “NPSI Online Orientation Course” course located in *Matrix* prior to beginning any online course. This short course will introduce the student to the Institute and to online education, as well as ensure they know how to navigate the various tools and resources used in the program. The student may refer to or re-take this course at any time, however, it is only required once.

Catalog in Effect

This catalog contains general information regarding the NPSI calendar, administration, admissions requirements, graduation requirements, fees, policies, academic programs, and course offerings. NPSI reserves the right to change each of these. The effective dates for all changes are at the discretion of the Institute and may apply to all those who are matriculated at NPSI after that time. The provisions of this publication are not to be regarded as an irrevocable contract between the student and NPSI.

Students may graduate under the terms of the catalog in effect when they entered NPSI or any subsequent catalog under which they attended, provided: a) said catalog is not more than 5 years old, and b) the student’s particular academic plan has not been discontinued by the Institute. Students with programs that are discontinued will be allowed two years in which to complete such plans before the official deactivation of the affected instructional program. Students needing more information about this policy should contact an academic advisor.

Instructional Delivery Method

NPSI has adopted the *Matrix* Learning Management System, an online software platform, as its primary delivery method. This platform provides a virtual classroom experience that is flexible, personal, and challenging. Through *Matrix*, students have the ability to access individual lessons, have interaction with other students taking the same course, utilize links to online resources, view supplemental streaming video clips, and receive direct feedback from their class instructors using this innovative means of delivery. Students may also be required to purchase video tapes or DVDs for select courses. Our online learning tools help ensure that students have an opportunity available to them that equals or surpasses the traditional classroom model.

Matrix is the infrastructure that manages and synchronizes NPSI course registration, administration, payment, instructional content, and assessment tools. To log into *Matrix*, please visit the ‘*Matrix*’ tab on www.NPSIonline.net.

Learning Resource Center

NPSI maintains a virtual library, or Learning Resource Center (LRC), providing numerous full-text documents related to the professional security field, as well as links to a variety of electronic depositories of books and journal articles. NPSI is a member of the Library and Information Resources Network (LIRN), an academic library consortium which provides millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and more.

The library contains books and journal articles on subjects such as history, philosophy, economics, political science, English and literature, anthropology, psychology, and sociology. It also includes magazine and newspaper articles. Overall, the NPSI virtual library provides relevant and current texts and periodicals, research journals and databases, standard works of reference, multi-media and electronic resources, and other resource materials necessary to more than adequately serve the student body. The LRC can be found under the “*Library*” tab on www.NPSIonline.net. The log in is the student’s (or faculty) NPSI e-mail address.

Communications

Each student, faculty member, and staff member is provided with an Institute e-mail address. The e-mail address convention is the same for all: first.lastname@npsionline.net. An institution must be accredited before a domain name ending in “.edu” can be issued. Some institutions who have this, but are not accredited, received their domain name prior to 2001 and were grandfathered in. NPSI intends to apply for accreditation as soon as legally possible; once approved NPSI will apply for a “.edu” domain.

Any and all written communications between NPSI and students are the property of NPSI and may be included in official records. E-mail with read receipts shall be considered equivalent to certified U.S. Mail correspondence.

Coursework Retained

The Institute reserves the right to keep a copy of all coursework produced by a student. The Institute reserves the right to make copies of student papers and other scholarly works for use in the curriculum and for archival purposes. Students may not disseminate or share curriculum, notes, documents, or other Institute-provided information for commercial purposes. Student file will be retained for five years; student transcripts will be maintained indefinitely.

Graduation Rates

As a new program, NPSI does not yet have information regarding graduation rates.

Job Placement Rates

As a new program, NPSI does not yet have information regarding job placement rates for graduates.

Placement Assistance Program

NPSI does not currently offer a Placement Assistance Program.

Admissions

NPSI maintains an "open door" admissions policy on a first come, first served basis. Any applicant who is at least 18 years old, has a high school diploma (or GED) and the minimum test scores (as listed below) may be admitted to the Institute, unless disqualified in the list that follows (the application includes a criminal background check). Individuals who have already obtained 30 or more semester hours from an accredited college or university will be automatically admitted, however, Wonderlic SLE-Q test scores must still be obtained. This allows the school to assess the strength and areas for improvement of the student.

Because of the rigorous nature of online education, applicants to NPSI's academic programs must demonstrate they have the ability to succeed in an online program. Testing provides the most objective measurement of an applicant's knowledge, skills and abilities. This measurement provides an accurate and fair means to compare different applicants to each other and to the requirements of the program to ensure the applicant possesses the time, perseverance, technology and skills needed to succeed in an online academic certificate distance learning program.

NPSI accepts the following tests and scores (or combination) to demonstrate ability to succeed:

Optional: SAT – 1500

Optional: ACT – 20

Required: *Wonderlic SLE-Q – 20

*If applicants have not already taken the SAT or ACT, the Wonderlic SLE-Q is accepted on its own merit. The Wonderlic SLE-Q is provided through NPSI as part of the application process and at no additional charge to the student. All applicants must take the Wonderlic SLE-Q.

An applicant must score at least 1500 on the SAT, or 20 on the ACT, or 20 on the Wonderlic SLE-Q in order to be granted admission. For example, a student who scored a 1300 on the SAT may still be granted admission if they score at least a 20 on the Wonderlic SLE-Q. Or, a student who scored a 16 on the Wonderlic SLE-Q may still be granted admission if they scored at least a 1500 on the SAT or a 20 on the ACT.

An individual is not eligible for admission if:

- 1) The individual is disqualified by state or federal law from owning or possessing a firearm.
- 2) The individual is a fugitive from justice.
- 3) The individual has ever been convicted, in any jurisdiction, of a felony level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).
- 4) The individual has been convicted in the previous ten years, in any jurisdiction, of a Class A level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).

NOTE: The Chief Academic Officer (Academic Director) is the final approval authority for admission waivers.

Prospective students who wish to enroll in any of the offered academic programs must submit a completed application form and a copy of their high school transcript or diploma, GED, or college transcript to:

National Protective Services Institute
Admissions and Records Office
PO Box 782018
San Antonio, TX 78278

or, e-mail to:
Admissions@NPSOnline.net
(Official transcripts must be mailed)

Application Procedure

Applications are accepted on an ongoing basis. Students will be notified upon acceptance of application.

Application, registration, and payment of tuition and fees are all accomplished through *Matrix* (see the *Matrix* tab on www.NPSOnline.net).

1. Submit a completed NPSI application form, with required attachments, and application fee
2. Interview with advisor to discuss educational plan and select classes
3. Complete enrollment contract
4. Register
5. Pay tuition and fees
6. Take NPSI Online Orientation Course
7. Start classes

NOTE: The National Association for College Admission Counseling provides excellent student and parent resources for preparing, searching, applying, financing, and succeeding in college. More information can be found at <http://www.nacacnet.org/studentinfo/Pages/Default.aspx>.

Enrollment Agreement

In order to fulfill State of Texas requirements, NPSI students must submit an enrollment agreement to be admitted to the school. The enrollment agreement is for the entirety of the program, however, each individual class may be paid for separately. Students may cancel and/or change this enrollment agreement at any time after fulfillment of individual term/semester/class commitments. Students completing one program and entering another must submit a new enrollment agreement, however, their tuition and fees will be limited only to the remaining requirements. Continuing education and training students who are not seeking an academic certificate are not required to submit an enrollment agreement.

Program Continuation

Once a student has been admitted and maintains continuous enrollment, they may complete one level of achievement and continue through higher levels of achievement without having to re-apply. For example, if a student finishes the Certificate program and desires to continue through the Advanced Certificate program, they may continue by simply entering a new enrollment agreement.

Nondiscrimination Policy

The National Protective Services Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in

administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students generally accorded or made available to any students at the school.

Individuals with physical limitations are welcome to attend any and all courses as well as serve in faculty and staff positions; accommodations will be made in accordance with requirements of the Americans with Disabilities Act (ADA).

All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, the ADA, and the Internal Revenue Service. Inquiries regarding NPSI's compliance with the ADA, or requests for accommodations for persons with disabilities can be directed to:

National Protective Services Institute
EEO/ADA/Affirmative Action Coordinator
PO Box 782018
San Antonio, TX 78278

Instructional Philosophy

The National Protective Services Institute (NPSI) believes all people should have the opportunity to develop skills and knowledge to increase their ability to perform their jobs. Resources permitting, and as long as the standards are maintained, instruction shall be adapted to individual student needs. This principle applies to flexibility in instructional strategies while maintaining high academic standards.

Language

The official language used at the Institute is English, and although the NPSI will ensure the lack of English language skills will not be a barrier to admission, accommodations will not be made to allow for participation in educational and vocational programs in other languages. All classes, seminars, and written material are in English. The *Matrix* Learning Management System does provide some translation assistance for some applications.

Confidentiality

The following statement concerning student records maintained by the NPSI is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student is limited to that designated as directory information. Directory information includes full name, mailing address, telephone number, year and place of birth, major field of study, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification, and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Tuition and Fees

Tuition in Effect

Students who are enrolled in an academic program at NPSI will be allowed to continue their program under their current tuition rates as long as they maintain continuous enrollment and progress towards their Certificate or plan. Once they have achieved their Certificate, the new tuition rates will apply if they decide to enter a different program. *At this time, the only program offered is Security Management, so students will be allowed to continue at the same tuition rate up to and including completion of an Advanced Certificate in Security Management.*

Tuition and Fees

Application Fee	\$75.00
Copy of Academic Record (Transcript)	\$5.00 (free for first copy)
Graduation Fee	\$50.00
Additional Diploma	\$25.00
Identification Card Fee (optional)	\$12.00
Printed Catalog (online/PDF catalog is free)	\$10.00
Returned Check Fee	\$25.00
Late Registration Fee	\$25.00
Refund Processing Fee	\$25.00
Administrative Withdrawal Fee	\$100.00 (\$50 for asynchronous courses)
Transfer Credit Assessment Fee, per class	\$20.00
Tuition, per class	\$298.00
Technology Infrastructure Fee, per semester	\$75.00 (\$25 per class if asynchronous)

Total Cost Projections:¹

Certificate in Security Management (10 Classes)

Application Fee:	\$75.00
Tuition Fees:	\$2,980.00
Technology Fees:	\$150.00
Books (approximate):	\$1,200.00
Graduation Fee:	<u>\$50.00</u>
Projected Total:	\$4,455.00

Advanced Certificate in Security Management (10 Classes)

Application Fee:	\$75.00
Tuition Fees:	\$2,980.00
Technology Fees:	\$150.00
Books (approximate):	\$1,200.00
Graduation Fee:	<u>\$50.00</u>
Projected Total:	\$4,455.00

¹Assumes all classes are taken at NPSI, all books are purchased for full retail value, and no books are returned. Students can save a substantial amount of money by renting and/or returning textbooks. NPSI

recommends students keep program-specific textbooks for future reference. Assumes 5 classes per semester.

Cancellation and Refund Policy

Standard Semester-Term Cancellation and Refund Policy

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period

following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

¹More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Texas Workforce Commission Form CSC-1040R provides the precise calculation (see <http://www.twc.state.tx.us/partners/career-schools-colleges-forms-publications>).

Cancellation and Refund Policy for Asynchronous Distance Education Courses

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program.¹
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(A) satisfactorily completed at least 90 percent of the required coursework for the program; and (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

¹ Texas Workforce Commission Form CSC-1040R provides the precise calculation (see <http://www.twc.state.tx.us/partners/career-schools-colleges-forms-publications>).

Financial Aid

Financial aid assistance may be available through your company or other private sources.

NPSI is currently unable to accept most forms of financial aid such as G.I. Bill and other government grants or loans. However, some government agencies do provide financial aid in the form of tuition assistance, loans, or grants to employees even if the program is not accredited.

While NPSI does not offer scholarships at this time, there are organizations who can help NPSI students find scholarships. One example is CollegeScholarships.org. <http://www.collegescholarships.org/loans/trade.htm>

Tuition Financing

There are several companies who specialize in tuition financing. For example, TFC Tuition Financing can provide financing for students. Students may call the Student Toll Free Number at 800-872-9832, or visit TFCstudentinfo.com. NPSI is not affiliated with TFC.

Payment Plan

NPSI offers a payment plan on a per-semester or per class basis. Please contact the administrative offices for more information.

Student Grant Program

NPSI does not offer scholarships at this time, however, does offer a Student Grant Program. The Student Grant Program allows recipients to attend courses free of tuition, however, students must still pay all other associated expenses (fees, textbooks, etc.).

The NPSI Student Grant Program includes the following:

American Society for Industrial Security: 1 Grant
 Associated Security Services for the State of Texas: 1 Grant
 NPSI Faculty and Staff Member Spouse and Dependent Children: All
 International Foundation for Protection Officers: 1 Grant
 Texas Air National Guard: 1 Grant
 Texas Army National Guard: 1 Grant
 Texas Association of Licensed Investigators: 1 Grant
 Texas State Guard: 1 Grant
 United States Air Force: 1 Grant
 United States Army: 1 Grant
 United States Coast Guard: 1 Grant
 United States Marine Corps: 1 Grant
 United States Navy: 1 Grant

Student Rights and Responsibilities

Each student is responsible for knowing and meeting all graduation requirements specified in the catalog. Attendance at NPSI is a privilege and not a right. Students forfeit this privilege if they do not participate within the standards and ideals of the Institute. NPSI has the right to insist upon a student's withdrawal if and when he or she does not conform to the standards of the Institute.

Integrity Policy

Academic integrity is the foundation for success. Breaches of this integrity constitute serious offenses against both the academic community and the profession. Only through a recognized partnership among students, staff members, and faculty members will the Institute be able to maintain the commitment to integrity. Students, staff members, and faculty members should adhere to the following guideline:

“On my honor, I will not lie, cheat, or steal, and will not tolerate those who do.”

Students, staff members, and faculty members are responsible for understanding these basic principles of integrity, and integrating them fully in everything you do. All are encouraged to report violations of integrity to the faculty member teaching the course in which the violation is alleged to have occurred. A direct link to the Academic Director is always maintained.

Violations may include, but are not limited to: cheating, fabrication of information, falsification of information, plagiarism, facilitating violations of academic integrity. The instructor of the course will make the determination of student's grade and status in a course. Depending on the severity of the breach, the student may be required to write a report about the importance of academic integrity and plagiarism (minor breach), receive an “F” be withdrawn from the course and/or (intermediate breach), or be expelled from the Institute (major breach). The severity of the breach may be determined based on the knowledge and intent of the student. A minor breach includes unknowing and unintentional plagiarism or facilitating violations of academic integrity on any assignment. An intermediate breach includes cheating, falsification of information, plagiarizing on a minor assignment (i.e., discussion board or essay), or falsification of non-substantive information in personal records (other than information which would have been used to accept or deny admission to the Institute). A major breach includes cheating, falsification of information, or plagiarizing on a major assignment (i.e., exam or term paper), falsification of substantive information in personal records (such as information which would have been used to accept or deny admission to the Institute), or two or more intermediate breaches.

To learn more about plagiarism, please visit: Plagiarism: What It is and How to Recognize and Avoid It at <http://www.plagiarism.org>

Conduct Expectations

All NPSI students, staff, and faculty members are expected to behave in a manner that will create and maintain a safe and orderly environment (academic and otherwise) for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal (termination), and/or referral to law enforcement officials. The following is a list of inappropriate behaviors that will be subject to disciplinary action.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud (written warning and Integrity Policy violation penalties).
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others (1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal).
3. Noncompliance with the directives of the Institute faculty and staff (1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal).
4. Violation of written policies, rules, or procedures (1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal).
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission (Unintentional: 1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal. Intentional: 1st offense – dismissal and/or referral to law enforcement officials).
6. Damage to property or destruction of property (Unintentional: 1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal. Intentional: 1st offense – dismissal and/or referral to law enforcement officials).
7. Creation of unsafe conditions (Unintentional: 1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal. Intentional: 1st offense – dismissal and/or referral to law enforcement officials).
8. Carrying out a false alarm or creating an emergency situation such as a fire or bomb threat (Unintentional: 1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal. Intentional: 1st offense – dismissal and/or referral to law enforcement officials).
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others (Unintentional: 1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal. Intentional: 1st offense – dismissal and/or referral to law enforcement officials).
10. Selling, illegally consuming, or illegally possessing alcoholic beverages on Institute property (1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal).
11. Smoking is strictly prohibited within Institute-owned or leased buildings including, but not limited to: offices, hallways, lounges, restrooms, cafeteria, elevators, meeting rooms, Institute-owned or leased vehicles, and all indoor community areas. This policy applies to all employees, students, contractors, and visitors (1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal).
12. Possessing or using drugs not prescribed for the individual by a physician; selling any drugs; possessing or using illegal drugs or narcotics. NPSI subscribes to and enforces both the Drug Free Workplace Act of 1988 and the Drug Free School and Commissions Act Amendments of 1989. Links to these acts can be found in the “Links” tab of www.NPSIonline.net (1st offense – dismissal and/or referral to law enforcement officials).

13. Illegal possession of a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on property of the Institute (1st offense – dismissal and/or referral to law enforcement officials).

14. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The Institute is committed to creating and maintaining an environment for all Institute personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academics,
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment
- (Violator will be required to repeat the NPSI class on sexual harassment. Unintentional: 1st offense – written warning, 2nd offense – suspension, 3rd offense – dismissal. Intentional: 1st offense – dismissal and/or referral to law enforcement officials).

Re-Enrollment after Dismissal for Violation of Student Conduct Expectations

A student who has been dismissed for violation of Student Conduct Expectations is considered to be terminated from the Institute. If the violation did not result in the involvement of law enforcement officials, the student may re-apply to the Institute after 1 full semester has elapsed.

Obligations to the Institute

Until all obligations to the Institute are met, students may be barred from future registration, not be allowed to graduate, or be administratively withdrawn from class. The Institute is authorized to place "holds" on student records under the following conditions, which include but are not limited to:

- Unpaid debt to the Institute
 - Failure to make good a returned check
 - Failure to make payment on a promissory note or financial aid overpayment
 - Ineligibility for aid for which student is registered; overdue loan; failure to complete files
 - Failure to compensate for destruction of, or damage to, Institute property, equipment or supplies
 - Charge back of tuition and fees which were charged to a credit card
 - Failure to pay for training materials used by the student
- Failure to return material or pay fines for issued, lost, damaged, or overdue materials from the NPSI libraries or from any agency/institution/organization with which NPSI has an agreement
- Failure to file required documents
- Enrolling under false pretenses
- Failure to meet assessment requirement
- Address correction required

Rights of the Institute concerning class-related works created by students

The Institute reserves the right to keep a copy of all coursework produced by a student. The Institute reserves the right to make copies of student papers and other scholarly works for use in the Institute curriculum and for

archival purposes. Students may not disseminate notes for commercial purposes. Students may not take video or audio recordings in class without Institute permission and these recordings may not be used for commercial purposes. Capstone course theses may be posted online and available for public use.

Complaint Procedures

Complaints are defined as any student, faculty, or staff concern regarding the school programs, services, or staff. A student, faculty member or staff member who has a concern about a school-related issue is encouraged to schedule a conference with the Academic Director to find resolution (if the issue is regarding grade disputes, please see procedures under “Academic Standards of Progress” in the most recent Academic Catalog). If the issue is not resolved to satisfaction through the conference, the student, faculty member, or staff member can file a formal complaint in writing with the Academic Director who will formally investigate the complaint, take appropriate action, and provide a written response to the individual by the 10th business day after the day the formal written complaint is received. Note: a conference with the Academic Director is not required before a student files a formal written complaint.

Complaints should be e-mailed to Complaints@NPSOnline.net. Additionally, individuals can call (210) 737-7233 to schedule a conference with the Academic Director.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the Academic Director’s response can file a complaint with the Texas Workforce Commission.

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-Assigned school number is S3927.

The school’s programs are approved by the TWC, as well as the Texas Department of Public Safety.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school’s catalog (above). Schools are responsible for ensuring and documenting that all students have received a copy of the school’s grievance procedures and for describing these procedures in the school’s published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school’s response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with the TWC, as well as other relevant agencies or accreditors, if applicable.

Information on filing a complaint with the TWC can be found on the TWC’s Career Schools and Colleges website at <http://CSC.twc.state.tx.us>.

Notification of Complaint to the Texas Department of Public Safety Private Security Bureau

For courses regulated by the Texas Department of Public Safety Private Security Bureau, complaints may be directed to: **Texas Department of Public Safety Licensing and Registration Service –Private Security Program**, P.O. Box 4087 Austin, Texas 78773-0001 512-424-7293
or e-mailed to: RSD_Customer_Relations@dps.texas.gov

Notification of Complaint to the Texas Attorney General

After exhausting the grievance/complaint process through the Institute, Texas Workforce Commission, and Texas Higher Education Coordinating Board, students may initiate a complaint with the Texas Attorney General through the use of an online complaint form at:

<https://www.texasattorneygeneral.gov/consumer/complain.shtml>

or by sending the required forms (found on the same page as the online complaint form) by mail to:

Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548

DISCLAIMER

NPSI provides some courses which are not regulated by the Texas Workforce Commission. In the case of complaints for these courses, please see the notification and complaint procedures for the Texas Department of Public Safety Private Security Bureau and the Texas Attorney General.

Academic Policies

Academic Advising

Academic advising is highly recommended for all students. To fully understand the program options and academic requirements, students should seek academic advising prior to registering for classes. Advisors are available by appointment to assist students in determining admissions, appropriate programs of study, pre-requisites for classes, appropriate course loads, transferable courses, and more.

Course Registration

Registration for courses is conducted through the catalog located in the *Matrix* Learning Management System. To access *Matrix*, please visit www.NPSOnline.net. Courses are offered throughout the year, as listed in this catalog, and online. Information about current course offerings is published in this catalog and in *Matrix*. Course registrations are accepted any time prior to the start of the term, however, space is limited and registrations are accepted on a first come, first served basis. Current students have priority registration.

Individual subjects may also be taken as “self-paced” courses without enrolling in an academic program (see “Synchronous vs. Asynchronous”). All pre-requisites must be met, and the student must be eligible for enrollment.

Subjects which are not required for an approved academic program may be taken for continuing education purposes.

Students are not considered admitted into the academic program at the Institute until a complete application has been submitted and they have been accepted. While classes may still be taken, academic credit will not be awarded unless the student is accepted into the academic program. Students may receive continuing education and training credits (vs. academic credits) even if they are not admitted.

Synchronous vs. Asynchronous Courses

NPSI provides two types of online academic courses (not including continuing education and training classes): synchronous and asynchronous.

Synchronous, meaning "existing or occurring at the same time," courses start and end at the same time, and have specific timelines and due dates for readings, essays, reports, exams, and other assignments to which all of the students in the class must adhere. While not necessarily completing assignments together at exactly the same time, all students in the class are completing assignments in the same order and following the exact same timeline. Synchronous classes at NPSI follow a 16-week timeline, and are the standard class offering.

Asynchronous, meaning "not existing or occurring at the same time," courses have start times and assignment timelines determined by the student. These are self-paced classes which allow the student flexibility to start classes and complete assignments on their own timeline. At NPSI, the courses are termed "Self-Paced," and must be completed within 6 months of the start date. These are recognized by the class section "SP." For example, the asynchronous version of the Introduction to Security course, standardly identified as SECR 100, would simply be labeled SECR 100-SP. Asynchronous classes at NPSI contain the same academic standards as synchronous classes, however, class participation activities (i.e., discussion boards) are replaced by short essays. Self-paced classes can be started at any time, so students do not have to wait until the beginning of a

new semester, and, highly motivated students can spend extra time to finish courses faster than normal semester timeframes. Self-paced students still receive personalized attention and contact from their instructors.

One of the advantages of NPSI online classes, whether synchronous or self-paced, is that students can have access globally, and can attend classes anytime, day or night, in any part of the world.

Self-paced college classes are becoming more popular, and many accredited universities offer them. Some examples include: University of Arkansas, University of Missouri, University of North Dakota, University of Florida, and Thomas Edison State College, to name a few.

Textbooks and Study Materials

Study materials and textbooks are available through most online and large corporate booksellers (Amazon.com, Barnes and Noble, Books-a-Million, etc.) or through the American Society for Industrial Security bookstore (<http://www.asisonline.org>). Some of the texts are available for free download in the NPSI virtual library.

Lesson-Based Program

NPSI Certificate and Advanced Certificate courses are provided as lessons. Each course/subject consists of sixteen (16) modules, or lessons. Semester-based classes complete one lesson each week. Self-paced classes are conducted at the student's determined pace, but the entire class must be completed within six months from start.

Testing

Students take timed tests online and receive immediate feedback and test results. Essay exams and papers are also submitted online, graded by the course instructor and returned to the student. Portions of assigned work are used to facilitate student-to-student interaction. The interaction is included as one of the elements of student grading.

Grading System

The following grading system is used at the NPSI:

Grade	Score	Interpretation	Grade Points Per Class
A	90-100%	Excellent	4.0
B	80-89%	Good	3.0
C	70-79%	Satisfactory	2.0
D	60-69%	Minimum Passing	1.0 (Unsatisfactory; cannot be transferred or used as a pre-requisite. Students may, however, re-take a course)
F	Below 60%	Failing	0
I		Incomplete	Not Computed
PF		Pass/Fail*	Not Computed
W		Withdrew	Not Computed
CR		Credit by Exam	Not Computed
TR		Transfer Credit	Computed as transferred
AU		Audit	Not Computed

The grade point average is calculated by dividing the number of classes into the total grade points.

*Pass/Fail: For "pass/fail" only classes, a passing grade is defined as the equivalent of a C grade or better. A grade of P (passing) achieved in a course under a pass/fail option will not be used in calculating cumulative

GPA. A grade of F (failing) received in a course taken under a pass/fail option will be used in calculating GPA. The Pass/Fail grade option is only applicable to a limited group of practicum courses. Speak to an advisor for information about this grade option.

Student Course Load

Semester (16 weeks): A full-time student is defined as a student who registers for 5 or more classes in the same academic semester. Students may not take more than 5 classes without obtaining written permission from the Academic Director or designated representative. A student taking and passing 5 classes each Fall and Spring semester will achieve a Certificate in 1 year and an Advanced Certificate in two years.

Attendance Policy and Make-Up Work

Make-up work is not accepted; however, in the case of an emergency, exceptions will be made to allow for late assignments. Regular attendance in all courses is expected throughout the length of the semester. The student alone assumes responsibility for course work missed from non-attendance. Students who do not attend within the first week of the semester by submitting an academic assignment (such as an examination, written paper or project, discussion board post, or other event) will be dropped from the course roster and will not be allowed to continue. The student may appeal to the instructor to be re-instated. Students who begin attendance by submitting an academic assignment, but eventually cease attending for more than 2 weeks will be withdrawn from the course. Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next semester.

NPSI courses are conducted online, and students have the option of choosing which days they will take off and which ones they will perform academics. However, student must log into their account to participate in group discussions and/or to submit assignments weekly. Assigned work that is turned-in early will be credited towards the assigned week for attendance purposes. If a student intends to miss school for more than one week, prior arrangements must be made with the instructor to submit late work (in accordance with the course syllabus).

Leave of Absence

The Academic Director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 60 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file.

Good Standing and Grade Point Average

Good standing is the maintenance of a cumulative grade point average (GPA) of 2.00 or better (on the 4.00 scale used at NPSI). A 2.00 GPA is the same as a C average. Students must have a cumulative GPA of 2.00 or better to graduate from any certificate or degree program. In calculating a student's cumulative GPA, all coursework attempted at NPSI for which a grade of A, B, C, D, or F was awarded is considered. The student's permanent record shall reflect a grade point average based on all credit work taken at the NPSI. Furthermore, in a pass/fail evaluation, a "pass" must be achieved. A "fail" is calculated as an "F".

Incomplete Grades

An instructor may award a grade of I (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. The completion date is determined by the instructor, but the class must be

completed by the last day of the following academic term. If the particular class has been discontinued, the student may take a replacement course, a substantially similar course, or be reimbursed in full for the class.

Consideration shall be given to course load, job, and family obligations when carrying an “I” into a new semester for completion. An “I” that is not resolved by the deadline will automatically be converted to an F. In extreme cases (such as physical or vocational limitations resulting in the inability to perform work during the period), students may receive permission to carry an “I” for longer than the following semester deadline.

Repeating Courses

All grades for repeated courses appear on the transcript. An asterisk (*) by a course grade on the student’s transcript indicates that the course was repeated. When courses are repeated, only the highest grade earned will be used in calculating the grade point average.

Remedial Courses

NPSI does not provide remedial courses, Students may repeat courses if necessary (see “Repeating Courses”).

Academic Standards of Progress

The Institute maintains a system for monitoring academic progress to identify students experiencing academic difficulty. The Institute will intervene in a student’s academic life when circumstances warrant. NPSI may limit enrollment and course selection, or may employ additional interventions that foster and encourage academic success. Assessment begins immediately upon starting any academic course, and grades are measured weekly. Final, cumulative grades are issued after a 16-week semester (or 16 modules for asynchronous courses).

The Institute’s academic standings and interventions are:

1. **Good Standing:** Cumulative 2.0 GPA or greater and cumulative 50 percent or higher course completion rate. *Intervention: None*
2. **Early Alert:** Students who do not meet a cumulative 2.0 GPA or a cumulative 50 percent course completion rate any time after attempting 2 classes. *Intervention: Students are notified of their academic standing and directed to meet with an advisor.*
3. **Warning:** Early Alert moves to Warning when students do not meet the cumulative 2.0 GPA or cumulative 50 percent course completion rate during the subsequent term of enrollment. Students must follow the requirements of a performance improvement plan and will remain on Warning until the term GPA is 2.0 or greater and the term completion rate is 50 percent or higher. *Intervention: Registration hold applied. Students must meet with an advisor and develop a plan for improvement in order to register. Students at this stage must meet with and receive a progress report from an advisor monthly.*
4. **Suspension:** Warning moves to Suspension when students on Warning do not meet the standard of a term 2.0 GPA or term 50 percent course completion rate during the subsequent term of enrollment. Students are suspended for the following term. *Intervention: Registration hold applied. Students are notified that they are suspended and may enroll in no more than 2 classes with instructor approval prior to the start of class, for the indicated period. Students may not register for more classes with “Incompletes”.*
5. **Probation:** Suspension moves to Probation after the Suspension period. Students will remain on Probation as long as the term GPA is 2.0 or greater and the term course completion rate is 50 percent or higher. Students not meeting term requirements will be suspended for the following term. A student’s academic status returns to good standing once the student completes a full term with a GPA of 2.0 or greater and the term course completion rate is 50 percent or higher. Students may be placed on Probation

twice (nonconsecutive) before Termination. *Intervention: Registration hold applied. Students are notified they must continue to meet with an advisor to develop and follow a plan for improvement and to register for courses.*

6. **Termination:** Students will be terminated if, at the end of the second term of Probation, they have not made satisfactory progress. Terminated students must re-apply to the Institute. In accordance with *Title 40, Texas Administrative Code, Section 807.221-224*, terminated students cannot be re-admitted until a minimum of one grading period (semester) has passed.
7. **Review:** Students may contact an advisor to request a review of their status at any time.

Note: A student's academic status returns to good standing at any point that the student meets the cumulative 2.0 GPA and 50 percent completion rate standard.

Re-enrollment After Termination

A student whose enrollment was terminated for unsatisfactory academic progress may re-enroll after a minimum of one grading period (semester) has passed. Such re-enrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next semester. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

Procedures to Resolve Grade Disputes

All course grades are awarded by the instructor of record at the end of the term. At the beginning of the course, the instructor will inform students of course requirements and grading policies. The instructor shall exercise professional judgment in the application of those policies and the awarding of grades. All grades are final except in the case of Institute error; however, the instructor may change the grade if circumstances warrant.

Resolving disputes about a grading policy and/or a specific assignment grade

If a student has a question about a grading policy and/or a specific assignment grade, he or she must raise the question while enrolled in the course. Students should conduct a conference with the instructor and discuss questions or objections. Document the discussion in writing (what is discussed and the outcome) in case a request a formal "Review of Final Course Grade" is necessary.

If a student is unable to resolve questions or objections with the instructor, make an appointment with the Department Chair to discuss the matter or, if the instructor is the Department Chair, with the Academic Director. If help is needed locating the Department Chair or Dean, contact the Institute, or refer to the website at <http://www.npsionline.net>.

Resolving disputes about final course grades

If a student has questions about their course grade, they must contact the instructor by the beginning of the following term after the grade was awarded. If the instructor cannot be contacted, contact the Department Chair. If the Department Chair is also the instructor who awarded the grade, contact the Academic Director. If the grade awarded was not the grade the instructor intended, a grade change will be initiated. If the grade awarded was the grade the instructor intended, but the student believes there was an error, he or she may request a formal "Review of Final Course Grade."

Formal “Review of Final Course Grade”

1. A request for a formal “Review of Final Course Grade” may be submitted only if a student is unable to resolve the dispute either with the course instructor or with the assistance of the Department Chair. Students are encouraged to make an appointment with a NPSI advisor to discuss the process before preparing a formal request. The advisor will help the student prepare the request.
2. To begin a review of final course grade, a formal written request must be submitted including evidence of Institute error and relevant supporting documentation to the Department Chair **by the beginning of the following term** after the grade was awarded. The Department Chair will forward the request to the Academic Director. Late requests or deadline extensions will be approved only if there are documented extenuating circumstances. Students must ensure they receive a receipt of submission.
3. The Academic Director will give the instructor a copy of the written request and ask the instructor to provide a written response. The Academic Director will provide a copy of the instructor’s written statement. If the instructor is unavailable, the Academic Director, in consultation with the Department Chair, will provide a written statement containing all relevant information available to them. During the review, the instructor or Academic Director may choose to change the grade, or the student may withdraw the request for review. If neither of these occurs, the Academic shall appoint a Grade Review Committee to consider the request.
4. The Grade Review Committee will consist of three faculty members. None of the student’s current instructors, at the time the committee meets, will be on the committee. If possible, one of the committee members will be a faculty member who teaches the same course. The committee members will determine the steps they take in reviewing your request. There is no requirement to appear before the committee, but the student may request to do so. The student will not be present when the committee considers the request. The student may choose one of the members.
5. The Grade Review Committee shall meet in private to protect the confidentiality of all student records. Only committee members are present during committee deliberations. The Academic Director will explain the committee’s decision in writing to the student, the instructor, and the Department Chair. The committee’s decision is final. If the decision requires a grade change, the Department Chair will initiate the paperwork to make the grade change.

Course Withdrawals

Students who are unable to complete a course, for whatever reason, must submit an official withdrawal request form to Admissions and Records before the withdrawal deadlines published in the academic calendar.

Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal. Students who fail to officially withdraw from a course are at risk of receiving a grade of F for the course. Withdrawal courses appear on the student’s record with a grade of W.

Under *Texas Education Code, Section 132.061(f)*, a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Under these conditions, the student will receive a grade of Incomplete and be allowed to re-enroll in the program during the 12-month period following the date the student withdrew, which will allow the student to complete those incomplete subjects without payment of additional tuition.

Note: Withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

Instructor-Initiated Withdrawal

A student who is not in compliance with course policies or meeting course objectives in the syllabus may be withdrawn from the course at the discretion of the instructor. Examples include blatant disregard for class discussion policies, such as the use of profanity or unprofessional/degrading commentary, and academic integrity violations (in accordance with the academic integrity policy). When the instructor withdraws a student, written notice will be sent via certified letter by the Institute to the last known address of the student as recorded in the student's permanent file. As an alternative, the Institute may send notice via e-mail with "read receipt."

Appealing an Instructor-Initiated Withdrawal

A student may appeal an instructor-initiated course withdrawal in writing immediately upon notification by the instructor, within ten business days after postmark, or within five business days after e-mail read receipt, of the Institute notice of withdrawal.

The written appeal shall be made initially to the course instructor, who will respond in writing within five business days. The student may appeal the instructor's decision within five business days to the appropriate Department Chair, then the Academic Director, whose decision will be final.

The student may attend class, submit assignments, and take tests for grading through the final disposition of the appeal unless there are established course or program guidelines that would prohibit the student from returning to class.

Military Withdrawals

Military service members are guaranteed an "Incomplete" for coursework that they are unable to complete on time due to deployments, extended cruises, unit operational tempo, or other duty-related extenuating circumstances. To obtain an Incomplete, a military student must send either a current copy of official military orders (as proof of professional conflict during enrollment in the course) or a signed letter on official letterhead from the student's commander or supervisor.

Auditing Courses

Students who wish to audit a course (register for and participate in a course without receiving academic credit) must indicate such at the time of registration. Registration is subject to availability of space. Admissions requirements and all other rules and regulations of the Institute apply to the auditing student. Tuition and fees for auditing are the same as those rates charged to students enrolled for credit. A Certificate of Completion will be provided to students auditing a course. Audited courses are not eligible to receive course credit towards the academic programs at any time.

Graduation

NPSI holds annual commencement exercises in June of each year; however, recognition for graduating students will be made at the end of each term. Students must satisfy 4 requirements to graduate:

1. Fulfill all obligations to the Institute, including the submission of official transcripts from each institution attended and full payment of fees owed
2. Complete all courses listed in the official academic certificate plan

3. Maintain a grade point average of 2.00 on a 4.00 scale for all coursework (both transfer and NPSI) used to satisfy plan requirements
4. Apply for graduation before the term in which students plan to graduate
5. All coursework must be under the terms of the catalog in effect when the student entered NPSI or any subsequent catalog under which they attended, provided a) said catalog is not more than 5 years old, and b) the student's particular certificate or degree plan has not been discontinued by the Institute.

Students who meet these requirements must complete the Graduation Application and submit it to the Admissions and Records Office before the first day of classes of the term in which they plan to graduate. Applicants for graduation will be notified of their status by mail. Graduates are encouraged to participate in NPSI's annual commencement exercises held in June of each year. If not participating in commencement exercises, the diploma will be mailed to the address on file with the Admissions and Records Office.

Scholastic Academic Honors and Achievement Awards

The Institute recognizes students' scholastic achievement at the completion of term. Semester academic honors are awarded only for terms in which the student is full-time, and maintains a 4.0 GPA. They will be listed on the term "Honor Roll." Graduates with a cumulative GPA of 3.75 or higher will receive a notation on their transcripts and diploma as having "Graduated with Honors."

Transcripts

Official transcripts are issued when requested. The transcript fee (see fees) per copy is due in advance. Checks shall be made payable to NPSI. During peak periods including commencement and registration, transcripts should be requested at least two weeks in advance.

Student must make all transcript requests in writing using the NPSI Transcript Request Form. Requests by persons other than the student will not be honored without the student's personal signature and a copy of a valid photo ID (Family Educational Rights and Privacy Act of 1974).

The Student ID number is required to properly identify the student's file. All financial and other obligations to the Institute must be cleared before transcripts can be released.

Transcripts will be available to prospective employers and to students upon request and without charge for the first copy.

Faculty Qualifications

All faculty members shall hold at least a Master's degree from an institution accredited by an agency recognized by the Texas Higher Education Coordinating Board with at least eighteen (18) graduate semester hours in the discipline, or closely related discipline, being taught.

Faculty members must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field.

In rare cases, an individual with exceptional experience in the field, which may include direct and relevant work experience, professional licensure or certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements, may be appointed as a faculty member, if the

individual also holds at least a Bachelor's degree. Such appointments shall be limited and the justification for each such appointment shall be fully documented.

Disciplines considered to be "closely related" to security include, but are not limited to: Law Enforcement, Criminal Justice, Criminology, Homeland Security, Military Studies, Military Science, Corrections, and Emergency Management.

Faculty-to-Student Ratio

The standard faculty-to-student ratio for all classes is no more than 1 to 30.

Credit Transfer Policy

Credit may be awarded for courses transferred from an institution accredited by an agency recognized by the US Department of Education and the Texas Higher Education Coordinating Board ("recognized"). The transferred course credit must be equivalent to the NPSI instruction, apply directly to the intended program, and the student must have achieved a grade of "C" or better. Transfer credit grades will be calculated in the final Institutional grade point average. Credit may only be applied once per course. NPSI cannot guarantee transfer of credit to other schools.

Credit for work completed outside a collegiate setting may be accepted; however, such credit may not exceed more than half of the total number of hours required for the program. These courses, even if accepted by NPSI, may not be accepted elsewhere.

The credit will be validated and an official transcript issued only upon completion of regular coursework at NPSI (at least one class). This transfer policy applies to all programs. All transferred credit is subject to the Transfer Credit Assessment fee (see fees).

At least 25% of all credit hours must be obtained through NPSI to be awarded a Certificate from NPSI.

Under no conditions will "credit for life experiences" be awarded.

Credit for Military Courses

NPSI will evaluate courses completed in the U.S. Armed Forces based on credit recommendations in the American Council on Education reference *Guide to Evaluation of Educational Experiences in the Armed Services*.

Credit for Other Courses

Other courses which have been evaluated by accrediting agencies may be accepted on a case by case basis. For example, NPSI may accept credit earned through the Emergency Management Institute of the Federal Emergency Management Agency, the National Fire Academy of the U.S. Fire Administration, and the Federal Law Enforcement Training Center. NPSI will also evaluate and may accept courses based on credit recommendations from the National College Credit Recommendation Service (from the University of the State of New York).

Continuing Education Units/Credits

NPSI will generally accept CEUs certified by the International Association for Continuing Education and Training (IACET). These credits will have to be converted to semester hours, and then applied to the

appropriate class (for conversion, calculation, each NPSI class represents a calculation of 3 semester hours using the Carnegie Unit of measurement with a minimum of 135 hours of workload, which is then applied as fulfillment of the particular class – NPSI does not measure actual classes in semester hours and this methodology is used for calculation purposes only). CEUs will be reviewed on a case-by-case basis.

For NPSI courses, each student will be provided a certificate upon the completion of each course, including academic courses. The number of credits will vary based on the length of the course, however, NPSI will utilize the IACET standards to calculate Continuing Education credits. According to IACET, “one CEU equals ten contact hours of participation in an organized CE/T experience, delivered under responsible sponsorship, capable direction and qualified instruction.”

CEUs are expressed in tenths of an hour, therefore, a 15 contact-hour course would be expressed as 1.5 CEUs. A 3 contact-hour course would be expressed as 0.3 CEUs. Online courses are calculated using an average workload worksheet based on Distant Education Accrediting Council guidelines. NPSI will follow this formula.

NPSI-awarded CEUs may or may not be accepted by other institutions or organizations.

Security Management Program

The National Protective Services Institute (NPSI) is currently offering only one program in Security Management (CIP Code 43.0112) with two levels of achievement:

- Certificate in Security Management (CSM): 10 discipline-specific classes.
(Equivalent to 32 weeks at full-time enrollment, excluding breaks)
- Advanced Certificate in Security Management (ACSM): 10 discipline-specific classes.
(Equivalent to 32 weeks at full-time enrollment, excluding breaks)

Certificate in Security Management Program Learning Outcomes

- Students shall demonstrate a general knowledge of theories and practices relevant to front-line supervision in security management.
- Students shall develop and apply effective solutions and responses to a variety of real-world security threats in front-line security supervision.
- Students shall develop emergency and contingency response plans that meet state and federal guidelines and demonstrate effective communication skills.
- Students shall critically assess new developments and advances relevant to front-line security supervision and management.
- Students shall critically apply legal and ethical practice and decision making as a front-line security supervisor and security management professional.
- Students shall use the Risk Management process to analyze and evaluate threats, vulnerabilities, and criticalities for front-line security supervision and management.
- Students shall develop mitigation measures for assessed vulnerabilities and criticalities for front-line security supervision and management.

Advanced Certificate in Security Management Program Learning Outcomes

- Students shall demonstrate an advanced knowledge of theories and practices relevant to security management.
- Students shall develop and apply effective solutions and responses to a variety of real-world security threats.
- Students shall develop emergency and contingency response plans that meet state and federal guidelines and demonstrate effective communication skills.
- Students shall critically assess new developments and advances relevant to security management.
- Students shall critically apply legal and ethical practice and decision making as a security management professional.
- Students shall use the Risk Management process to analyze and evaluate threats, vulnerabilities, and criticalities.
- Students shall develop mitigation measures for assessed vulnerabilities and criticalities.
- Students shall identify and critically evaluate research findings in security management.

Certificate in Security Management (CSM) (10 Classes/160 Lessons)

This course of instruction prepares individuals for entry-level security supervisor and security line manager jobs as well as continuing education within the protection field. Graduates may find suitable employment in Security Operations, Personal Protection Operations, Security Management, Investigations, Anti-Terrorism, Homeland Security, Emergency Management, Corrections, Law Enforcement, the Military, Safety, Loss Prevention, Personal Services, Public Administration, Social Services, Legal Services, and more. The Certificate in Security Management will be awarded after the student completes the 10 specific classes required in the curriculum. This program is designed for front-line security supervisors.

The curriculum is as follows: *Academic Core Security Management Requirements (10 classes/160 lessons)*

- (SECR 101) Introduction to Security (16 lessons)
- (SECR 102) Physical Security (16 lessons)
- (SECR 103) Investigations (16 lessons)
- (SECR 201) Security Supervision (16 lessons)
- (SECR 202) Security Law, Ethics and Professionalism (16 lessons)
- (SECR 203) Force Options/Use of Force (16 lessons)
- (SECR 204) Executive and Dignitary Protection (16 lessons)
- (TERR 101) Introduction to Terrorism (16 lessons)
- (EMGT 101) Introduction to Emergency Management (16 lessons)
- (EMGT 201) Emergency Planning and Response (16 lessons)

Advanced Certificate in Security Management (ACSM) (10 Classes/160 Lessons)

This course of instruction is a higher and broader level of instruction more suitable to management-level than that of the Certificate Program, preparing individuals for entry-level security manager jobs as well as continuing education within the protection field. Graduates may find suitable employment in Security Operations, Personal Protection Operations, Security Management, Investigations, Anti-Terrorism, Homeland Security, Emergency Management, Corrections, Law Enforcement, the Military, Safety, Loss Prevention, Personal Services, Public Administration, Social Services, Legal Services, and more. The Advanced Certificate in Security Management includes 10 additional classes after the Certificate in Security Management, and will be awarded after the student completes the 10 specific classes required in the curriculum. The Advanced Certificate provides a higher level of administrative and managerial education than the Certificate, and is designed for security personnel providing company-level (non-line) management (managers generally oversee supervisors). The prerequisite for Advanced Certificate program is completion of or concurrent enrollment in the CSM Program.

The curriculum is as follows: *Academic Core Security Management Requirements (10 classes/160 lessons):*

- (SECR 302) Information Systems Security (16 lessons)
- (SECR 303) Personnel Security (16 lessons)
- (SECR 304) Retail Security (16 lessons)
- (SECR 401) Security Management (16 lessons)
- (SECR 402) Homeland Security (16 lessons)
- (SECR 405) Issues in Security Management (16 lessons)
- (TERR 301) Domestic Terrorism (16 lessons)
- (TERR 302) International Terrorism (16 lessons)
- (EMGT 301) WMD and Hazardous Materials (16 lessons)
- (EMGT 302) Risk Analysis (16 lessons)

Subject Descriptions

Students who have earned equivalent (or higher) credits from another recognized institution may substitute those credits for NPSI classes. However, a review must be conducted by NPSI to ensure the course content, objectives, and learning outcomes are substantially similar or superior. Subjects not required for an academic program may be taken for continuing education.

Emergency Management (EMGT)

EMGT 101: Introduction to Emergency Management (16 lessons): This course introduces the student to the field of Emergency Management. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of emergency management.
2. The student will be able to understand and demonstrate the relationship between emergency management methods and needs.
3. The student will have an understanding of various threats and challenges in emergency management, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

EMGT 201: Emergency Planning and Response (16 lessons): This course discusses planning for emergencies using an all-hazards approach, as well as responding to emergencies. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of emergency planning.
2. The student will be able to understand and demonstrate the relationship between emergency planning methods and needs.
3. The student will have an understanding of various threats and challenges in emergency planning, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

EMGT 301: WMD and Hazardous Materials (16 lessons): This course provides an overview of Weapons of Mass Destruction, to include, Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) threats, and industrial Hazardous Materials. The purpose of the course is to gain a basic understanding of the threat as well as various responses to prevent, prepare, and respond to the threat. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of WMD and CBRNE defense.
2. The student will be able to understand and demonstrate the relationship between WMD/CBRNE methods and needs.
3. The student will have an understanding of various threats and challenges from WMD/CBRNE, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

EMGT 302: Risk Analysis (16 lessons): This course discusses the processes of risk analysis, to include conducting threat and vulnerability assessments. Includes determining and categorizing threats from an all-

hazards approach, as well as using various tools and techniques to determine security vulnerabilities and risk management strategies. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of risk analysis.
2. The student will be able to understand and demonstrate the relationship between security methods and needs.
3. The student will have an understanding of various typed of security analysis, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

EMGT 303: Training and Exercises (16 lessons): This course provides the student an overview of the knowledge, skills, and abilities necessary to develop training and exercise strategies and plans for emergency response.

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of training and exercise planning.
2. The student will be able to understand and demonstrate the relationship between training and exercising planning methods and needs.
3. The student will have an understanding of various challenges in training and exercise planning, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

EMGT 304: Emergency Medicine (16 lessons): This course provides the academic knowledge a student needs as a medical first responder. Some topic areas include airway management, patient assessment, medical emergencies, trauma emergencies, and much more. NOTE: This does not certify the student as a medical first responder. Credit may be awarded for a recognized course equivalent to the Medical First Responder or higher (must be assessed).

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of emergency medicine.
2. The student will be able to understand and demonstrate the relationship between emergency medical methods and needs.
3. The student will have an understanding of various challenges emergency medicine, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

EMGT 305: Business Continuity Planning (16 lessons): This course discusses planning and response for continuity of business operations after an emergency. Purpose of the course is to understand the elements of planning for disaster recovery. Prerequisite: Risk Analysis

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of continuity planning.
2. The student will be able to understand and demonstrate the relationship between continuity planning methods and needs.
3. The student will have an understanding of various challenges in continuity planning, and be able to apply this knowledge to their current role, if applicable.

4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

Security (SECR)

SECR 101: Introduction to Security (16 lessons): This course provides an overview of general security principles to include history of the security profession, physical security, personnel security, information security, loss prevention and protection of assets. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of security.
2. The student will be able to understand and demonstrate the relationship between security methods and needs.
3. The student will have an understanding of various threats and challenges to security, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 102: Physical Security (16 lessons): This course discusses the elements of physical security, to include threats, access control technologies, asset protection, surveys, Crime Prevention Through Environmental Design, blast mitigation, alarm systems, Controlled Circuit Television, security design, and other associated elements. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of physical security.
2. The student will be able to understand and demonstrate the relationship between physical security methods and needs.
3. The student will have an understanding of various threats and challenges in physical security, and be able to apply this knowledge to their current role (if applicable).
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 103: Investigations (16 lessons): This course serves as an introduction to the investigative function, to include comparison of law enforcement and private investigations. It discusses investigative techniques employed for both criminal and civil investigations. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of investigation.
2. The student will be able to understand and demonstrate the relationship between investigative methods and needs.
3. The student will have an understanding of various aspects of the investigative process, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 201: Security Supervision (16 lessons): This course focuses on the supervisory aspects of running a security operation. Includes hiring practices, training, personnel evaluation, personnel motivation, complaint handling, daily operations, and other common competencies. (Prerequisite: Introduction to Security)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of security supervision.

2. The student will be able to understand and demonstrate the relationship between security supervision methods and needs.
3. The student will have an understanding of various supervisory challenges, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 202: Security Law, Ethics, and Professionalism (16 lessons): This course provides an overview of important legal issues as they relate to criminal and civil law, to include the study of relevant cases influencing professional security management and operations. It also touches on ethics and professionalism issues affecting the industry. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, and theories of security law, ethics, and professionalism.
2. The student will be able to understand and demonstrate the relationship between legal, ethical, and professional methods and needs.
3. The student will have an understanding of various legal, ethical, and professional threats and challenges, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 203: Force Options/Use of Force (16 lessons): This class focuses on the academic application of lethal and less-lethal force options, to include agency policy and training requirements. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of force.
2. The student will be able to understand and demonstrate the relationship between use of force methods and needs.
3. The student will have an understanding of various threats and challenges to uses of force, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 204: Executive and Dignitary Protection (16 lessons): This course focuses on personal protection operations, also known as executive protection, dignitary protection, VIP protection, bodyguarding, and other terms. (Prerequisite: Introduction to Security)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles in executive protection.
2. The student will be able to understand and demonstrate the relationship between protection methods and needs.
3. The student will have an understanding of various threats and challenges in executive and dignitary protection, and be able to apply this knowledge to their current role (if applicable).
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 302: Information Systems Security (16 lessons): This course primarily focuses on an introduction to computer crimes and computer security. It discusses vulnerabilities and mitigation methods, as well as basic technical insight into methods used by criminals. Additionally, this course discusses the importance of security

information and how criminals and gather information to plan attacks, both on information systems as well as physical assets. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of computer security.
2. The student will be able to understand and demonstrate the relationship between computer security methods and needs.
3. The student will have an understanding of various threats and challenges to computer security, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level

SECR 303: Personnel Security (16 lessons): This course focuses on the competencies required to properly validate personnel. It includes initial hiring and interview processes, conducting background checks, suitability factors, information analysis, and other aspects related to validate personnel to work in different types of environments. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of personnel security.
2. The student will be able to understand and demonstrate the relationship between personnel security methods and needs.
3. The student will have an understanding of various threats and challenges in personnel security, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level

SECR 304: Retail Security (16 lessons): This course focuses on retail loss prevention, to include internal and external threats related to shrinkage. It examines shoplifting, fraud, employee dishonesty, supply chain irregularities, and insurance claims. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of retail security.
2. The student will be able to understand and demonstrate the relationship between retail security methods and needs.
3. The student will have an understanding of various threats and challenges to retail security, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level

SECR 305: School Safety and Security (16 lessons): This course discusses planning and response for school safety and security issues from natural disasters to active threats. It includes crisis planning, managing threats, and creating a safe school environment. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of school safety and security.
2. The student will be able to understand and demonstrate the relationship between school security methods and needs.
3. The student will have an understanding of various threats and challenges in school safety and security, and be able to apply this knowledge to their current role, if applicable.

4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 306: Workplace Security (16 lessons): This course discusses workplace security, including types of workplace violence, crisis planning, managing threats, and creating a safe work environment. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of workplace security.
2. The student will be able to understand and demonstrate the relationship between workplace security methods and needs.
3. The student will have an understanding of various threats and challenges of workplace security, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 307: Active Threat Planning (16 lessons)- This course discusses planning and response for active threat/active shooter issues, including preparedness, crisis planning, training, and effective response. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of active threat planning.
2. The student will be able to understand and demonstrate the relationship between active threat planning methods and needs.
3. The student will have an understanding of various active threats and challenges to a safe and secure environment, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 308: Surveillance (16 lessons): This course discusses the planning, preparation, and conduct of both surveillance operations (to include static, mobile, and technical) and surveillance detection. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of surveillance.
2. The student will be able to understand and demonstrate the relationship between surveillance methods and needs.
3. The student will have an understanding of various threats and challenges to and from surveillance, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 401: Security Management (16 lessons): This course describes the organization, management, and administration of the security function. It includes basic management techniques applicable to security organizations, education, training, contracting, and other management-specific information. (Prerequisite: Security Supervision)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of security management.
2. The student will be able to understand and demonstrate the relationship between security management methods and needs.

3. The student will have an understanding of various threats and challenges in security management, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 402: Homeland Security (16 lessons): This course explores the national security mission as a whole, to include participation by federal agencies as well as private organizations and resources necessary to defend the United States. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of homeland security.
2. The student will be able to understand and demonstrate the relationship between homeland security methods and needs.
3. The student will have an understanding of various threats and challenges to homeland security, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

SECR 405: Issues in Security Management (16 lessons): This course addresses current issues in security management, including policies, strategies, and news reporting. The student is expected to synthesize and integrate the learning experiences acquired in security management and to evaluate the research and current topics relative to this major. This is the “Capstone” class of the program. (Prerequisite: Security Supervision)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of security management.
2. The student will be able to understand and demonstrate the relationship between security management methods and needs.
3. The student will have an understanding of various threats and challenges in security management, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

Terrorism (TERR)

TERR 101: Introduction to Terrorism (16 lessons): This course provides an overview of the motivation and tactics of terrorist and extremist groups, to include training, methodology, and historical case studies. This course lays the foundation for the student to take further terrorism-related courses. (Prerequisite: None)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of terrorism.
2. The student will be able to understand and demonstrate the relationship between terrorism and other criminal activity.
3. The student will have an understanding of, and be able to demonstrate the various threats and challenges from terrorism.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

TERR 301: Domestic Terrorism (16 lessons): This course discusses terrorist activities in the United States, to include general history, motivations, groups, capabilities, and current threats. The purpose of course is to gain

an understanding of the threat of domestic terrorism within the United States. (Prerequisite: Introduction to Terrorism)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles within domestic terrorism.
2. The student will be able to understand and demonstrate the relationship between domestic terrorism and security.
3. The student will have an understanding of various threats and challenges of domestic terrorism, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

TERR 302: International Terrorism (16 lessons): This course discusses international terrorist activities, to include general history, motivations, groups, capabilities, and current threats. The purpose of the course is to gain an understanding of the threat of the international terrorism. (Prerequisite: Introduction to Terrorism)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of international terrorism.
2. The student will be able to understand and demonstrate the relationship between international terrorism and national security.
3. The student will have an understanding of various threats and challenges of international terrorism, and be able to apply this knowledge to their current role.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

TERR 303: Terrorist Incident Case Studies (16 lessons): This course discusses multiple actual terrorism incident case studies to gain a better understanding of what happened, how it happened, and lessons learned. The purpose of the course is to use lessons learned from actual case studies to better prevent and/or mitigate potential future similar incidents. (Prerequisite: Introduction to Terrorism)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of antiterrorism.
2. The student will be able to understand and demonstrate the relationship between antiterrorism methods and needs.
3. The student will have an understanding of various threats and challenges from terrorism, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

TERR 304: Religious Terrorism (16 lessons): This course discusses religious terrorism from multiple perspectives, covering a variety of religions, specific extremist beliefs, and religious mindsets as bases of attacks. (Prerequisite: Introduction to Terrorism)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of religious terrorism.
2. The student will be able to understand and demonstrate the relationship between religion and religious terrorism.
3. The student will have an understanding of various threats and challenges of religious terrorism, and be able to apply this knowledge to their current role, if applicable.

4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

TERR 305: Biological Terrorism (16 lessons): This course focuses on the use or potential use of bacteria, viruses, and toxins in terrorism, with a focus towards planning and preparedness methods to mitigate threats. (Prerequisite: Introduction to Terrorism)

1. The student will know and understand the important terminology, facts, concepts, principles, theories, and roles of biological terrorism.
2. The student will be able to understand and demonstrate the relationship between security and biological terrorism.
3. The student will have an understanding of various threats and challenges of biological terrorism, and be able to apply this knowledge to their current role, if applicable.
4. The student will be able to demonstrate the ability to research, write, and submit a logically organized writing project. This project should demonstrate the ability to communicate at the undergraduate level.

Academic Calendar (2018-2019)

FALL SEMESTER (August 27 – December 16, 2018)

Registration	June 1 – July 31
Full payment deadline	August 26
Late Registration	August 1 – 24
Last day to request full refund	August 31
Classes begin	August 27
Last day to request half refund	October 21
Classes end	December 9
Final Exams	December 10 – 16
Fall Semester Ends	December 16

SPRING SEMESTER (January 21 – May 12, 2019)

Registration	November 1 – January 4
Full payment deadline	January 20
Late Registration	January 5 – January 20
Last day to request full refund	January 25
Classes begin	January 21
Last day to request half refund	March 15
Classes end	May 5
Final Exams	May 5 – May 12
Spring Semester Ends	May 12

SUMMER SEMESTER (June 3 – July 28, 2019)

Registration	April 1 – May 19
Full payment deadline	June 2
Late Registration	May 20 – June 1
Last day to request full refund	June 7
Classes begin	June 3
Last day to request half refund	June 28
Classes end	July 21
Final Exams	July 22 – July 28
Summer Semester Ends	July 28

HOLIDAYS

The NPSI Security Management Degree Program is online, and students have the options of choosing which days they will take off and which ones they will perform academics. Therefore, the holiday schedule does not affect class participation or class assignments.

The NPSI offices are closed on the following holidays for this academic year:

Labor Day (9/3/18), Columbus Day (10/08/18), Veteran's Day (11/12/18), Thanksgiving Week (11/19/18 – 11/23/18), Christmas Week (12/24/18 – 12/28/18), New Year (12/31/18 – 1/1/19), MLK, Jr. (1/21/19), President's Day (2/18/19), Good Friday (4/19/19), Memorial Day (5/27/19), Independence Day (7/4/2019).

Faculty and Administration

For the most current and up-to-date list of faculty and administrative staff members, please see the NPSI 2018-2019 Catalog Supplement (Faculty and Staff Biographies) on www.NPSOnline.net under *Catalog > NPSI Catalog 2018-2019 Supplement-Faculty and Staff*.