



Courage to be more.

ACADEMIC CATALOG

2023-2024

UNDERGRADUATE

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Catalog Home

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations to the University. The University reserves the right to change any provisions or requirements.

When students matriculate with Saint Leo University, they come under the academic requirements of the edition of the University catalog at that time. Students may graduate under these academic requirements within a period of seven years even though subsequent catalogs may change. Academic requirements include curriculum matters. Grading practices, tuition, fees, and other matters are subject to change at the discretion of the University and are not considered to be "academic requirements."

Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Saint Leo University is committed to policies that ensure that there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability.

Saint Leo University complies with the Family Educational Rights and Privacy Act of 1974 (as amended).

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, sex, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

The Title IX coordinator, Vanessa O'Connell, may be contacted at titleixcoordinator@saintleo.edu

Archived undergraduate catalogs are available in pdf format for the 2006-2007 academic year to the present at [Academic Catalogs PDF Version](#).

The office of academic affairs handles requests for older catalogs and has access to both a hard copy archive and the electronic archive.

For earlier catalogs, students may contact Academic Affairs at catalog.academic@saintleo.edu.

President's Message



We are so pleased you are pursuing a Saint Leo University degree or program. Your decision to improve your knowledge, experience, values, and skills by completing one is a significant decision. The university catalog details the curriculum and academic policies and procedures developed over many years to ensure that our degree programs meet the standards of quality, integrity, fairness, and completeness that assure you a university degree that meets the highest standards of academic excellence.

I want to emphasize; however, Saint Leo University is not just about policies and procedures. While these are necessary, our university is—most of all—about people. We have a mission to educate and prepare people so they can make a good living and a better life for themselves and their communities. So please do not hesitate to speak with your student success coach, faculty, department chairs or deans if you have a creative academic idea or plan. I am certain they will do their best to help you achieve your goals.

Benedictine monks and sisters founded Saint Leo University more than 130 years ago. We continue to emphasize the Benedictine core values of community, respect for all, and responsible stewardship, along with the values of excellence, personal development, and integrity. My colleagues and I work diligently at our University Campus, education centers and in our online delivery to fulfill our mission and to make certain these values are upheld.

Saint Leo University is a larger and more complicated university than people generally realize. Indeed, enrollment ranks us as one of the largest Catholic universities in the United States in unduplicated student head counts. We serve more than 10,000 students at University Campus, online throughout the nation and the world, and at education centers in Florida and Georgia. We do so with the same commitment to our Catholic heritage; to the liberal arts as the basis of all learning; to student learning and development; and to our core values. The university —your university—and my colleagues work to put students first in all of our considerations. You have my assurance that the university promises a commitment to quality in all of its programs. We fully expect students to embrace our university values and commitment to our learning community.

Lastly, I know you will find that the catalog details many of the opportunities available to students within and outside the classroom that will make your experiences with us more impactful and enriching. Please review this catalog carefully with your faculty or student success coaches, who are critical components of our student-first practices.

Welcome to Saint Leo University! We are so very pleased you are here. May God bless you.

Edward Dadez, Ph.D.
President, Saint Leo University

The University

Saint Leo University welcomes and embraces in the Catholic Benedictine tradition individuals of all faiths. The university seeks balanced growth in mind, body, and spirit for all members of our community. Our community recognizes the dignity, value, and gifts of all. At Saint Leo, learning is of prime importance, and we work to meet the evolving needs of our communities and the world around us. The university offers professional degree and certificate programs in science, health sciences, business, education, social work, social sciences, and humanities. We are foundationally an agile liberal arts university that believes teaching and scholarship work together to bring innovation into the classroom. Saint Leo University offers a practical and effective student-centered model. The university creates a transformative education where we promote and build equity, inclusion, and justice among diverse people and cultures.

Mission Statement

Saint Leo is an inventive global Catholic liberal arts university that fosters a personal and inclusive community which educates, prepares, and develops students for success, and consists of diverse learners who boldly confront the challenges of our world through service to others.

Values Statements

Excellence—Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

Community—Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity, and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

Respect—Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity, and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas, and on learning, living, and working harmoniously.

Personal Development—Saint Leo University stresses the development of every person's mind, spirit, and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship—Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources for University and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

Integrity—The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

Catholic Identity Statement

Saint Leo University is a community rooted in the Catholic faith and in the spirit of our Benedictine founders. As a Catholic institution of higher learning, Saint Leo University supports what *Ex Corde Ecclesiae* terms the four essential characteristics of a Catholic University:

- Christian inspiration.
- Faith reflection.
- Fidelity to the Christian message.
- Service to church and humanity.

Saint Leo's identity is an outgrowth of Catholic social teaching, which insists that human institutions and relationships be based on a recognition of the dignity of all human beings and demands social and economic justice for all; and the Catholic intellectual tradition, which celebrates the compatibility of faith and reason which means that the university welcomes an open and free dialogue among persons of differing religious and intellectual traditions.

Commitment to Academic Excellence

Academic excellence is an achievement of balance and growth in mind, body, and spirit that develops a more effective and creative culture for students, faculty, and staff. It promotes integrity, honesty, personal responsibility, fairness, and collaboration at all levels of the university. At the level of the university, excellence means offering courses of study in varied intellectual and practical disciplines which successfully encourage students to grow in understanding, skills, and virtue through a supportive learning environment that fosters student success. At the level of faculty, staff, and administration, excellence means establishing a community which is highly proficient in all the tasks associated with teaching, working, and living well together. At the level of students, excellence means achieving mastery of the specific intellectual content, critical thinking, and practical skills that develop reflective, globally conscious, and informed citizens ready to meet the challenges of a complex world. Academic excellence is clearly reflected in the university's assessment of its curriculum, development of its faculty, and execution of its policies, procedures, and practices.

History of the University

Saint Leo University is a Catholic, coeducational liberal arts university offering the associate, bachelor's, master's, and doctoral degrees.

The University was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state." Saint Leo University was the first Catholic college in Florida and opened with the dedication of its main building on September 14, 1890.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, FL." was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo University and Abbey are named for their first abbot, Leo Haid, the principal founder and first president of the University.

There were 32 students in the pioneer year of 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the University went through a military phase, with uniforms and required drilling, to instill discipline and order. The first Master of Accounts degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920 the college was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929 and continued as such until 1964.

Reaching for a larger mission, Saint Leo opened as a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate level, the college moved quickly to a four-year program and began to again confer bachelor's degrees on April 23, 1967. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter bachelor of arts class. In 1969 the University was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1974 to requests from the armed services to offer degree programs on military bases. In 1994 the University further expanded its service to working adults as it responded to the needs of Florida residents by taking its degree programs to the campuses of community colleges. More recently, in 1998, Saint Leo began offering degree programs via the Internet.

In December 1994, the University was accredited by the Southern Association of Colleges and Universities to offer the master's degree, retroactive to January 1, 1994. In August 1999, Saint Leo College changed its name to Saint Leo University. The eleventh change in the institution's name recognizes the broad reach of Saint Leo today.

Accreditation and Affiliation Statement

Saint Leo University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, specialist, and doctoral degrees. Saint Leo University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Saint Leo University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). SACSCOC Status Update:

<https://www.saintleo.edu/about/status-update>

Saint Leo University has received specialized accreditation for its business programs through ACBSP. ACBSP—located in Overland Park, Kansas—promotes continuous improvement and recognizes excellence in the accreditation of business education programs around the world. Its philosophy of accreditation is centered on institutional leadership, strategic planning processes, relationships with the community, quality of academic programs, faculty credentials and services, and educational support.

The following programs at Saint Leo University's Tapia College of Business are accredited by ACBSP: Associate of Arts: Business Administration, (AA.BA), Business Administration: Logistics (BA.BUSAD.LOG), Business Administration: Management (BA.BUSAD.MGT), Business Administration: Marketing (BA.BUSAD.MKT), Business Administration: Project Management (BA.BUSAD.PM), Business Administration: Technology Management (BA.BUSAD.TEC), Accounting (BS.ACC), Communication (BA.CMS), Human Resource Management (BA.HRA), Management (BA.MGT), Marketing (BA.MKT), Sport Business (BA.SPB), Computer Information System (BS.CIS), Master of Business Administration (MBA), MBA: Accounting Concentration, MBA: Health Care Management Concentration, MBA: Human Resource Management Concentration, MBA: Cybersecurity Management Concentration, MBA: Marketing Concentration, MBA: Project Management Concentration, and MBA: Sport Business Concentration.

The Bachelor of Science Nursing program in the College of Health Professions is approved by the *State of Florida Board of Nursing*. Address: 4052 Bald Cypress Way, Tallahassee, FL 32399; telephone 850/245-4111.

Saint Leo University's bachelor's and master's degree programs in social work are accredited by the Council on Social Work Education (CSWE). Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Council on Education (ACE), the Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the University Continuing Education Association (UCEA), the National Association of Institutions for Military Education Services (NAIMES), Servicemembers Opportunity Colleges, the National Catholic Education Association, and the Association of Catholic Colleges and Universities.

Saint Leo University is Authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission. Address: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; telephone 770/414-3300.

Academic Organization and Locations

The Saint Leo University academic degree programs are organized under the Division for Academic Affairs, Vice President for Academic Affairs. Four Deans for the Tapia College of Business, College of Arts, Sciences, and Allied Services, the College of Health Professions, and the School of Computing, Artificial Intelligence, Robotics, and Data Science (CARDS), along with the Directors of Graduate Programs, the Registrar Office, Learning Design, and Library Services, report to the Vice President for Academic Affairs.

Saint Leo University's central campus is University Campus, located in Saint Leo, Florida, and serves traditional-age students.

The Online Learning Center provides adults an opportunity to earn associate and bachelor's degrees completely online.

Degree programs are offered to adult students at the following regional Education Centers:

Florida

Center for Adult Learning at University Campus

*Hernando County School District

*Pasco County Sheriff's Office

Key West Education Center

Tampa Education Center

MacDill AFB Education Office

Georgia

Savannah Education Center

These education centers may offer programs through both live instruction and Internet-based learning opportunities at times and locations convenient to adults. In addition to classes at each site, many Centers also offer instruction in affiliated teaching locations. See Campuses, Centers, and Degree Programs for a breakdown of programs and degrees offered at each center, and see Directory for Correspondence for a directory of address, telephone, and e-mail information.

Majors/Minors/Specializations

College of Arts, Sciences and Allied Services

Social Sciences

Bachelor of Arts

- Psychology, B.A

Tapia College of Business

Management and Business Administration

Bachelor of Arts

- Business Administration, B.A. (Offered only through Worldwide)

Minor

- Management Minor

School of Computing, Artificial Intelligence, Robotics, and Data Science

Computer Science and Information Systems

Bachelor of Science

- Computer Information Systems, B.S.

Academic Freedom Policy for Students

Academic freedom is the right of reasonable exercise of civil liberties and responsibilities in an academic setting.

It is the policy of Saint Leo University to give its students the freedom, within the bounds of collegial behavior, to pursue what seems to them productive avenues of inquiry, to learn unhindered by external or nonacademic constraints, and to engage in full and unrestricted consideration of any opinion. All members of the University must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this freedom.

In order to preserve the rights and freedoms of the students, the University has a formal process for adjudication of student grievances and cases of violations of the Academic Honor Code.

Academic Honor Code

Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life. All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member.

Academic misconduct includes but is not limited to the following categories:

A. Cheating:

- Providing or receiving academic work to or from another student without the permission of the instructor/professor.
- Buying or selling academic work.
- Violating test conditions.
- Forging academic documents.
- Copying computer programs.

B. Plagiarism:

- Stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source whether that source is authored by a professional or a peer.
- Submitting an article or quoted material from a periodical or the internet as one's own.
- Retyping or re-titling another student's paper and handing it in as one's own.
- **Intentionally or unintentionally failing to cite a source.**

C. Artificial Intelligence (AI):

- Use of AI-powered tools or services on exams, tests, quizzes, discussion posts, papers, projects, or other assignments, without the permission of the instructor/professor.

D. Complicity:

- Helping another student commit an act of academic dishonesty.

E. Misrepresentation:

- **Resubmitting** previous work, in whole or in part, for a current assignment without the written consent of the current instructor(s).
- Having another student complete one's own assignments, quizzes, or exams.
- Lying to a professor.
- Fabricating a source.

ADJUDICATION

It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. Any member of the University community suspecting an Academic Honor Code violation should immediately refer the matter directly to the faculty member teaching the course in which the possible violation took place. For any suspected violation that occurs within a course, the faculty member must discuss the evidence in private with the student and tell the student to continue in the class. If, during the course of an Academic Honor Code violation investigation, the committee determines that other violations of the Academic Honor Code have potentially occurred, the committee may pursue investigating the new violations.

All faculty teaching courses at University Campus, any education center, and online including Center for Online Learning, Distance Learning, and Graduate Programs must follow the procedure below to report either an in-class sanction or to request a hearing.

REPORTING PROCESS

Faculty must report any in-class sanction issued to a student using the Academic Honor Code Reporting System in eLion. Sanctions should be levied according to the seriousness of the offense. An instructor may issue an in-class sanction of either 1) assigning a zero for the assignment or 2) allowing a resubmission of the assignment with a reduced grade. An instructor may not issue an F for the course. If the instructor believes the violation warrants a sanction of failure for the course, the appropriate Academic Standards Committee will hold a hearing.

The student will have the opportunity to appeal the allegation and/or the in-class sanction within 5 days of receipt of the notification. If the student appeals the allegation and/or sanction, a hearing will be scheduled with the appropriate Academic Standards Committee.

Once a faculty member submits the report to the Academic Honor Code Reporting System, the system will automatically send a notice to the student, the faculty member and the Registrar. If a submission to the Online Academic Honor Code Reporting System results in a second offense for a student, the appropriate Academic Standards Committee will be notified and a hearing will be scheduled.

If the instructor of record would prefer to have the committee hear the case instead of imposing an in-class sanction, a request for a hearing must be submitted using the Online Academic Honor Code Reporting System in eLion.

Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing and include a copy of the faculty member's report. A student cannot avoid a sanction by withdrawing from the course and is not permitted to withdraw from a course while the allegation is under investigation. The Committee will hold the hearing whether or not the student chooses to attend. After reviewing the evidence, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The student may bring an approved representative (faculty member, advisor or administrator) to attend the hearing. This person is not allowed to address the committee but may assist the student. Legal counsel is not permitted to be present during the hearing.

The student may appeal the Committee's decision to the Office Academic Affairs within 5 days of receipt of the notification of the official report, who may issue an appellate decision on behalf of the University. The final authority rests with the Office of Academic Affairs.

SANCTIONS

The sanction for a first violation of the Academic Honor Code could range from zero for the assignment to dismissal from the university, depending on the nature of the violation, but the usual sanction is failure of the course. The minimum sanction for a subsequent offense is failure of the course, but the usual sanction is suspension or dismissal from the university.

For additional information, faculty members should contact either the Committee Chair or the appropriate Center or OL Director/Assistant Director.

Appellate Process

One of the five key elements of Saint Leo University's mission statement is a commitment to practice a student-centered philosophy of service. The University's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the University administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the School offices, Education Center offices, the Division of Student Affairs, or the Office of Finance and Accounting. Students attending Education Centers make their initial contact with their Student Advisor or the Center Director, who will provide any needed coordination with the Assistant/Associate Vice President and/or University Campus offices.

The University's first objective is to accommodate a student's request if so doing does not violate University policy or undermine academic or disciplinary standards. If this is not possible, the next objective is to provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so **in writing** to the next level of appeal as shown on the departmental listing.

Appeals that are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed in writing (via Email to academic.appeals@saintleo.edu) to the Division of the Vice President of Academic Affairs (or their designee) in each area within 15 days of the last contact with a University employee. The Vice President of Academic Affairs (or their designee) will review the student's appeal and render a final decision **in writing** within 10 days.

Should a student file a complaint with a state or accrediting body, the student will not be subjected to adverse actions by any school official as a result of initiating a complaint.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course Hours Attempted Grade Quality Points Total Quality Points

FAS 101 3	A	(4.00)	12.00	(3 × 4)
SPA 111 3	B-	(2.67)	8.01	(3 × 2.67)
CHE 1213	D	(1.00)	3.00	(3 × 1)
HTY 1213	F	(0.00)	0.00	(3 × 0)
ENG 1213	C+	(2.33)	6.99	(3 × 2.33)
15			30.00	

Grade Point Average: $30.00/15 = 2.0$ GPA.

Note: Quality points are awarded only for courses taken in residence.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grades are permitted only when a computational or input error has been made. A grade change will not be made when a student turns in missing or late work after the last day of the semester/term unless an Incomplete was arranged. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) calendar days from the date that the grade is recorded. All grades are final three months after they are posted unless a grade appeal, as determined by the appropriate College Dean or Division for Academic Affairs, is still in process.

Grade Appeal Procedures

The following procedures shall be adhered to reference grade appeals:

1. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) days from the date that the grade is recorded. If the issue is not resolved between the student and the instructor, the student may proceed to the next step.
2. The appeal must be submitted in writing to the instructor's Dean for a University Campus student, or to the Center Director or Graduate Director for an off-campus, online student, or graduate student. The written appeal shall include all originals or copies of the work upon which the grade was based, a syllabus for the course, and a listing of all materials that were to have been graded for the course. The written appeal must also include the course grade the student believes he or she earned and the basis for such belief.
3. Upon receipt of the written appeal and corresponding materials upon which the grade was based, the following action will be taken:
 1. for appeals filed by University Campus students, the instructor's Dean will assign a full-time faculty member in the appropriate discipline to conduct an assessment of the appeal.
 2. for appeals filed by off-campus and online students, the student's Center Director will forward the appeal packet to the University Campus Dean who is responsible for the course discipline. The Dean will handle the appeal as noted in sub-section a above.
4. A full-time faculty member will conduct a thorough assessment of the appeal, including communication with the student if deemed necessary. The list of all materials that were to have been graded for the course must be submitted to the original faculty member for review. If the reviewing faculty member determines there is clear and convincing evidence to support a grade change, the recommendation will be forwarded to the Division for Academic Affairs. Although the student filed the appeal for the purpose of being awarded a higher grade, the reviewing faculty member could determine that the instructor's original grade was in fact liberal; therefore, the recommendation would be to lower the grade. Should the reviewing faculty member find no clear and convincing evidence to support a grade change, he or she will forward the finding to the Dean, who will in turn notify the student in writing with copies to the Division for Academic Affairs and the Dean or Center Director who initiated the faculty review.
5. Upon receipt of a recommendation for a grade change from a reviewing faculty member, the Division for Academic Affairs will evaluate the recommendation and make a final determination concerning the student's grade. The student and the instructor will be notified in writing. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the Division for Academic Affairs through the Registrar's office. All written grade appeals will be completed within sixty days from the date of receipt unless the Division for Academic Affairs grants an extension.
6. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the Division for Academic Affairs. Upon reviewing the appeal and faculty review, the Division for Academic Affairs will make a final, **non-appealable decision**. The student and instructor will be notified of the decision in writing.
7. **All grades are final three months after they are posted** unless a grade appeal, as determined by the appropriate College Dean or the Division for Academic Affairs, is still in process.

Academic Suspension Appeal Process

Academic Suspension is the result of sub-standard academic performance or violation of academic regulations. Academic suspension is a difficult but necessary process that allows students time to re-evaluate their level of commitment toward earning a degree, and to come back stronger, after having taken time off from their studies.

Students have the opportunity to appeal the suspension. Suspension appeals must be Emailed to the Division for Academic Affairs at academic.appeals@saintleo.edu

As a minimum, the written appeals should include:

- What circumstances or actions led to the suspension
- What actions were taken during the suspension period to improve academic standing
- Why the student believes these actions were sufficient
- Any additional information the student feels supports their argument

Appeals for off-campus students:

Online Students: Students should submit their appeal to their advisor at students@in.saintleo.edu.

The Division for Academic Affairs will review the student's appeal and render a final, **non-appealable decision** in writing within 10 days. The student will be notified of the decision in writing.

Grade Reports and Permanent Records

All official grade reports are available on the University's online student information system, known as eLion.

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of are maintained by the Division of Student Affairs. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law which requires that the University maintain the confidentiality of students' educational records and establish a policy for annually notifying students of their rights under the law and how they may exercise those rights.

In accordance with FERPA, Saint Leo University allows access to a student's educational records to all University officials who have a legitimate educational interest in the student's records. The University does not disclose or allow access to any information from students' educational records to anyone outside the University except (a) to officials of another institution in which the student intends to enroll; (b) to authorized representatives of the comptroller general of the United States, the secretary of the United States, or state educational authorities; (c) to determine eligibility or for enforcement of financial aid programs; (d) to state agencies that require disclosure under state laws existing before November 19, 1974; (e) to organizations conducting certain studies for or on behalf of the University; (f) to accrediting organizations to carry out their functions; (g) to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954; (h) to comply with a judicial order or lawful subpoena; (i) to appropriate parties in a health or safety emergency; (j) directory information as designated by the University; (k) as otherwise allowed by law; or (l) when the student has provided written consent.

For all outside disclosures of information that are made without the written consent of the student, the University maintains a record in the student's file of the name of the party who obtained the information and the legitimate interest that the person had in obtaining the information.

The University has designated the following as directory information: student name, address, telephone number, university assigned e-mail address, date and place of birth, major field of study, dates of attendance, degrees, awards and honors received, photographs, enrollment status (e.g. undergraduate or graduate; full-time or part-time), anticipated graduate date, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form, which may be obtained in the Office of the Registrar. The request will remain on file until withdrawn by the student.

Students are notified of their rights under the act by accessing the FERPA information on the eLion online system. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to review their educational records must make written requests to the Registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records, with charges being assessed at the prevailing rate set by the Registrar.

Educational records do not include records of instructional, administrative, and staff personnel, which are the sole possession of the maker and are not accessible or revealed to any individual; records of the security department as they pertain to law enforcement; student health or psychological records; and employment records or alumni records that do not relate to the person as a student. A licensed physician selected by the student may review health records. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Division for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted by persons of his or her choice, including attorneys, but at his or her own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he or she may place a statement in his or her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

External Complaint Procedures by State

Students should attempt to resolve complaints with the university itself. Applicable university policies usually describe the appropriate procedures such as contacting your academic advisor or dean. Student Grievances related policies and procedures may also be found in Saint Leo University Other University Policies and Procedures. Should a student file a complaint with a state or accrediting body, the student will not be subjected to adverse actions by any school official as a result of initiating a complaint.

Filing a complaint with the State of Florida, another state, or an accrediting body does not excuse a student from following any applicable university policies for appeals or challenges to actions taken or toll any time frames for the filing of such internal appeals.

SARA Procedures for Complaints

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the Florida SARA PRDEC Council. For additional information on the complaint process, please visit the Florida SARA Complaint Process page (<https://www.fldoe.org/sara/complaint-process.shtml>) or the website at <https://www.flsara.org>

State Procedures for Complaints

Florida

The Florida Department of Education (FDOE) serves as the single repository of education data from school districts, community colleges, universities, and independent postsecondary institutions. While the FDOE's Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary, educational

institutions, Saint Leo University is not under the jurisdiction or purview of the Commission except as otherwise provided in law, and is not required to obtain licensure. See §1005.06, Florida Statutes. The FDOE Office of Articulation is the office available to assist students with complaints. For information on how to file a complaint with the Florida Department of Education, Office of Articulation, please call 850/245-0427 or send an email to articulation@fldoe.org.

Complaints related to the university's regional accreditation should be referred following the procedures found at <http://www.sacscoc.org>

Transcript Requests

Official Transcripts

The Registrar maintains student's academic records and provides all official transcripts. Requests must include the student's signature (required by the Family Educational Rights and Privacy Act of 1974).

The University will not provide a transcript of transfer credit until you have successfully completed course work at Saint Leo University. Students have a choice of ordering a transcript in paper form to be mailed or a secure digital transcript to be sent via email.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. California residents are exempt, in accordance with Assembly Bill 1313. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. The student is responsible for verifying financial clearance prior to submitting a transcript request.

Transcript requests may be held until degree conferral has been completed or current semester/term grades have been posted only if indicated on the request.

Ordering eTranscripts

Saint Leo University has authorized Parchment to manage the ordering, processing, and secure delivery of your official Saint Leo University transcript. This process provides:

- Secure on-line access to request your transcript 24/7
- Email notification when transcripts are processed and received
- On-line tracking ability

It is the responsibility of the transcript requester to verify that the recipient will accept delivery of an Electronic PDF transcript before placing the order.

The link below will take you to the Saint Leo University Transcript ordering system where you will create your self-service account. The site will walk you through setting up your account for the first time and placing an order. The cost of an eTranscript is \$10.00.

Order an eTranscript link: <http://www.parchment.com/u/registration/33155/account>

Paper Transcripts

Paper transcripts will cost \$15 per copy. There is a \$32.00 additional fee for overnight delivery within the United States. For express delivery overseas there will be an additional fee based on the carrier's service rate for the country the transcript is being sent to. Overnight delivery is available Monday through Thursday. Normal processing is typically completed within two days.

Mail, Fax, or Email our transcript request form. Send requests along with a check, money order or credit card information. When using a credit card, the following information is required: name, card number, type of card, expiration date, 3 digit security code and signature.

Email to: transcripts@saintleo.edu

Fax to: (352) 588-8656

Mail to: Saint Leo University, Registrar
PO Box 6665, MC2278
Saint Leo, FL 33574-6665

Order Online at my.saintleo.edu Portal in eLion.

Request transcripts in Person at University Campus' Student Financial Services Center:

To request a copy of your transcript in person you must complete and sign a transcript request form available in the Student Financial Support Center in St. Edward's Hall. The Student Financial Support Center hours are 8:00 a.m. until 4:30 p.m. daily.

Request a Transcript by Fax: Faxed requests must include: credit card information, social security number and a signature. The fax number is (352) 588-8656.

Unofficial Transcripts:

Current students may access an unofficial copy of their transcript by logging in to their eLion account. If you do not have an active eLion account then you must request an Official transcript and submit the processing fee.

Third Party Ordering:

Colleges, universities, or businesses who are requesting official Saint Leo University transcripts on behalf of a student may request transcripts electronically via Parchment. All third party requests must include a records release or consent form signed by the student (electronic and/or typed signatures are not accepted). The release must include the student's name, previous names, dates of attendance, date of birth, and last 4 digits of the SSN (optional).

To request a student's transcript, go to Parchment Third Party Ordering
(<https://www.parchment.com/u/registration/33155/institution>)

New users should complete the requester information to create an account. Returning users should log in to their existing account.

To complete a Third Party Order: enter the Learner's (student's) information, select Order, then select Continue. Upload the signed records release form (this may be a Saint Leo University form, the Learner Consent form from Parchment, or another release/consent form, as long as it is signed by the student and provides the information listed above). Finally, provide payment information and submit the order.

When the transcript is ready, an email with download instructions will be sent to the requester email address. If an order cannot be fulfilled, an email notice will be sent to the requestor.

Third party transcript requests are sent as pdf eTranscripts and cost \$10 per transcript. If an eTranscript cannot be accepted, please follow the instructions above to order a paper transcript.

Questions about transcripts? Email transcripts@saintleo.edu

Course Audit

Students sometimes choose to audit courses to expand their knowledge and enrich their education. Auditing students are expected to attend class regularly and to prepare all materials for the class. No tests or examinations are required, no credit is registered, and no grade is given.

Full-time students may register to audit a course only on a space-available basis during the add/drop period and only with the permission of the faculty member teaching the course. Part-time students or visitors may audit a course if space is available and if the faculty member approves. Veterans receiving VA educational training benefits are not

eligible to audit courses. Visitors and part-time students are assessed an audit fee of \$235 per course. Full-time University College students do not pay a fee for audited courses.

Academic Residence Requirements

To satisfy the academic residence requirements for a degree, students must complete a minimum of 25 percent of the total required credits for the degree program with Saint Leo University. Half of the residence requirement credits must be taken in the major coursework.

Students with a bachelor's degree awarded from another accredited institution must complete academic residence requirements and all other degree requirements. Students may not earn two bachelor's degrees unless the student fulfills the requirements of two majors for which two different types of bachelor's degrees are awarded, such as a bachelor of arts for a major in accounting and a bachelor of science for a major in biology.

Accessibility Services

Saint Leo University is committed to a policy that provides an equal opportunity for full participation of all qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate academic accommodations and services are coordinated through the Office of Accessibility Services, which is located in the Student Activities Building. In accordance with federal regulations, the Office of Accessibility Services is the only authority in the University that may determine and approve accommodations under ADA. Students with disabilities who require accommodation should contact the office as soon as possible. Students seeking accommodations are responsible for providing the University with recent documentation of their disabilities at the time they are requesting services. Students may access the Policy and Procedure Manual through contacting the office. The Office of Accessibility Services can be reached by phone: 352-588-8464 or email: adaoffice@saintleo.edu

Equal Employment Opportunity (EEO) Statement

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, gender, national origin, race, religion, sex, veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

The Title IX coordinator may be contacted at titleixcoordinator@saintleo.edu or vanessa.oconnell@saintleo.edu

The Director of Accessibility Services and the Section 504 Coordinator, Michael Bailey, may be contacted at michael.bailey02@saintleo.edu

Application for Graduation

Students must make formal application for graduation through the Degree Conferral Application system located in the student portal - eLion. A fee is required for graduation, even if the student chooses not to participate in the Commencement exercises.

In order to provide time for a thorough research of the applicant's record, the application must be submitted two semesters/terms prior to the anticipated graduation date in order to allow a degree audit.

The conferral date is determined upon completion of all requirements listed under **degree requirements**, including the completion of all incomplete work and receipt and posting of all transfer credit. The conferral date will be the day after the last day that all requirements are completed.

Commencement Exercises

Each year at the completion of the spring semester, the university holds commencement ceremonies with academic regalia at University Campus and select Education Centers.

University Campus and WorldWide students who have met all the requirements of Saint Leo University for receipt of the doctorate, master's, bachelor's, or associate's degree and have met all financial obligations may participate in a commencement ceremony.

Master's, bachelor's, or associate's degree students who have a maximum of two courses left for degree completion at the end of the spring semester may request permission from their College Dean or Center Director to participate in the commencement ceremonies if they can provide evidence that all remaining coursework will be completed by September 1 following graduation exercises.

Doctoral students must have all program requirements satisfied, including successful dissertation defense, by the set deadline within the Spring semester.

Application is required for consideration. Applications must be submitted through the student portal - eForm - Commencement Application system. The system displays the dates of the commencement events and the deadlines to apply to be able to participate. The application for commencement is separate from the Degree Conferral Application (noted above).

Admissions Policies and Procedures

Saint Leo University is committed to policies that ensure there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Students with disabilities requiring special services should identify themselves and their needs to the Office of Accessibility Services and University Enrollment Management - University Campus Enrollment, Center for Online Learning Enrollment, and Education Center Enrollment as soon as possible after receiving notification of their admission to the University.

Students interested in attending Saint Leo University's traditional, residential undergraduate areas of study should refer to Admissions Policies and Procedures of this catalog for admission information for University College.

Students interested in attending Saint Leo University at one of our Education Centers or through the Online Learning Center (OL) should refer to Undergraduate Policies and Procedures, "Saint Leo University WorldWide," and "Center for Online Learning" of this catalog. Saint Leo University is committed to providing the best education for all its students. We believe that education is a developmental process and that a critical element in learning comes from peer-to-peer connections. As a result, the Education Center enrollment is designed to serve the needs of adult learners and members of the military.

Appeal of Admission Decision

Applicants denied admission to Saint Leo University may appeal the decision by filing a written request for review to the Assistant Vice President for Enrollment within 30 days of the decision. The applicant may submit additional documentation, which will be reviewed along with all previously submitted credentials. The applicant will be informed of the decision within 30 days of the receipt of the request for review.

Student Affairs

The Division of Student Affairs assists, nurtures, and supports students and their peer communities through programs and services that encourage intellectual, interpersonal, and spiritual development. The staff is strongly committed to the total development—mind, body, and spirit—of each student within our University community. This is accomplished through the development of a healthy and positive community that enables each student to develop social and

interpersonal skills, foster leadership skills, explore career opportunities, cultivate sound ethical and moral principles, deepen spiritual commitments, and formulate a philosophy of life that embraces our Benedictine-inspired values of community, respect, excellence, personal development, responsible stewardship, and integrity.

Departments within the Division of Student Affairs are designed to assist a student's growth and development as a whole person by assisting all students in becoming healthy individuals engaged with our community and to broaden their leadership and career related skills. Saint Leo University recognizes that working with others through out-of-classroom projects, activities, and events develops leadership, promotes community on the University campus and at centers, creates a vibrant student life experience, and generates strong school spirit for all. Saint Leo University provides career counseling, job search advising, and career management support to all Saint Leo University students and alumni.

Code of Conduct

Students' Rights and Responsibilities

As members of the Saint Leo University community, students can expect to be afforded certain basic rights and can also expect to be held accountable for certain basic responsibilities. Therefore, to maintain standards that contribute to the intellectual, spiritual, and moral development of students and ensure the welfare of the University community, Saint Leo University has established its Code of Conduct, part of which appears below.

Saint Leo University is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The disciplinary system is an integral part of our educational process. While a university education is primarily academic and intellectual in nature, it also includes the development of Core Values that translate into responsible behavior. Students are expected to display respect for individuals and their rights within the Saint Leo University community setting. Persons at Saint Leo University locations are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually, and spiritually, and does not deny other individuals their rights. Saint Leo University maintains the right to dismiss or suspend or otherwise take action related to any student for reasons that the administration deems to be in the best interest of the University.

For the full text of the Code of Conduct, please go to <https://www.saintleo.edu/sites/default/files/2023-08/Student-Code-of-Conduct-Final-23-24.pdf>

Admission to Class

Faculty are required to admit to class only those students with appropriate documentation as directed by the Registrar.

Student Misconduct

As members of our community, Saint Leo University students are expected to conduct themselves at all times in accord with good taste and respect for others. In addition, they must observe the regulations of the University and all local, state, and federal laws. All University community members—faculty, staff, employees, students—have the right and obligation to report violations of civil or University regulations to the appropriate University Vice President. Special note on Center Students: Center Directors serve as designees of the Vice President for Student Affairs or designee with respect to Center students.

Should a University community member encounter a disruptive student, the student shall be politely, but firmly, asked to leave the classroom (or wherever the locus of disruption). A University community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, University Safety shall be notified.

Additionally, if a student demonstrates a lack of respect for a faculty or staff member by raising his/her voice, using profanity, and/or being aggressively argumentative, the student may be found in violation of the University's core values and brought through the conduct process which may result in conduct probation, suspension, or dismissal from the University.

Personal Abuse

All members of the University community and guests are entitled to be free from harassment, coercion, sexual harassment, threat, disrespect, and intimidation. Any statement or action that damages or threatens the personal and/or psychological well-being of a person will not be tolerated.

Personal abuse not only occurs when directed to the individual but can also occur in the presence of the individual.

Students who feel that they have been subject to personal abuse by a faculty member, staff member, or another student should report the incident online at http://saintleo-advocate-symplicity.com/public_report/index.php/pid944581?

Office of University Ministry

Mission and Purpose

University Ministry serves the religious and spiritual development, as well as the personal and social justice concerns, of all the students, faculty, and staff of Saint Leo University. From the wisdom tradition of our Benedictine-inspired heritage, we emphasize the spiritual and religious importance of learning and learning well. From the world-engaging spirit of the Second Vatican Council, we encourage a spirituality where people claim and develop their natural and human gifts for the service of others, especially for the poor and forgotten. Because we are a Catholic university, we give special attention to nurturing the Catholic identity and self-understanding of Catholics in our community, as well as offering joyful and meaningful worship.

All members of the Saint Leo Community are always welcome to join any specifically "Catholic" activity that University Ministry offers. In actual fact, the majority of our activities, such as retreats, and mission/ service trips, are open to all—that is, open and welcoming to all Christians as well as to our brothers and sisters of the Jewish, Muslim, and other faith traditions.

As part of the larger mission of Saint Leo University, University Ministry supports and educates for our core Benedictine-inspired values of excellence, community, respect, personal development, responsible stewardship, and integrity. University Ministry especially promotes the Benedictine-inspired values of community building and hospitality on campus and in our residence halls. We emphasize in a positive way wherever we can that we truly are "our brothers' and sisters' keepers" (Genesis 5). We are called to hold one another in sacred trust and never to violate that sacred bond. Thus, we affirm and call forth the best of one another as well as challenge any behavior or attitudes that destroy human dignity and community and our sense of joy of being part of the Saint Leo family.

This spirit of community building and cooperation leads University Ministry, Student Services, and Residence Life to share programs and to support one another's endeavors. University Ministry works with the President's Office and Academic Affairs in introducing new faculty and staff to our Catholic and Benedictine heritage. In terms of outreach to the larger community, University Ministry works very closely with our own Center for Catholic-Jewish Studies and with University Advancement and Alumni Relations to involve our friends and neighbors in the mission and activities of Saint Leo University.

University Ministry Services

- Ensures the worship and ritual life for the University Community—Catholic Mass, memorials, and special events of a religious and patriotic nature.
- Trains and mentors young adults for lay leadership in the Catholic Church or in other Christian Churches through the Ministry Mentor Program.
- Offers retreats and other experientially based opportunities for spiritual and personal growth—deeper awareness of God, self, and others and integrating the mind-body-spirit connection.
- Provides and encourages Bible study, lectio Divina, prayer groups, and faith communities.
- Trains and educates liturgical ministers (readers, Eucharistic ministers, ministers of hospitality) to take an active role in Sunday Liturgy and at other schools' Masses.

- Trains and educates student singers and musicians through student choir and band, to make Campus Liturgies and "Praise and Worship Nights" a joyful expression of faith.
- Invites speakers to talk about contemporary issues in religion and/or in social justice.
- Offers sacramental confession, spiritual direction, and pastoral counseling.
- Provides sacramental preparation for marriage and for the other sacraments through the Rite of Christian Initiation for Adults (RCIA), including Baptism, Confirmation, and First Holy Communion.
- Offers pastoral care in cases such as times of illness (including hospital visits), during personal crises and other traumatic events, on the occasion of a divorce or death in the family, and in the case of serious illness or death of a friend.
- Offers the Invocation at all "home" athletic events and provides special retreats and prayers for the various athletic teams.
- Supports efforts to affirm and protect life from conception to natural death with our pro-life "Imago Dei" group.
- Through "Project Rachel," provides support and guidance for those who are suffering remorse after having had an abortion.
- Collaborates with Counseling Services, to provide emotional support as needed.

For further information and updates, consult our website: www.saintleo.edu/umin.

Center for Catholic-Jewish Studies

It is the mission of the Center for Catholic-Jewish Studies to build mutual respect, understanding, and appreciation among Jews, Catholics, and all people of good will by providing opportunities for interfaith education and dialogue.

Established at Saint Leo University in 1998, the Center concentrates its efforts to promote interfaith dialogue on contemporary problems and to address historical conflicts, as well as to educate the wider communities on the philosophical and theological understandings for the two faiths and their impact on modern society. The Center is open to all members of the community.

Alumni Association

The mission of the Saint Leo University Alumni Association is to foster a mutually beneficial relationship between Saint Leo University and its alumni by promoting active alumni participation and involvement through on-campus and regional programs; serving as an advocate for the University's mission, plans, and purpose; identifying and encouraging the enrollment of quality and diverse students; assisting in gathering philanthropic support; and recognizing University alumni and friends who are distinguished by their loyalty, professional achievement, and community service. In fulfilling this mission, the Saint Leo University Alumni Association will ensure that all of its efforts and activities are consistent with the University's values, strategic objectives, policies, and procedures.

Campuses, Centers, and Degree Programs

Graduation Awards

The following awards are given to distinguished members of the graduating class from University College:

- The **Clara McDonald Olson Scholastic Excellence Award** to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their university credits from Saint Leo University.
- The **John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership, and general excellence for which Saint Leo University stands.
- The **Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities has been of the highest order.
- The **Thomas B. Southard Leadership Award Sabre** is awarded to the Army ROTC graduate who best demonstrates leadership achievement in both CST - Advance Camp at Fort Knox, KY and Saint Leo University ROTC classes and labs. The military sabre is donated by the Alumni Office.

Student Affairs

The office of the Vice President for Student Affairs is located in the Student Activities Building. The Division of Student Affairs serves all University students- campus, Centers, and online in addition to family members and the community. In addition to the wide variety of departments that focus on particular parts of the student experience, the Division specializes in assisting students with issues, concerns, and those students in distress or crisis. Student Affairs staff practice a student-centered education and student-first philosophy of service. The Division of Student Affairs includes: Accessibility Services, Bookstore, Career Services, Counseling and Prevention Services, Dining Services, Health Center, Mailroom, Office of Military Affairs and Services, Residence Life, Student and Family Engagement (student activities, student organizations, student government, Greek Life, community service), specialized groups and teams including the Esports Competitive Team, the Sporting Clays Competitive Team, the Radio Station, GoldRush Dance Team and the Roaring Lions spirit section, and University Safety.

Division of Saint Leo University WorldWide

Degree programs are offered to adult students through the Division of Saint Leo University WorldWide at the following Regional Education Centers. The section after this one lists minors, majors, and specializations offered by the University. The final section lists the Regional Education Centers and outlines the academic programs offered at each one.

Click location name to display programs offered

Florida

Center for Adult Learning at University Campus

- Center for Adult Learning at University Campus
- Key West Education Center
- Tampa Education Center
- MacDill AFB Education Center

These Education Centers offer the associate's and bachelor's degree through both live instruction and Internet-based learning opportunities at times and locations convenient to adults. In addition to classes at each site, many Centers also offer instruction in affiliated teaching locations. See Directory for Correspondence for a directory of address, telephone, and e-mail information.

Majors/Minors/Specializations

Saint Leo University

College of Arts, Sciences and Allied Services

Social Sciences

Bachelor of Arts

- Psychology, B.A.*

*The Bachelor of Arts in Psychology is not a clinical program and will not lead to any licensure or certification.

Tapia College of Business

Management and Business Administration

Bachelor of Arts

- Business Administration, B.A. (Offered only through Worldwide)

Minor

- Management Minor

College of Computing, Artificial Intelligence, Robotics, and Data Science

Computer Science and Project Management

Bachelor of Science

- Computer Information Systems, B.S.

Saint Leo University Worldwide

Saint Leo University's Worldwide provides undergraduate and graduate degree programs for adult students. The University emphasizes providing accessible academic and administrative support services for students pursuing degrees in the Division of Saint Leo University Worldwide. Degree programs are provided at Education Centers located in the states of Florida, Georgia.

Students enrolled in degree programs within the Division of Saint Leo University Worldwide find the course schedules are developed to serve the needs of adult learners. They are able to enroll at Education Centers close to their place of residence or place of employment, or take courses over the Internet, allowing them to work toward their degrees in a timely and convenient manner.

Saint Leo University is committed to the delivery of high-quality academic degree programs and to personal attention to meet the needs of all students. Support services and degree program characteristics at the Education Centers include the following:

1. Professionally staffed Education Centers;
2. Clear, concise degree evaluations;
3. Emphasis on complete degree programs;
4. Individualized, goal-directed educational counseling; and
5. Flexible and reliable scheduling of classes.

Academic Regulations and Definitions

Each online course uses a standard textbook and an online learning system. Participating online, students are expected to complete reading and homework assignments; submit assigned papers, projects, and essays; and take online quizzes and examinations. Conversations with classmates and professors use an asynchronous message board. All professors have office hours via chat sessions and are available by e-mail and telephone.

One course is considered part time, two or more courses full time. Students must apply for admission prior to taking classes. Financial aid is available only to eligible students who have been admitted and have matriculated.

All students are required to take the same comprehensive examinations for graduation as on-campus and Saint Leo University WorldWide students and may choose to attend the on-campus commencement ceremonies.

In addition to courses that constitute the student's major, all students must take the University Explorations (General Education) curriculum. The goal of the University Explorations core curriculum is to provide undergraduate students with an understanding of the University's Benedictine-inspired values and Catholic traditions while focusing on the liberal arts and sciences and introducing undergraduate students to an understanding of the knowledge needed to succeed in college and in lifelong learning. Saint Leo University seeks to graduate students

- who exhibit skills in learning, writing, reading, critical thinking, technology applications, numerical applications, and well-adjusted to life
- who exhibit skills in dealing with fundamental human questions regarding the nature of human reality, the ways in which human beings come to know the world, and issues of human morality
- who have learned to love learning, who understand the importance of the liberal arts as the basis for all learning, who find the curriculum relevant, and who are prepared to become lifelong learners
- whose employers will indicate a positive satisfaction level with these graduates and their preparation level for suitable employment and/or graduate studies

Library

Extensive information resources and support are available to all students through the Daniel A. Cannon Memorial Library. For online students, the library website, Ask-a-Librarian, and LibAnswers as well as the (800) phone number are designed to aid students' academic efforts and support access to the library's resources and services. Online students may call the reference desk at (800) 359-5945 for personalized research and writing support, search the FAQs and submit a help request using <http://saintleo.libanswers.com>, or email the library at reference.desk@saintleo.edu.

Computer Specifications

Saint Leo University is committed to ensuring that all students have access to technology to support their educational pursuits. While the University maintains several computer laboratory facilities with full academic software, hardware and printing capabilities, we recognize students utilize personal devices. Below are the minimum configurations for a device to meet compliance requirements for use on the university network.

Recommended Minimum Laptop Configuration for Personal Computers or Laptops

- Dual Core or higher processor
- 8 GB of RAM or higher
- 256 GB of hard drive disc space or higher
- Wi-Fi Enabled
- Ethernet network port

Software

- Windows 1 or higher or Mac OSX version 10.8.5 Mountain Lion
- Office 365 (students are eligible to have a free Office 365 Account) this includes Word, Excel, PowerPoint, OneDrive with 1TB of cloud storage and Access*.
*Access is only available to be installed on Window based computers.
- Adobe PDF 9.0
- Alternate web browser in addition to Internet Explorer such as Firefox

Browser

Latest version of Chrome, Firefox, or Safari **Chromebooks and Netbooks are not compatible with online classes**

Please note that there may be software components accompanying textbook materials that are not MAC compatible. Students may experience problems using these tools as a result. Saint Leo University cannot be held responsible for students experiencing difficulty with software components that are not MAC compatible.

University Assessment Exams

All new students will be placed in MAT 110 and ENG 110 unless the prerequisites for placement into higher courses are met. Prerequisites for placement into higher courses can be met through transfer credit or Assessment scores. It is highly recommended that all new students take the English and Math Assessment exams. English assessment is required for students without transfer credit. Assessments must be completed prior to starting or before student completes 12 credit hours.

The Assessment exam process is critical in determining students' abilities and knowledge. Assessment exams are designed to gauge students' aptitude and skill level in the given subject areas. Saint Leo University wants students to succeed in their academic pursuit. By accurately placing students in the appropriate courses, Saint Leo University is assisting in the achievement of that goal. College work requires a certain proficiency in English and Math necessary for further study in higher-level courses.

Foundation Courses

Foundation courses are designed to provide students with the basic academic and personal skills needed to complete a college education. These courses provide a practical orientation to collegiate life, and they prepare students for the challenges and opportunities associated with completing a four-year college education. Additionally, these courses provide basic instruction in such areas as learning, writing, reading, critical thinking, computer science, and mathematics. Generally, these Foundation courses are completed during a student's first year of college.

ENG 110 - How to Write Well

This course satisfies an elective credit for the associate's or bachelor's degree. This course is designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. To ensure competence in oral communications, a speech component is included. Course fee may apply. Offered every term.

MAT 110 - Introductory Algebra with Applications

This course does not satisfy a University Explorations (general education) requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students build a foundation for algebra. Topics include algebraic expressions, order of operations, linear equations, inequalities, introduction to graphing, polynomials, exponents, and factoring. Offered every term.

Student Services

portal.saintleo.edu

Online Learning students have access to the portal.saintleo.edu portal. With a single login, students will be able to access eLion, e-mail, and the Daniel A. Cannon Memorial Library. The portal also offers access to the Learning Management System classroom portal.saintleo.edu features a personal calendar, contacts list, briefcase, and much more portal.saintleo.edu is located at <https://portal.saintleo.edu>.

eLion

The University provides online registration services through the eLion system. Students will receive a login and password to the eLion system and are also provided an e-mail account that will be the formal mode of communication between the University and the student. Access to eLion is available through <http://portal.saintleo.edu>.

Academic Resources

Online tutorial services are available 24/7/365 for all OL courses via a licensing agreement with Tutor.com. Online access information to Tutor.com is located in each OL classroom.

Student Affairs

Student Affairs

The office of the Vice President for Student Affairs is located in the Student Activities Building. The Division of Student Affairs serves all University students- campus, Centers, and online in addition to family members and the community. In addition to the wide variety of departments that focus on particular parts of the student experience, the Division specializes in assisting students with issues, concerns, and those students in distress or crisis. Student Affairs staff practice a student-centered education and student-first philosophy of service.

The Division of Student Affairs includes: Accessibility Services, Bookstore, Career Services, Counseling and Prevention Services, the DeChantal Commuter Student Commons and Graduate Student Den, Dining Services, Student Health Center, Office of Military Affairs and Services, Residence Life, Student and Family Engagement (student activities, student organizations, student government, Greek Life, community service), specialized groups and teams including the Esports Competitive Team, the Sporting Clays Competitive Team, the Ice Hockey Competitive Team, , GoldRush Dance Team, Fritz, Cheerleading, and the Roaring Lions spirit section, and University Safety and Emergency Management.

Accessibility Services

Saint Leo University is committed to a policy that provides an equal opportunity for full participation of all qualified individuals with disabilities in accordance with the ADA-AA. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate academic accommodations and services are coordinated through the Office of Accessibility Services, which is located in the Student Activity Building. In accordance with federal regulations, the Office of Accessibility Services is the only authority in the University that may determine and approve accommodations under ADA-AA. Students with

disabilities who require accommodations should contact the office as soon as possible. Students seeking accommodations are responsible for providing the Office of Accessibility Services with recent documentation of their disabilities at the time they are requesting services. Students may access the Accessibility Services Welcome Packet and Student Handbook through the Saint Leo University website or by contacting the Office of Accessibility Services. The Office of Accessibility Services can be reached by phone at: 352-588-8464 or email at: adaoffice@saintleo.edu

Career Services

Career Services assists students and alumni with all phases of career development, from career guidance and job search training to resume advice, interview skills, and professional networking. We support the mission of Saint Leo University by offering a practical and effective model for life and leadership in a challenging world.

Our department provides career coaching and job search resources to assist students and alumni with making informed career development decisions and building the career competencies needed for successful employment outcomes.

Specifically:

- Encouraging student and alumni development through personal career exploration, by providing networking opportunities, workshops, and career events.
- Creating collaborative employer partnerships to optimize career opportunities.
- Partnering with the academic community to facilitate the development of career skills.
- Offering contemporary technological resources to enhance the delivery of career services.

Career Services centralizes most services and resources through Handshake, our online one-stop resource for students, alumni, and faculty to connect with employers and career readiness resources. Handshake's offerings include:

- Online database of jobs and internships around the country
- Combined calendar of career events, both on campus and virtual
- Appointment setting tools to schedule an individual session with a career advisor - in-person, via phone, or via video chat
- Career resource library to access at your convenience 24/7

Career Services also partners with Interstride - the international career portal for students. Interstride is an interactive career platform designed to enhance the career exploration and job search experience for international students, including strengthening your professional profile, navigating the visa process, searching for jobs, and building professional networks.

For further information, please access the Career Services website, <http://www.saintleo.edu/academics/success-resources/career-services> call 352-588-8346, or email us at careerservices@saintleo.edu.

In addition to what is provided through this department, information on the specific student services offered at each Education Center can be obtained from the Center Director or academic advisor. This may include student chapters of professional organizations, services available through the University's website, and/or referral services to local agencies. Saint Leo University does not guarantee employment upon degree completion, it provides career counseling, job search advising, and career management support to all Saint Leo University students and alumni.

Lions Care

Lions Care is a university-wide initiative that embraces our institutional Core Values, especially the values of Respect and Community. Sponsored by the Division of Student Affairs, this website provides resources for individuals who may need assistance. Lions Care is an umbrella for care-related resources for the University community. Through this site you may access many resources and reporting avenues so that appropriate follow-up action can be taken by members of the staff. The intent of the website is to proactively:

1. Foster a caring and safer University community
2. Engage University community members as active participants, not as idle bystanders, in assisting other community members.

3. Provide campus based and community resources, and
4. Provide appropriate referral and reporting mechanisms to address concerns.

The Division of Student Affairs is committed to promoting greater awareness of high-risk behaviors and their impact on individuals and the community; providing prevention education opportunities for University community members and creating an environment that empowers survivors to access resources on and off-campus. From role modeling and training others on appropriate bystander actions to advocating for and supporting those impacted by high-risk behaviors, the members of the Student Affairs staff are here to help. <http://saintleo.edu/student-experience/support/lions-care>

Undergraduate Policies and Procedures

What's inside...

- Academic Procedures and Definitions
 - Academic Advising
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Academic Procedures and Definitions

A Saint Leo University education is grounded in the liberal arts. The Saint Leo liberal arts curriculum acquaints students with the primary areas of human knowledge—the humanities, natural sciences, and social sciences—and with the religious and philosophical foundations of civilization, and it allows them to pursue a major in a discipline of their interest and talent. An academic program consists of all of these elements and leads to a degree in a specific discipline. Through an integrated program of study, faculty members encourage students to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others, and ultimately to acquire insight into their responsibilities in the world.

Through the liberal arts, students learn to think critically, write effectively, and solve problems individually and in groups. By integrating new technologies in courses in all disciplines, students learn to use those technologies to expand their knowledge and their academic performance.

There are four core features of the Saint Leo University curriculum: general education, majors and minors, specializations, and electives. With guidance from an academic advisor, each student takes courses within each facet of the program.

Saint Leo University provides small class sizes averaging 16 students on University Campus, 10 in education centers, and 17 in the Center for Online Learning.

Majors

A major is a group of courses clustered in an area of intellectual inquiry. Students in a major study a particular field of knowledge in depth so that they can read and interpret the literature of that field and perform the work of that field in an effective manner.

Some students enter the University with a clear idea of what they want to study. However, most students are undecided about which major they should choose, and national studies show that even those who enter college with majors already chosen often to change their minds. To help students select a major that meets their interests and their talents, students work closely with their academic advisor. With their advisor, students select their major before they register for courses for their junior year.

Many students will begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo University, students should decide on a major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, students should consult with their academic advisor or department chair of the desired major. Only one degree may be pursued at a time.

For the bachelor's degree, students may seek concurrently up to two majors or a major and a minor. After conferral of a Saint Leo University bachelor's degree, a student may take courses at Saint Leo University to earn a different bachelor's degree, second major, second specialization, or a minor. For example, if a student earns a Bachelor of Arts degree, he or she may return and earn a Bachelor of Science degree. A student may apply to obtain a second degree in a major different from that of the first degree. If a student has already earned a baccalaureate or graduate degree and wishes to obtain a second degree, he or she must meet the admission criteria for that second degree and go through the admission process again. Saint Leo University will not award an associate degree if the student has already completed the requirements for a bachelor's degree.

In order to earn a second undergraduate degree, a minimum of 30 additional credit hours in residence that do not apply to the other degrees earned are required.

Students cannot earn a degree with Saint Leo University in the same subject area in which they earned a degree at another institution.

If the student returns and pursues a new major under his or her existing degree program, he or she does not earn another bachelor's degree and is not degree-seeking. Financial aid is only available to students that are active in a degree-seeking programs. Additional transfer credit will not be accepted after the initial conferral of the bachelor's degree; all unfulfilled requirements must be completed with Saint Leo University. Students wishing to pursue an additional degree must reapply.

Students who plan to teach at the middle or secondary level must complete the professional courses in education along with all courses required in their major.

Minors

Minors are a series of linked courses and learning opportunities that allow students to explore an area of intellectual interest. Programs of study leading to a minor are offered in some areas. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than

two courses they have taken in their major to apply toward the requirements for their minor. A minor is not required for graduation and can only be included in the bachelor's degree.

Specializations

To ensure a complete education, some majors provide students with the opportunity to study specific areas in depth. The University offers specializations in a variety of areas. These specializations integrate the University Explorations (general education) core of the University with a core of courses in a discipline and the specialized courses that prepare the student in a particular area of interest.

Electives

Students at University College must complete enough elective hours to fulfill the minimum 120 academic credits required for graduation.

In consultation with their academic advisors, students may choose electives from the courses listed in "Courses of Instruction," provided that the prerequisites for the courses have been met.

Technology-Assisted Learning

The University community understands that its twenty-first-century graduates will enter an ever-changing world where online learning will be essential to achieving its goal of educating lifelong learners. As a result, all students, regardless of location and/or degree program are expected to take at least one (1) online course before graduation. The University offers an online library tutorial, online courses, video conferencing courses, hybrid courses that blend traditional in-class experiences with technology-enhanced elements, and full online degree programs. Online degree programs of study are designed to meet the needs of working adults. Please see the Online Learning Center section for a description of undergraduate online programs of study.

Degree Requirements

Students come under the academic requirements of the catalog in effect at the time of matriculation. These requirements must be completed within seven years from the date of being admitted as a degree-seeking student. Requests to extend this seven-year time period must be submitted to the School Dean or Center Director for consideration on a case-by-case basis.

Coursework at the graduate level is held to a higher caliber than undergraduate work. Graduate work requires more research skills, more in-depth and applied knowledge, and mastery of a field or discipline. Therefore, Saint Leo University will not apply undergraduate coursework towards graduate coursework. In addition, to be admitted into a graduate degree program, a student must have earned a four-year bachelor's degree; therefore, no graduate-level work may be applied toward an undergraduate degree.

In addition to time spent in class, Saint Leo University courses are designed to require at least 30 hours of work to be completed outside of class time per credit hour earned. This work includes reading, homework, and completing papers and other assignments. For a three-credit hour course, students should expect to commit 90 hours of time outside of class in order to be prepared and meet course expectations.

The conferral or completion date is based on the completion of all required items listed below. Saint Leo University will not release a diploma, certificate, transcript or confirm completion of a degree/certificate until all financial obligations are paid in full.

All associate degrees require at least 60 semester credit hours; all baccalaureate degrees require at least 120 semester credit hours. The following are the requirements that students must complete to earn a degree in their discipline.

Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work Degrees

To earn the bachelor's degree, students must meet the following requirements:

1. Complete a minimum of 120 academic credits
2. Complete the required University Explorations (general education) curriculum
3. Complete a minimum of 39 hours of coursework at the 300-400 level for the Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work degrees
4. Attain a minimum cumulative grade point average of 2.00, excepting certain majors that require a higher minimum GPA—for example, all education majors (2.5)
5. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills
6. Complete all the requirements of the student's academic school and major
7. Attain a minimum cumulative grade point average of 2.00 in the major
8. Complete such comprehensive examinations as may be required by the University
9. Fulfill academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major
10. All transfer credit must be received and posted
11. Apply for degree

Class Attendance

All faculty members in all courses must take official class attendance at least through the end of the official add/drop period each term. Attendance at all courses is strongly encouraged as attendance is an important part of learning. Note that failure to attend class **does not** constitute an official withdrawal from that class. Class attendance is a prerogative of each individual faculty member.

1. Faculty members must include a course attendance policy in their syllabi
2. Students are expected to be present at regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas, and spring breaks
3. Student absences are cleared through the Office of Academic Advising. Due to federal regulations, medical or legal documentation is accepted by the Office of Academic Advising, and documentation should not be presented to or discussed by instructors. Once the documentation has been accepted, it is thoroughly verified, and notification is issued to faculty members. Unless otherwise directed, excusal of absences is granted solely at the discretion of the individual instructor
4. The Office of Academic Advising works closely with Student Affairs, the Health and Counseling Centers, and the Center for Sport Medicine regarding student absences. If a student is required to be absent for an extended period of time, either voluntarily or involuntarily, the Office of Academic Advising notifies instructors. In addition, students must adhere to the establish clearance procedures as outlined by Student Affairs in order to return to classes
5. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings
6. Unless communication from the Office of Academic Advising states otherwise, students are required to communicate with their instructors regarding any missed coursework or exams. Students are always responsible for missed coursework.
7. Failure to attend class does not constitute a course withdrawal
8. All faculty members are required to keep attendance records during the official add/drop period. Student absences may have a deleterious effect on the student's grades or continuing eligibility for financial assistance. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance may incur academic penalties as applied by the faculty member
9. Attendance is taken during the add/drop period in every course offered in every location at Saint Leo University. Attendance is taken for the purpose of establishing a student's enrollment in a specific course so that Title IV funds may be disbursed to the student. No Title IV funds are given to a student who has not attended class during the add/drop period. Students who do not attend at least one meeting of the course during the add/drop period will have their registration for that course canceled and the record of their registration in that course deleted. A deleted record due to a student's failure to attend the class during the add/drop period may have an adverse effect on the student's financial aid

10. In the case of absences caused by University-sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the faculty member deems necessary. **Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence**

Classification of Undergraduate Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman—a student with fewer than 30 earned credits.

Sophomore—a student with at least 30 and fewer than 60 earned credits.

Junior—a student with at least 60 and fewer than 90 earned credits.

Senior—a student with at least 90 earned credits.

Special—a non-degree-seeking student.

Grading for Certificate, Associate, and Bachelor's Degree Courses

Quality Points Per Credit Hour		
A	Exceptional	4.00
A-	Superior	3.67
B+	Excellent	3.33
B	Very Good	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D+	Marginal	1.33
D	Poor	1.00
F	Failure	0.00
FA*	Failure Absences	0.00
I	Incomplete	0.00
P	Pass	0.00
W	Withdrawn	0.00
WE**	Withdrawn Excused	0.00
AU	Audit	0.00

**The FA grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in course activities through the end of the enrollment period. The FA grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.*

***Given due to extended temporary duty assignment of active-duty students at Education Centers located on military bases only. A copy of official TDY orders must accompany the request for WE and the tuition paid in full by Tuition Assistance funding.*

Standard Undergraduate Grading Scale

In order to provide consistent grading standards, all undergraduate sections will follow a standard grading scale. A grading scale is used to translate letter grades into point values, and vice versa, when calculating final grades.

A 94-100%

A- 90-93%

B+ 87-89%

B 84-86%

B- 80-83%

C+ 77-79%

C 74-76%

C- 70-73%

D+ 67-69%

D 60-66%

F <60%

This standard grading scale helps in maintaining the highest standard while at the same time preserving the autonomy of the professor in evaluating and assigning grades. The standard scale does not take away the faculty ability to assign grades as they determine. How the instructor arrives at the grade or average and weights assignments is up to the individual professor.

Incomplete Work

When a student is doing satisfactory work and has completed a majority of the work but has been unable to complete the required work and the reasons given are acceptable to the faculty member, a grade of incomplete (I) is given.

An incomplete (I) is agreed upon between the student and the faculty member. When a grade of incomplete (I) is assigned, there will be no penalty for lateness. Incomplete work is counted as a failure (F) if the work is not made up by the deadline the instructor has assigned, but in no event later than the end of the following semester or term.

An incomplete grade (I), once completed, will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date that the incomplete coursework was completed.

Repeated Courses

Students are encouraged to repeat all failed courses in order to raise their cumulative grade point average. Students are permitted to repeat any other course that they wish in order to earn a higher grade than originally earned.

The following policies apply to repeated courses, including those taken at other institutions:

Duplication of Credit at the Time of Initial Evaluation. If a student completed a course at another institution that is directly equivalent to a Saint Leo University course he or she has already completed with a passing grade, the student receives no transfer credit. The course will not be listed on the transcript.

Duplication of Credit after Initial Evaluation. If a student receives credit for a course taken at another institution and subsequently completes the equivalent course at Saint Leo University with a passing grade, the earned hours granted for the transferred course will be removed, resulting in a decrease in the cumulative hours. The grade listed for the transferred course will not be removed from the transcript.

Repeat of a Failed Course. If a student fails a course at Saint Leo University and subsequently repeats the same course with a passing grade, the attempted hours are removed from the first attempt, but the F grade remains on the transcript. The attempted hours and quality points for the second attempt are applied toward the student's cumulative totals, with a resulting increase in the student's grade point average.

Repeat of a Course in Which a D or Higher Was Earned. If a student completes a course at Saint Leo University with a D or higher grade and subsequently repeats the same course with a higher grade, the attempted hours, earned hours, and quality points are removed from the first attempt, but the original grade earned remains listed on the transcript. The attempted hours and quality points for the second attempt are applied toward the student's cumulative totals, with a resulting increase in the grade point average.

Failure of a Course That Is Subsequently Deleted from the Catalog. If a student fails a course at Saint Leo University that is deleted from the University Catalog before the student repeats it with a passing grade, the student's academic advisor may submit a request to the Registrar requesting approval for a substitute course to be treated as the course failed for the purposes of the repeat.

Repeat of a Course Failed at Saint Leo University and retaken at another institution. If a student fails a course at Saint Leo University and subsequently repeats the equivalent course at another institution with a passing grade, the attempted hours are removed from the Saint Leo course, but the F remains listed on the transcript. The appropriate number of earned hours is granted for the transferred course. However, no quality points are awarded for the transferred course. The removal of the attempted hours on the original failed course increases the student's overall grade point average. Generally, it is recommended that failed courses be repeated at Saint Leo University. However, the student's academic advisor may approve the completion of the course at another institution.

Academic Sanctions Policy for All Undergraduate Students

In order to continue in good standing, a student must maintain a minimum grade point average of 2.0. The system of academic sanctions is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The University reserves the right to require remedial action on behalf of students who are placed on academic warning or probation or are sanctioned due to a violation of the Academic Honor Code. Such action may include, but is not limited to, requiring students to repeat failed courses and receive a grade of C or higher, take a reduced course load, attend monitored study assistance programs, accept tutoring, change their program of study, or lose their eligibility to participate in intercollegiate athletics. The Academic Standards Committee sets these regulations and conditions.

Academic sanctions contained herein conform to NCAA eligibility standards. Members of varsity sports programs and students receiving financial aid must inform themselves of additional eligibility requirements of these programs.

Academic Honesty Violations

(See also "Academic Honor Code ")

1. The sanction for a first violation of the Academic Honor Code could range from zero on the assignment to dismissal from the university, depending on the nature of the violation, but the usual sanction is failure of the course.
2. The minimum sanction for a subsequent offense is an F in the course, but the usual sanction is suspension or dismissal of the student from Saint Leo University.

No provision will be made for the student to receive a W.

Academic Sanctions

Sanctions are issued annually for University Campus students. Education Center students will be reviewed for academic sanctions after they have 12 attempted hours at Saint Leo University. Academic sanctions are issued as follows:

12-30 hours attempted GPA

Warning	1.80-1.99
Probation	1.50-1.79
Suspension	Below 1.50

31-59 hours attempted GPA

Warning	1.90-1.99
Probation	1.70-1.89
Suspension	Below 1.70

60-89 hours attempted GPA

Probation	1.90-1.99
Suspension	Below 1.90

90 plus hours attempted GPA

Suspension	Below 2.00
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Academic Warning

Students who are placed on academic warning are encouraged to meet with their academic advisor to develop a plan to avoid further academic sanctions.

Academic Probation

Students who are on academic probation cannot hold or run for an office; cannot participate in selected activities; cannot pledge a Greek organization; cannot be a candidate for any kind of honor, including participation in the graduation ceremony; must repeat failed courses in the next term or semester offered, receiving a grade of C or higher; and possibly take a reduced course load, attend monitored study assistance programs, accept tutoring, or change their program of study. Students who are on academic probation are also ineligible to participate in intercollegiate athletics. Students on academic probation must register for classes with their advisor.

Academic Suspension

Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are (1) semester hours attempted at Saint Leo University and (2) student classification, based on total earned hours, including hours in residence and hours in transfer.

Appeals

Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within two weeks of the official notification by the University. A successful appeal lifts suspension, but students are placed on academic probation.

For University College students, appeals from academic suspensions must be made in writing to the Registrar within 10 days of receipt of the suspension notice. Education Center students should appeal to their Center Director. Online Learning Center students should appeal to the Online Appeals Committee or their designee.

The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. Supporting documentation should be included where applicable. The Center Director, with their recommendations, will submit the appeal to the Division for Academic Affairs. The Division for Academic Affairs will render a final, non-appealable decision.

Reinstatement

Students suspended from Saint Leo University may apply for readmission after one year. The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the University for University College students. Education Center students petition through their Center Director. Online Learning students petition through the Online Appeals Committee. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. Supporting documentation should be included where applicable. Fulfilling these conditions does not guarantee reinstatement, and a student who is reinstated remains on academic probation.

The Division for Academic Affairs determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. Conditions for reinstatement of housing may be specified by the Associate Vice President of Enrollment and Support Services or their designee.

Academic Dismissal

Undergraduate students whose academic standings are very poor will be academically dismissed if, in the judgment of the Division for Academic Affairs, improvement of their grade point average to 2.00 is unlikely. Dismissal is permanent termination of student status from Saint Leo University. Students who have been dismissed may not be readmitted to the institution under any circumstances.

Academic Term

The University operates under the following academic terms:

- For University College, the academic terms follow the traditional 16-week semester term for fall and spring.
- For Education Center students, the academic term is six 8- week terms, with the exception of the Education program offered at our Gainesville, Lake City, Madison, Northeast Florida, Ocala, Tampa, Spring Hill, East Pasco and Weekend/Evening locations, which follow the traditional 16-week semester term for fall, spring, and summer.
- For the Online Learning Center, there are six 8-week terms per year, with the exception of select Education programs which follow the traditional 16-week semester term

Academic Advising

Each first-time freshman student is assigned an academic advisor who assists the student in selecting courses, learning about the resources available to assist the student in his or her studies, and selecting a major that meets the student's interests and needs. Freshman advisors assist students in the following:

- Assessing and responding to the personal and social issues associated with adjustment to University life
- Developing an appreciation for and a constructive orientation toward the character and rigors of academic work
- Accessing and using academic student support services
- Understanding and using academic assessment results
- Becoming familiar with academic and student life policies and procedures
- Exploring career options and interests, in conjunction with the Career Planning Department
- Making informed decisions concerning their academic program and course schedules

All degree-seeking transfer students are provided with a formal evaluation recognizing transfer of credit and specifying associate degree requirements. When a student declares an associate or baccalaureate degree major, the University prepares a degree audit specifying the degree requirements. Every student is assigned to an academic advisor who is responsible for working with the student to plan a program of study. Advisors work closely with students, but students remain responsible for meeting all of the graduation requirements.

Registration

During each academic term, continuing students are expected to meet with their advisors to select courses and register for the next semester or term. In some cases, time is set aside to enable students to plan schedules effectively and to provide students with intensive personalized advising. All new students, except those matriculating through Education Centers or the Online Learning Center, register during orientation periods.

The University provides Internet online registration services through the eLion system. Students will receive a login and password to the eLion system and are also provided an e-mail account that will be the formal mode of communication between the University and the student.

The University offers degree programs on its University Campus, externally through Education Centers, and online through the Online Learning Center. Students enrolled in any one of these degree programs may formally request permission to enroll in courses in either of the other degree programs. The request should be directed to an academic advisor in the degree program in which the student is enrolled. Enrollment across programs may affect tuition.

The University reserves the right to cancel a course for which there are insufficient enrollments. Students will be notified via e-mail or telephone, and any tuition and fees paid for a course that has been canceled will be refunded if the student does not register in a replacement course.

At education centers with 15-week semesters, a full-time course load is four courses (12 credit hours) per semester. At education centers with 8-week terms, a full-time course load is two courses (6 credit hours) per term.

Gordon Rule

Saint Leo University actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule. The following courses fulfill the Gordon Rule: ENG 121, ENG 122, ENG 210CL , ENG 215CL , ENG 219 , AND ENG 225CL.

Outcomes Assessment

In keeping with the University's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the University's accrediting agency, the Southern Association of Colleges and Schools, the University has established several measures to assess its effectiveness in meeting its stated educational goals.

Dean's List

The Dean's List is issued at the end of January, May, and August. Those students who have earned at least 12 new credits with a term grade point average of 3.65 or higher are recognized by placement on the Dean's List. Passing grades are excluded from the calculation.

Graduation with Honors

Each year, academic honors (Latin Praise) are awarded upon graduation to students who have demonstrated high academic achievement, measured by their cumulative grade point averages:

Summa cum laude 3.95 and above

Magna cum laude 3.85 and above

Cum laude 3.65 and above

These awards are based on what standards are in effect at the point of graduation and not based on catalog year of matriculation.

Students must have a minimum of 30 hours of academic credit at Saint Leo University to be eligible to be graduated with academic honors. Grades transferred from another institution are not included in cumulative grade point averages.

Although honors designations in the commencement program are based on the cumulative grade point average earned at the end of the prior term/semester as notified in commencement instructions, final honors calculations are based on all graded Saint Leo University courses taken to fulfill bachelor's degree requirements. Honors are not awarded for the associate of arts degree or for graduate degrees.

Admissions Policies and Procedures

Saint Leo University is committed to policies that ensure there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Students with disabilities requiring special services should identify themselves and their needs to the Office of Accessibility Services, University Enrollment Management - University Campus Enrollment, Center for Online Learning Enrollment, Education Center Enrollment as soon as possible after receiving notification of their admission to the University.

Students interested in attending Saint Leo University's traditional, residential undergraduate areas of study should refer to the section outlining admission information for University Campus.

Students interested in attending Saint Leo University at one of our regional Education Centers should refer to the section outlining those procedures.

Students interested in attending Saint Leo University by taking their entire classwork online through the Center for Online Learning should refer to the section outlining those procedures.

Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university as a matriculated student and earned at least 19 credits or more. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission.

The Registrar's Office is responsible for the awarding of transfer credit and completes course-by-course transfer credit evaluations for all new transfer students. All students are provided with a formal evaluation recognizing transfer of credit, if applicable. When a student declares a degree program, the University prepares a Program Evaluation specifying the degree requirements needed to fulfill that degree program.

Upon completion of the Registrar's evaluation, students will have access to their Program Evaluation and a Transfer Equivalency Report online via the Saint Leo Portal and eLion. The Transfer Equivalency Report shows all transfer work and non-coursework credit accepted from each school or organization. The Program Evaluation shows the specific degree requirements needed, what transfer work is applied, and courses left for degree completion.

Students have 7 years to complete the degree requirements for an associate or bachelor's degree and 5 years for a graduate degree in effect in the catalog year they matriculated under.

The University does not provide an official Saint Leo University transcript of transfer credit until successful completion of at least one course at Saint Leo University. A student must be currently enrolled or have completed 30 credit hours at Saint Leo University in order to continue to have transfer credit from other regionally accredited institutions added to his or her Saint Leo University transcript. No quality points are awarded for transfer credit.

Saint Leo University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, bachelor's, master's, specialist, and doctoral degrees. Questions about the accreditation of Saint Leo University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). Saint Leo credits should transfer to other regionally and nationally accredited institutions, but the final decision on acceptance of transfer credits and degrees earned at Saint Leo will be determined by the receiving institution.

Traditional Transfer Credit

Saint Leo University recognizes transfer credit from regionally accredited institutions. Non-regionally accredited coursework may be considered on a case-by-case basis. Transfer credit is assessed on the educational quality of the learning experience; the comparability of the nature, content, and level of the learning experience; and the applicability of the learning experience in light of the student's educational goals.

Credit earned more than 10 years prior to the date of application to Saint Leo University is subject to review when the transfer evaluation is done and may not be applicable to a current degree program.

The maximum number of credits that can be transferred and accepted from community or junior colleges by Saint Leo University is 64 hours.

Credit will be granted only for courses in which the student received a D or higher at a regionally accredited postsecondary institution.

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of 25 percent of the total required credit at Saint Leo University, half of which must be in the major.

Students who transfer to the University are not expected to complete the entire University Exploration (general education) courses for we recognize that other colleges and universities have legitimate alternative means of providing students with a basis in the liberal arts. Students transferring to Saint Leo University with an associate of arts degree in liberal arts will have University Explorations requirements met with the exception of the University Exploration Foundation courses and a religion course (unless transferred in).

Students who hold a bachelor's degree from a regionally accredited college or university will be considered to have satisfied all University Exploration (general education) requirements except a religion course (unless transferred in) for a degree from Saint Leo University. Such students may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of a minimum of 25 percent of the total required credit at Saint Leo University, half of which must be in the major.

No quality points are awarded for transfer credit.

Permission to enroll in courses at another institution of higher education will be granted to students only in one of the following situations: (a) if the course the student wishes to take is not offered by Saint Leo University, (b) if the student is in senior status and is required to take a particular course for graduation that is not scheduled to be offered during that student's senior year, or (c) if the student has met residency requirements but no longer has access to a Saint Leo University Center. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the University and, where appropriate, would be applicable to the student's degree requirements. The student must meet with his or her academic Dean, Regional Education Center Director, or OL Director, as appropriate, to request such an approval. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to his or her Center at Saint Leo University.

Nontraditional Transfer Credit

Saint Leo University recognizes nontraditional transfer credit earned or validated through the methods listed below.

Additional elective credit may be awarded for other criminal justice training. This elective training is calculated in the following format: For every 100 hours of criminal justice documented training, submitted simultaneously, 3 elective credit hours may be awarded up to a maximum of 6 elective credit hours. In order to receive consideration for elective credit, students must submit a copy of the training certificate with the number of hours clearly identified by the training institution or an official transcript from a Regionally Accredited Educational Institution to their academic advisor and complete the necessary documentation for submission. No in-service or mandatory re-training hours will be accepted for elective credit. Any certificate without the documented training hours will not be considered.

A maximum of 21 elective credit hours may be awarded.

Standardized Examinations

The University recognizes the following standardized examinations at the credit levels recommended by the respective testing services:

- Excelsior College Examinations (formerly ACT PEP: Regents)
- College Level Examination Program (CLEP) general examinations and specific subtests.
Up to 40 credits may be earned through the general examinations.
- Advanced Placement Exams.
Information on CLEP or Advanced Placement Exams may be obtained by contacting www.collegeboard.org.
- Defense Activity for Non-Traditional Education Support (DANTES). Information on DANTES may be obtained by contacting www.getcollegecredit.com.
- Cambridge AICE/GCE
- CAPE: Caribbean Advanced Proficiency Examination

Advanced Placement

University credit for advanced placement examinations will normally be given in those subjects in which a candidate achieves a score of 3 or higher. Students may receive credits in American history, American government, European history, biology, calculus, computer science, chemistry, English, mathematics, physics, Spanish, and music.

The University Entrance Examination Board advanced placement tests are given during the month of May. Information about schedules, subjects, test sites, and fees may be obtained from high school guidance counselors or from AP Services, P.O. Box 6671, Princeton, NJ 08541-6671. The applicant should request to have the test scores sent directly to the Office of Admissions from the testing agency. .

In most cases, transfer credit is granted in accordance with scores recommended by the American Council of Education. However, there are specific exceptions in which the University requires a higher score than the recommended score in order to fulfill degree requirements. Students should meet with their academic advisor prior to taking any standardized tests. The maximum limit on standardized examination transfer credit is 40 semester hours. All such credit will be listed on the student's transcript and will not be removed once it has been added to the transcript.

For more detailed information about Transfer Credit go to Transfer Policies | Saint Leo University.

Appeal of Admission Decision

Applicants denied admission to Saint Leo University may appeal the decision by filing a written request for review to the Assistant Vice President for Enrollment within 30 days of the decision. The applicant may submit additional documentation, which will be reviewed along with all previously submitted credentials. The applicant will be informed of the decision within 30 days of the receipt of the request for review.

Readmission Policy

Saint Leo University students who have been previously accepted but never enrolled or who have not taken courses for one year (3 semesters or 6 terms consecutively) must be readmitted to the university. This policy is applicable to students who voluntary and involuntary withdraw, regardless of the reason for the withdraw.

Students who wish to return must apply for readmission at least one month prior to the intended date of return. Students will be evaluated on current admissions requirements. Readmitted students will follow the catalog and curricular policies and requirements in effect at the time of return. If their original program requirements have changed, they will have to meet any additional program requirements. If their original program no longer exists, they will have to select a different program and satisfy the requirements of that program. Students must submit all transcripts from schools attended during their absence from the university. Students who have been suspended for academic deficiencies or disciplinary reasons must meet the requirements given at the time of suspension before readmission can be considered and are required to submit a written appeal as part of the readmission process. Conditions for readmission may be specified.

Students should contact the Office of Admissions reentry services at admissions@saintleo.edu to resume their program at Saint Leo.

Military service members and reservists out for three or more consecutive semesters or more than seven terms because of military service are required to submit a new application and official transcripts. The university will readmit service members and reservists after their short absence due to service requirements/obligations, pursuant with the guidelines of section 484C [20 U.S.C 1091c] of the Higher Education Act of 1965, as amended. For further information on the Department of Education's policy on re-admission for service members, please see www2.ed.gov/policy/highered/guid/readmission.html. Students should contact the Office of Admissions reentry services at admissions@saintleo.edu or their advisor to resume their program at Saint Leo.

Student Finances

Please reach out to your advisor to discuss tuition, fees and payment deadlines.

Financial Responsibility

The University will not release transcripts, diplomas, certificates of attendance, or certain other official documents if a student has financial indebtedness. The balance on the student account must be zero for the student to be permitted the privilege of participating in Commencement and Baccalaureate exercises.

By enrolling in and attending University courses, students acknowledge and agree that they are responsible for all charges incurred as a result of their matriculation and enrollment in the University. This includes late charges, collection agency costs, and attorney's fees imposed on delinquent student accounts. In many instances, some of the charges may be settled by a student's sponsor, employer, or other interested party; however, the student is ultimately responsible for his or her account.

Payment Policy

Students that agree to and participate in educational services provided by Saint Leo University incur a financial obligation to the University. Financial obligations may include but are not limited to tuition, fees, housing, meal plans, and any other additional costs. Payment are due prior to the start of a semester/term unless specifically deferred by tuition assistance, tuition remission, or authorized payment options. Students should be financially prepared to meet University expenses at the start of the term.

It is the responsibility of the student to apply for and utilize eligible financial aid to assist with covering the charges of educational services received. Financial aid includes but is not limited to, federal financial aid, state financial aid or loan funding. Additional funding that will appear as a credit on the student account statement includes but is not limited to employer tuition assistance, federal tuition assistance or Veteran's Administration benefits. It is the responsibility of the student to review account charges, understanding that once all financial aid and/or additional funding is applied, it is the responsibility of the student to pay any charges still outstanding and any new charges by the due date.

Admission Procedures and Requirements

Academic Calendar

Saint Leo University provides small class sizes (averaging 16 students on University Campus, 10 in education centers, and 17 in the Center for Online Learning).

Spring I: January 16 - March 10

Spring II: March 11 - May 5

Summer I: May 6 - June 30

Summer II: July 1 – August 25

Fall I: August 26 – October 20

Fall II: October 21 – December 15

Proof of English Proficiency

All international candidates for admission must prove English language proficiency in at least one of the following:

- Test of English as a Foreign Language (TOEFL) - minimum score of 45 iBT
- International English Language Testing system (IELTS) - minimum score of 5.0
- Pearson Test of English Academics (PTE A) - minimum score of 35
- For transfer students, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States
- Successful completion of a NAFSA or CEA-recognized ESL program
- Duolingo English Test - minimum score of 80

Students who meet these requirements are eligible for admission to Saint Leo University through the Bridge Program. Undergraduate students will be required to utilize elective credits for English courses and graduate students will be required to take the foundation component of their program. Student's English Proficiency scores will determine placement into the Bridge program. See Bridge Program for more details.

Students may be exempt from the Bridge program if English proficiency scores meets or exceeds one of the following:

- TOEFL 79 iBT (Minimum 19 subscores)
- IELTS 6.5 (Minimum 6.0 bandscores)
- PTE A 53 (Minimum 52 bandscores)
- ELS Level 112, or Duolingo 120

Saint Leo University reserves the right to require a student to take Bridge classes to increase English proficiency in a particular area, regardless of total test scores. Other English language examination results will also be considered, and experience studying in the English language, as documented through school transcripts, will be taken into consideration.

Readmission

Saint Leo University students who have been previously accepted but never enrolled or who have not taken courses for one year (3 semesters or 6 terms consecutively) must be readmitted to the university. This policy is applicable to students who voluntary and involuntary withdraw, regardless of the reason for the withdraw.

Students who wish to return must apply for readmission at least one month prior to the intended date of return. Students will be evaluated on current admissions requirements. Readmitted students will follow the catalog and curricular policies and requirements in effect at the time of return. If their original program requirements have changed, they will have to meet any additional program requirements. If their original program no longer exists, they will have to select a different program and satisfy the requirements of that program. Students must submit all transcripts from schools attended during their absence from the university. Students who have been suspended for academic deficiencies or disciplinary reasons must meet the requirements given at the time of suspension before readmission can be considered and are required to submit a written appeal as part of the readmission process. Conditions for readmission may be specified.

Students should contact the Office of Admissions reentry services at admissions@saintleo.edu to resume their program at Saint Leo.

Students who have been suspended for academic deficiencies or for disciplinary reasons for one or more semesters are required to submit a written appeal and append it to their application for readmission to the Registrar. Conditions for readmission may be specified.

Deferred Admission

An admitted candidate may choose to defer admission for up to one academic year in order to pursue other personal interests. An admitted candidate who wishes to defer admission may not attend any other educational institution during the time period in which he or she is deferring enrollment at Saint Leo University.

Transfer Student Admission Requirements

Students transferring to the University's undergraduate program are required to submit the following materials in accordance with the schedule that appears in the application procedures for undergraduate students:

1. An **official transcript** from **each** postsecondary institution attended, regardless of the number of credits attempted or completed. The transcript must be sent directly from the institution to the Office of Admissions.
2. **From the most recent institution attended, a recommendation form** must be completed by the Dean of Students or other college/university official who has access to the applicant's disciplinary record attesting to the student's standing. Recommendations may be waived by the Assistant Vice President of Enrollment.
3. If the candidate has fewer than 19 academic credits* at a postsecondary institution, he or she will be required to submit official copies of the high school transcripts with date of graduation (or GED) and standardized test scores.

**Credit will be granted only for courses in which the student received a D or higher at a regionally accredited postsecondary institution.*

To be admitted as a transfer student to Saint Leo University, a student must be in good standing at the institution most recently attended.

Evaluation of Transfer Applicants

Once the application forms and other required records of the applicant are complete and in proper order, the application will be submitted for evaluation.

International Student Admission Policies

International students are required to have all documents and credentials submitted in accordance with the schedule in the application timetable for University Campus Admissions.

Saint Leo University recognizes all international diplomas and credits taken at accredited secondary and postsecondary institutions once all appropriate official documentation and credentials are received and translated (where necessary). Credit is granted in accordance with the Association of International Educators (NAFSA) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Students presenting diplomas indicating academic work beyond the high school level may receive up to one year of university credit. The Registrar and the academic divisions will determine the exact number and nature of courses granted once course syllabi, catalogs, and credential translations are complete.

Admission Procedures for Saint Leo University WorldWide

Applicants looking to attend Saint Leo University as either at a WorldWide Education Center or as a fully Online student must meet the below admissions requirements.

First Time in College (FTIC)

Applicants with less than 19 credit hours of earned undergraduate postsecondary education who wish to qualify for admission as a fully matriculated, degree-seeking student at the Saint Leo University WorldWide Center for Online Learning must submit an application package including a completed application form and one of the following:

First Time in College (FTIC) must submit one of the following by the application deadline:

- An official, regionally accredited, secondary school transcript
- An official GED score report

FTIC students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be provisionally admitted for that semester. In order for the student to re-enroll for a subsequent term, all required documents must be received by the registration deadline for that term.

Students transferring to the Saint Leo University WorldWide Center for Online Learning, who have at least 19 credit hours of earned undergraduate postsecondary education may also qualify for admission as a fully matriculated, degree-seeking student in the absence of any of the documents required above. Applicants must submit an application package including the following:

- A completed application form
- Official transcripts from all postsecondary education institutions attended showing at least 19 credit hours of postsecondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year postsecondary institutions.

Coursework qualifying as academic credit must be courses normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. No experiential learning, including time-in-grade, time-in-service credit, or other certificate or training programs, will meet the standard of qualification for admission, high school or GED requirements, or for transfer credit unless such work is recognized in the American Council of Education (ACE) Guidebook.

Transfer students must submit official or unofficial transcripts prior to initial course registration. In order to re-enroll for a subsequent term, all official transcripts must be received by the registration deadline for that term.

Students who do not meet the 2.0 GPA requirement may still be considered for provisional admission into Saint Leo University, however in order to maintain their status they must meet the below criteria:

- Attain a 2.0 GPA with no grades lower than a "D"
- May only withdraw from one class during this enrollment period
- Must contact your Student Advisor to enroll each term

If applicants meet none of the criteria for admission, they may enroll in courses as non-degree-seeking students. Upon completion of 18 credit hours of non-remedial coursework with Saint Leo University, the applicant may reapply for admission to the University.

Criminal Record

Applicants who have previously been convicted of a felony or that has a pending felony conviction may be asked to submit additional documentation including a personal statement describing each incident, documentation of the charge, and proof of final adjudication. Saint Leo University will review the information provided by the applicant and make a determination as to whether or not to offer admission to the applicant, assuming all other application requirements are satisfied. Admission may be denied to an applicant based on prior criminal convictions, including but not limited to instances where admission creates a risk to the safety or welfare of the University community, to specific individuals or to the public.

Any issues related to a felony conviction or pending felony charge that was not reflected on the initial application must be reported in writing to the Admission Operations.

For privacy and consistency, documentation and questions involving criminal history should be sent to WWAdmission@saintleo.edu and not to individual University Center locations.

Transfer

Applicants who have 19 or more credit hours of earned undergraduate postsecondary education from a regionally accredited institution are considered Transfer applicants. All transfer applicants must submit a legible and clear copy of a valid government issued photo ID prior to initial course registration.

Full Admit Policy - Transfer applicants who wish to qualify for admission as a fully matriculated, degree-seeking student must submit an application package including a completed application form and official transcripts from all regionally accredited, postsecondary education institutions attended showing:

- At least 19 credit hours of earned credit from a regionally accredited two or four-year postsecondary institution
- A cumulative grade point average (GPA) of 2.0 or above

Coursework qualifying as academic credit must be courses normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. No experiential learning, including time-in-grade, time-in-service credit, or other certificate or training programs, will meet the standard of qualification for admission, high school or GED requirements, or for transfer credit unless such work is recognized in the American Council of Education (ACE) Guidebook.

Admissions Provisional Admit Policy - Transfer applicants who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be provisionally admitted for two consecutive terms (one semester) provided that they submit Transcript Release Authorization form(s). In order for the student to re-enroll for a subsequent term, all required documents that meet admissions criteria must be received by the registration deadline for that term.

Academic Provisional Admit Policy - Transfer applicants who do not meet the 2.0 GPA requirement may be provisionally admitted for up to 12 credit hours based on Director of Undergraduate Enrollment approval. To maintain their provisional admit status they must meet the below criteria throughout their provisional period:

- Attain a 2.0 GPA with no grades lower than a "D"
- May only withdraw from one class during this enrollment period
- May not sit out more than 2 terms during this enrollment period
- Must contact your Student Advisor to enroll each term

Re-Admission Policy

Saint Leo University students who have been previously accepted but never enrolled or who have not taken courses for one year (3 semesters or 6 terms consecutively) must be readmitted to the university. This policy is applicable to students who voluntary and involuntary withdraw, regardless of the reason for the withdraw.

Students who wish to return must apply for readmission at least one month prior to the intended date of return. Students will be evaluated on current admissions requirements. Readmitted students will follow the catalog and curricular policies and requirements in effect at the time of return. If their original program requirements have changed, they will have to meet any additional program requirements. If their original program no longer exists, they will have to select a different program and satisfy the requirements of that program. Students must submit all transcripts from schools attended during their absence from the university. Students who have been suspended for academic deficiencies or disciplinary reasons must meet the requirements given at the time of suspension before readmission can be considered and are required to submit a written appeal as part of the readmission process. Conditions for readmission may be specified.

Students should contact the Office of Admissions reentry services at admissions@saintleo.edu to resume their program at Saint Leo.

Admission Documents

Individuals interested in applying for degree-seeking status should apply online. A qualified applicant will be considered to be matriculated (classified as degree seeking) when the following materials are submitted and approved by the Center Director, Director of Admissions Operations and Decision Support or designee:

1. Completed application form.
2. Documentation of high school or GED completion. For transfer students, this may be documented by the transcript of the previously attended university.
3. Official transcripts from all previously attended colleges/universities.

Other transfer credits can be granted with the receipt of all appropriate documents, including:

Documentation to support the granting of university credit from such sources as:

- CLEP, DANTES, GED college-level examinations, USAFI examinations, or advanced placement (AP) examinations.
- Documentation for evaluation of nontraditional transfer credit (including military training on a Joint Services Transcript, a validated DD Form 295, or Community College of the Air Force (CCAF) Transcript).
- Other relevant documentation as needed (veterans/retirees should include a DD Form 214 and DD 2586).
- Licensure documentation to support the granting of university credit for some occupational courses. University credit is available to members of the military services upon presentation of proof of completion of service-related courses and/or training schools and to law enforcement officers who have completed coursework in the FBI National Academy, local law enforcement academies or other training, police institutes, and certified polygraph schools. Verification of coursework is obligatory in order to obtain credit. Nontraditional sources of credit have specific limits (see Nontraditional Transfer Credit).
- For all education majors: achievement of current State of Florida requirements.

Once **all** of a required admissions documents are received, the Director or designee will review the application file and the student will be notified of the admission decision. Upon completion of the Registrar's evaluation, students will have access to their program evaluations online via the Saint Leo Portal and eLion. This evaluation will include courses for which transfer credit has been granted and courses left for degree completion.

Residency Requirements

For bachelor's degree programs, there is a minimum residency requirement of at least 25% of the total required credit hours with half of those hours being in the major coursework. All credit may be earned online.

For Associate degree programs, there is a minimum residency requirement of 25% of the total required credit hours with half of those hours being in the major coursework. All credit may be earned online.

Enrollment and Registration

Enrollment

New students seeking to enroll in Saint Leo University can contact their advisor.

University Explorations

University Explorations

University Explorations is the university's general education program. General education is a vital part of a student's course of study at Saint Leo University, as it informs, deepens, and extends learning beyond the major.

Through a topical focus, University Explorations courses demonstrate the relevance of the liberal arts and sciences to today's world, cultivating in students essential skills in critical thinking and decision making, effective communication, problem solving, analysis, and creativity.

The curriculum consists of 42 credit hours comprised of 18 credits of foundational learning in English composition, mathematics, and theology and philosophy, and 24 credits hours spread over four learning clusters representing the liberal arts and sciences:

The Human Adventure (6 credits)

Exploring our past, living in the present, and shaping our future

The Human Mosaic (6 credits)

Building our identity, expressing our diversity

Science in a Changing World (6 credits)

Discovering our place in the natural world

The Creative Life (6 credits)

Expressing our human experience through the arts

Goals and Objectives of University Explorations

Here are the types of skills and knowledge that University Explorations seeks to develop in our students and that they should be able to understand and demonstrate upon their completion of the program:

1. Demonstrate critical thinking skills
2. Demonstrate quantitative skills
3. Understand how living things and physical systems operate and the relationships among them
4. Demonstrate knowledge of diverse populations and differing belief systems, values, and norms
5. Understand issues and events in terms of historical, political, and economic context
6. Demonstrate appreciation for various forms of creative human expression
7. Communicate clearly and effectively using multiple types of media: listen attentively/ speak articulately, read critically, and write clearly
8. Understand Catholic and Benedictine-inspired values and traditions

The University Explorations curriculum provides undergraduate students with an understanding of Saint Leo University's Benedictine-inspired values and Catholic traditions while focusing on the liberal arts and sciences and introducing undergraduate students to an understanding of the knowledge needed to succeed in college and in lifelong learning. Based on the educational experiences that students have while in the Program, Saint Leo University seeks to graduate students:

- Who exhibit skills in learning, writing, reading, critical thinking, information and technology literacy, and numerical applications

- Who exhibit skills in dealing with fundamental human questions regarding the nature of human reality and the ways in which human beings come to know the world and issues of human morality
- Who have learned to love learning, who understand the importance of the liberal arts as a basis for all learning, who find the curriculum relevant, and who are prepared to become lifelong learners

Foundation Courses

Foundation courses in writing, mathematics and computer science prepare students to deal effectively with the rest of their coursework at Saint Leo University. These essential courses lay the groundwork for undergraduate students to succeed by providing them with the basic skills and tools that are required in upper-level courses.

Writing

For most undergraduate students, college-level writing is a difficult skill to master and one that requires constant practice. Therefore, many University Explorations courses are writing intensive because the ability to write well is central to learning and effective communication. Our Foundation writing courses are designed to prepare undergraduate students to:

- Express themselves intelligently and clearly
- Synthesize and integrate information from various disciplines
- Write academic papers that are sound and compelling
- Write academic papers based on accepted standardized formats
- Create original material as well as properly use and cite source material from a wide variety of venues in academic papers

As an institution supporting Writing Across the Curriculum, we expect students both in the University Explorations Program and in the majors to produce academic writing at a level suitable for a variety of writing tasks from lab reports and case studies to literature reviews and research papers. Therefore, it is imperative that all students take ENG-121 and ENG-122 in their first two to three terms/semesters in order to build the essential skills needed for future classes.

A minimum grade of C is needed to fulfill the degree requirement.

Mathematics

The ability to use quantitative reasoning is another educational skill that is essential to success in college and lifelong learning. The formulas and procedures learned in MAT-131 College Mathematics (Business Majors will take MAT-141 Finite Mathematics) enable students to advance to and succeed in higher-level mathematics and related courses that use mathematics, as well as to develop quantitative skills used in everyday life.

Success in MAT-131 also helps undergraduate students to:

- Develop increased proficiency in logical progression
- Gain increased understanding of scientific structure and applications
- Increase their ability to deal effectively with mathematics-related formulas found in other disciplines

A minimum grade of C is needed to fulfill the degree requirement.

- ENG 121 - UE: Academic Writing I: Reading, Writing, and Rhetoric **3 credits**
- ENG 122 - UE: Academic Writing II: Writing and Research **3 credits**
- MAT 131 - UE: College Mathematics **3 credits**
Complete MAT-131 or higher. Business majors must complete MAT-141
The Nursing program requires students to take MAT-151.

Theology and Philosophy in Dialogue

Theology and Philosophy foundation courses invite you to engage in dialogue about the relationship between faith and life of the mind. These courses introduce students to the Catholic intellectual tradition; a profound conversation that unfolds across many cultures and centuries, and that encourages a free search for the whole truth about nature, the

human person, and God. The courses enable students to acquire an organic vision of reality and to develop a continuing desire for intellectual progress. It is this broad and ever-expanding exploration of all forms of knowledge that animates the mission of a Catholic university.

- PHI 210 - UE: Thinking and Doing Ethics **3 credits**
- REL 115 - UE: Is God Silent? How to Read Scriptures to Build a Life of Love **3 credits**
- REL 125 - UE: Searching for Light in the Darkness: Faith, Reason, and the Quest for God **3 credits**

The Human Adventure

Exploring the past, living in the present, and shaping the future.

The Human Adventure captures the nature of the human experience from social, political, psychological, economic, and historical perspectives. These courses require students to examine their lives within the context of a broader society and explore the ways in which humans understand themselves and interact with one another across space and time. Integrating the Core Values of Respect, Community, and Responsible Stewardship, these courses will provide students with the tools necessary to understand the past, live in the present and affect the future.

Complete two courses from the following choices:

- ECO 110HA - UE: Economics for Life **3 credits**
- HTY 110HA - UE: Immigration: The Changing Face of America **3 credits**
- POL 110HA - UE: Revolution Now! Democracy in Troubled Times **3 credits**
- PSY 110HA - UE: Psychological Well Being: How to be Sane in an Insane World **3 credits**
- REL 120HA - UE: The Politics of Jesus: History and Social Challenge **3 credits**
- REL 215HA - UE: Who Would Jesus Kill? Religious Ethics of War and Peace **3 credits**
- SOC 110HA - UE: The McDonaldisation of Society **3 credits**
- SWK 210HA - Equity and Justice **3 credits**

The Human Mosaic

Building our identity, expressing our diversity

Focusing on the Core Values of Respect and Community, the courses within the Human Mosaic are designed to prepare students to live and work in our diverse and global society. While exploring issues related to race, ethnicity, culture, and gender, students will come to understand that they cannot understand the totality of the human experience without taking into account its diversity. These courses will provide students with the tools of tolerance, respect, and cultural awareness that will be essential to their success as they encounter new ideas and interact with a wide array of people in their daily lives and in their careers.

Complete two courses from the following choices:

- ART 110HM - UE: Curves Ahead: Women Artists and the Female Form **3 credits**
- GLO 210HM - UE: Feeding the Planet: Challenges and Opportunities for the 21st Century **3 credits**
- HTY 110HM - UE: Native American History & Life: More Than Tipis & Tomahawks **3 credits** HTY-110HM also offered as SSC-110HM.
- HUM 215HM - UE: Breaking the Code: Language, Culture, and Communication **3 credits**
- IDS 210HM - UE: Once Upon a Time: Readings in Folklore and Culture **3 credit**
- IDS 115HM - UE: The Imagined West: Myth of the American West in Art, Literature and Philosophy **3 credits**
- LBS 120HM - UE: Stories of Resistance: Power and Identity in the U.S **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**
- SOC 110HM - UE: Building a Multiracial Society **3 credits**
- SWK 220HM - UE: Hip Hop and Social Justice **3 credits**
- SWK 225HM - UE: Becoming an Advocate for Justice **3 credits**

Science in a Changing World

Discovering our place in the natural world

Progress in contemporary sciences continues to have a significant, ongoing impact on human life. Science in a Changing World examines the contemporary topics that impact the way humans live. Students will apply the fundamental principles of the natural world to provide possible solutions of today's real-world problems. As a result, Saint Leo students will be better prepared to be informed members of the 21st century global community.

Complete two courses from the following choices:

The Nursing program requires the following courses to fulfill this University Explorations requirement:

BIO 140 Fundamentals of Anatomy & Physiology I and BIO-140L Lab

BIO 150 Fundamental of Anatomy & Physiology II and BIO-150L Lab

- SCI 110SC - UE: Evaluating the Predictions of Global Warming **3 credits**
- SCI 115SC - UE: Is Evolution True? Your Inner Fish **3 credits**
- SCI 120SC - UE: Human Ecology **3 credits**
- SCI 125SC - UE: Science of Cooking **3 credits**
- SCI 215SC - UE: Science in Science Fiction **3 credits**

The Creative Life

Expressing our human experience through the arts

The Creative Life not only introduces students to the producers, products and processes of imagination; it activates their own imaginations. Through these courses, students will investigate the spectrum of human creativity and artistic endeavor, as well as the world's outstanding artists, gaining an understanding of the contributions of the arts to the world. Just as important, they will be given the aesthetic tools to both appreciate the artists' work and art in general, and to live a creative life.

Complete two courses from the following choices:

- FAS 110CL - UE: Living the Theatre: Dramatic Skills for all Disciplines **3 credits**
- HUM 110CL - UE: Giants of the Arts **3 credits**
- HUM 115CL - UE: Film: The Arts of Choices **3 credits**
- MUS 110CL - UE: Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World **3 credits**
- MUS 210CL - UE: Making Sense of the Sound: The Art of Listening Well to Great Music **3 credits**
- ENG 210CL - UE: Love and Desire in Literature **3 credits**
- ENG 215CL - UE: Monsters and the Monstrous in Literature **3 credits**
- ENG 225CL - UE: Writing Wild: Exploring the Four Genres **3 credits**

Total Credit Hours – 42

College of Arts and Sciences and Allied Services

College of Arts, Sciences and Allied Services

Dr. Heather Parker, Dean

The College of Arts, Sciences, and Allied Services plays a central role in the academic structure and philosophy of the University by offering to all students a broad education, one that lays a durable foundation for critical and independent thinking.

Through its many disciplines, the College of Arts, Sciences, and Allied Services provides coherence and unity to the entire University curriculum, ensures depth and diversity in its own areas of study, provides applied experiential learning, and supports the institution's Catholic Identity through The Center for Catholic-Jewish Studies, described below.

The motto, "Transformative Learning, Transferable Skills," captures the college's commitment to providing learning that lasts and graduating professionals with an appreciation of the complexity and diversity of society and a concern for human dignity.

Psychology, B.A

Required courses for the 39-hour Bachelor of Arts psychology major are designed to provide students with a well-rounded education in the discipline while affording students the ability to tailor their education to meet individual needs. Majors at all locations and delivery systems will be able to select either the General or Clinical/Counseling tracks. Psychology majors at University Campus may choose from two additional tracks or specializations: Developmental, or Experimental. Graduates of the Psychology program are prepared for advanced study in psychology and related disciplines as well as employment in professional entry-level positions in human service settings and mental health facilities. A psychology major is also an excellent way for students to prepare for careers in law, business, human resources management, advertising, and sales. Psychology majors are encouraged to become involved in research

Technology Competency Skills

Saint Leo University Technology Competency Skills

Technology is threaded through our personal, professional, and educational interactions. To successfully manage these interactions - specifically relating to education and employment - our students must have the ability to navigate and operate essential computer functions, beyond social media. Demonstrating competency of basic technology skills is essential for the success of all Saint Leo University students.

Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam, microcredential module, or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Education majors should complete EDU 228: Educational Technology to fulfill the technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

Technology Competency Skills Microcredential:

A self-paced, online module designed to develop and reinforce computer competencies and literacy. The module introduces general computer operations using current computing technologies and software. Selected topics include the Internet, security and safety, digital communication practices, operating systems, as well as creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this microcredential meets the Saint Leo University Technology Competency Skills graduation requirement. Upon completion of the microcredential, students will earn a digital badge. This badge can be shared as confirmation of demonstrated skill and ability. **This course is not covered by financial aid.**

Technology Competency Skills Waiver Exam:

Students may take the technology competency skills waiver exam to satisfy the Saint Leo University technology competency skill requirement. The Waiver Exam tests your knowledge of Word, Excel, Access, PowerPoint, Windows, and the Internet. The exam is Pass/Fail and you must receive a minimum score of 74% to pass.

University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**

University Explorations (42 credit hours)

- [Click here to view the University Explorations](#)

Major Requirements (39 credit hours)

Psychology Core

- PSY 161 - Introduction to Psychology **3 credits**
- PSY 202 - Foundations of Psychology Seminar **3 credits**
- PSY 205 - Research Methods I **3 credits**
- PSY 305 - Research Methods II **3 credits**
- PSY 499 - Senior Seminar: Current Issues in Psychology **3 credits**

General Specialization

- PSY 322 - Physiological Psychology **3 credits**
 - PSY 325 - Developmental Psychology **3 credits**
 - PSY 327 - Abnormal Psychology **3 credits**
 - PSY 328 - Social Psychology **3 credits**
 - Select one of the following:
 - PSY 412 - Cognitive Psychology **3 credits**
 - PSY 422 - Psychology of Learning **3 credits**
- Complete 9 credit hours of any 300/400 level Psychology course not already taken.

General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion.

Total Credits: 120

Tapia College of Business

Tapia College of Business

The mission of the Saint Leo University Tapia College of Business is to provide a values-centered education that develops tomorrow's business leaders with exceptional skills, including critical thinking and the ability to make ethical decisions and take effective action. The College supports the mission of the University through a broad liberal arts education and specialized business courses. To ensure a complete education, every business program is structured from a broad liberal arts education to career-specific business courses. Thus, the Saint Leo business graduate is prepared by focusing on critical thinking, on creative problem solving, and on improved interpersonal communication skills. The College accomplishes its mission by supporting

- excellence in teaching by a dedicated faculty
- scholarly faculty activity
- service involvement of students and faculty in the business and University communities

Specific mission objectives include providing students with

- the skills to manage effectively in a changing global environment
- an integrative perspective of organizational operations
- an awareness of their contribution to improving society

The College has the following degree programs accredited by the Accreditation Council for Business Schools and Programs (ACBSP):

Bachelor of Arts in Business Administration. This program, offered only through Worldwide, is designed for students entering the business world in almost any type of organization. The student selects a specialization from among the following: accounting, logistics, management, marketing, project management, or technology management.

Common Body of Knowledge

The Common Body of Knowledge (CBK) for all Tapia College of Business majors provides the academic background to understand the economic structure of our global society. Those who enter the competitive market for scarce resources must be prepared to support public and private segments of our society. The College has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. Courses taken by all majors within the College include the following:

Components

- ACC 201 - Principles of Financial Accounting **3 credits**
- ACC 202 - Principles of Managerial Accounting **3 credits**
- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- GBA 231 - Business Law I **3 credits**
- GBA 334 - Applied Decision Methods for Business **3 credits**
- COM 327 - Business Information Systems **3 credits**
- GBA 398 - Integrated Perspectives on Business **3 credits**
- MAT 201 - Introduction to Statistics (support class) **3 credits**
- MGT 301 - Principles of Management **3 credits**
- FIN 325 - Finance for Managers **3 credits**
- MKT 301 - Principles of Marketing **3 credits**

Total Credits: 36

Management and Business Administration

Bachelor of Arts

Business Administration, B.A. (Offered only through Worldwide)

The business administration major is designed for students who want to enter any type of worldwide organization. Students must select one specialization and may select two. Specialization combinations may not include management and technology management.

The business administration major is offered only at Saint Leo's WorldWide Education Centers. The management major is the alternative major offered at University College. Students who are awarded the B.A. in management may not earn the B.A. in business administration with a specialization in management or vice versa.

Those who enter the business world must be prepared to support all other segments of business as well as segments of our society. The business program prepares a well-rounded person capable of creative analytical thought and communication. The specializations are:

- Management

Technology Competency Skills

Saint Leo University Technology Competency Skills

Technology is threaded through our personal, professional, and educational interactions. To successfully manage these interactions - specifically relating to education and employment - our students must have the ability to navigate and operate essential computer functions, beyond social media. Demonstrating competency of basic technology skills is essential for the success of all Saint Leo University students.

Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam, microcredential module, or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Education majors should complete EDU 228: Educational Technology to fulfill the technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

Technology Competency Skills Microcredential:

A self-paced, online module designed to develop and reinforce computer competencies and literacy. The module introduces general computer operations using current computing technologies and software. Selected topics include the Internet, security and safety, digital communication practices, operating systems, as well as creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this microcredential meets the Saint Leo University Technology Competency Skills graduation requirement. Upon completion of the microcredential, students will earn a digital badge. This badge can be shared as confirmation of demonstrated skill and ability. **This course is not covered by financial aid.**

Technology Competency Skills Waiver Exam:

Students may take the technology competency skills waiver exam to satisfy the Saint Leo University technology competency skill requirement. The Waiver Exam tests your knowledge of Word, Excel, Access, PowerPoint, Windows, and the Internet. The exam is Pass/Fail and you must receive a minimum score of 74% to pass.

University Explorations (42 credit hours)

- [Click here to view the University Explorations](#)

Common Body of Knowledge (36 credit hours)

- [Click here to view the Common Body of Knowledge](#)

Specialization courses (24-36 credit hours)

Management Specialization

The management specialization is relevant to students of any discipline who plan to own or manage any size organization, large or small, public or private, profit or nonprofit. Courses stress the importance of managing in a global environment and understanding the ethical implications of managerial decisions.

The Bachelor of Arts in business administration with a management specialization is offered or awarded to students at Saint Leo University Centers other than University Campus. Students may not receive a Bachelor of Arts in management and a Bachelor of Arts in business administration with a management specialization.

Required courses in addition to the Common Body of Knowledge and support courses are as follows:

Specialization Courses (24 credit hours)

- GBA 321 - Essential Business Skills **3 credits**
- GBA 440 - International Business **3 credits**
- GBA 498 - Strategic Management **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**
- MGT 331 - Management of Human Resources **3 credits**
- MGT 412 - Organizational Behavior and Development **3 credits**
- MGT 430 - Business, Government, and Society **3 credits**
- MGT 441 - Labor Relations **3 credits**

Total Credits: 120

College of Computing, Artificial Intelligence, Robotics, and Data Science

College of Computing, Artificial Intelligence, Robotics, and Data Science

Dr. Derek Mohammed, Dean

The mission of the Saint Leo University College of Computing, Artificial Intelligence, Robotics, and Data Science is to provide quality academic and applied experiences to students in Computing, Artificial Intelligence, Robotics, and Data Science. The College supports the mission of the University with a broad foundation of a liberal arts-based education coupled with the knowledge, values, and skills of the Computing, Artificial Intelligence, Robotics, and Data Science professions. The College's initiatives are dedicated to graduating effective professionals committed to building strong, responsive, and caring communities. To accomplish this mission, the objectives of the College's faculty are

- to embrace and commit to the ideals of excellence in teaching and quality community service
- to remain active in their respective fields as researchers and practitioners
- to teach students to develop an appreciation of the complexity and diversity in society and be concerned about human dignity

- to assist students in understanding social and individual problems and develop a determination to help resolve those problems
- to prepare students for careers of service

The College offers the following programs at the associate's, bachelor's, and master's level.

Computer Science and Project Management

Computer Information Systems, B.S.

The Bachelor of Science degree in computer information systems (CIS) is designed for students interested in a successful career in the computer field. The courses focus on computer applications in business organizations.

Technology Competency Skills

Saint Leo University Technology Competency Skills

Technology is threaded through our personal, professional, and educational interactions. To successfully manage these interactions - specifically relating to education and employment - our students must have the ability to navigate and operate essential computer functions, beyond social media. Demonstrating competency of basic technology skills is essential for the success of all Saint Leo University students.

Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam, microcredential module, or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Education majors should complete EDU 228: Educational Technology to fulfill the technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

Technology Competency Skills Microcredential:

A self-paced, online module designed to develop and reinforce computer competencies and literacy. The module introduces general computer operations using current computing technologies and software. Selected topics include the Internet, security and safety, digital communication practices, operating systems, as well as creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this microcredential meets the Saint Leo University Technology Competency Skills graduation requirement. Upon completion of the microcredential, students will earn a digital badge. This badge can be shared as confirmation of demonstrated skill and ability. **This course is not covered by financial aid.**

Technology Competency Skills Waiver Exam:

Students may take the technology competency skills waiver exam to satisfy the Saint Leo University technology competency skill requirement. The Waiver Exam tests your knowledge of Word, Excel, Access, PowerPoint, Windows, and the Internet. The exam is Pass/Fail and you must receive a minimum score of 74% to pass.

University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**

University Explorations (42 credit hours)

- [Click here to view the University Explorations](#)

Business Requirements (12 credit hours)

Complete 4 of the following courses:

- ACC 201 - Principles of Financial Accounting **3 credits**
- ACC 202 - Principles of Managerial Accounting **3 credits**
- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- GBA 321 - Essential Business Skills **3 credits**
- MGT 301 - Principles of Management **3 credits**
- MGT 331 - Management of Human Resources **3 credits**
- MKT 301 - Principles of Marketing **3 credits**

Major Requirements (48 credit hours)

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 215 - Principles of Networking **3 credits**
- COM 302 - Python Programming **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 312 - Computer Architecture **3 credits**
- COM 315 - Decision Support Systems **3 credits**
- COM 320 - Systems Analysis and Design **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 437 - Mobile Application Development **3 credits**
- COM 498 - Advanced Computer Skills **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**

General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion.

Total Credits: 120

Courses of Instruction

In the following section, courses offered by the various academic departments of the University are listed alphabetically by subject. Immediately following each course title is the number of credits granted for successful completion of the course. Courses listed represent the normal offerings. Unless otherwise noted, the schedule of courses in this catalog refers to the course offerings at University College. Departments are also authorized to offer special courses on an ad hoc basis. These are given in a "Special Topics" designation in the course listings. Not all courses are offered every semester and at all locations.

Undergraduate Course Levels

100–199: Introductory courses or course sequences often without prerequisites.

200–299: Introductory courses or course sequences with or without prerequisites, ordinarily taken by students with 21 or more completed hours.

300–399: Intermediate courses or course sequences with specified prerequisites. Prerequisites include but are not limited to:

1. Successful completion of a minimum of 45 college credits.
2. Specific relevant courses enumerated in the catalog.

3. Or specific written permission from the appropriate academic advisor/or academic Dean.

400–499: Advanced courses or course sequences with specified prerequisites ordinarily taken by students during their final year. Courses may include independent work, directed projects, internships, senior seminar or capstone course, and honors projects. Prerequisites include but are not limited to:

1. Successful completion of a minimum of 75 college credits.
2. Specific relevant courses enumerated in the catalog.
3. Or specific written permission from the appropriate academic advisor and/or academic Dean.

Accounting

ACC 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

A variable-content accounting course designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

ACC 201 - Principles of Financial Accounting

3 credits *Prerequisite(s): COM 140 and MAT 141*

An introduction to the preparation and use of accounting information found in financial statements. Topics include the analysis of transactions and accounting for assets, liabilities, revenues, and expenses. This course takes a user perspective in which interpretations of financial statements for measuring performance and making business decisions are emphasized.

ACC 202 - Principles of Managerial Accounting

3 credits *Prerequisite(s): ACC 201*

This course is a continuation of ACC-201 and introduces cost accounting concepts, budgeting, cost-volume-profit analysis and managerial decision-making.

ACC 301 - Intermediate Accounting I

3 credits *Prerequisite(s): A grade of C or better in ACC 202*

A study of the development of generally accepted accounting principles and valuation models in their application to financial statement presentations.

ACC 302 - Intermediate Accounting II

3 credits *Prerequisite(s): A grade of C or better in ACC 301*

A continuation of generally accepted accounting principles development. The course covers valuation of liabilities and equity, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures.

ACC 303 - Accounting Information Systems

3 credits *Prerequisite(s): A grade of C or better in ACC 202*

Principles involved in establishing an accounting information system. Included are source documents, internal controls, and the interfaces needed for managerial control of the business. The integration of managerial accounting information needs with the design and implementation of systems is studied.

ACC 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s): Permission of department chair and Dean and junior standing*

Designed for small groups of students to study a particular aspect of accounting in more depth than offered in regular course offerings. This is a seminar course that meets for 36 contact hours. Offered as needed.

ACC 331 - Cost Accounting

3 credits *Prerequisite(s): A grade of C or better in ACC 202*

A study of relevant costs for managerial decision making. Includes cost accounting fundamentals used in managerial control functions.

ACC 401 - Advanced Accounting

3 credits *Prerequisite(s): A grade of C or better in ACC 302*

Accounting principles for partnership, mergers, acquisitions, and consolidations including the worksheet analysis of consolidation principles.

ACC 411 - Auditing

3 credits *Prerequisite(s): MAT 201 and a grade of C or better in ACC 302*

Principles and procedures of internal and public auditing. Includes the ethics, responsibilities, standards, and reports of auditors.

ACC 421 - Individual Federal Income Taxes

3 credits *Prerequisite(s): COM 140, a grade of C or better in ACC 202, and a Junior Standing required.*

An introduction to federal taxes with the emphasis on individual taxation. The concepts of business income in various forms of business are also introduced. It involves the practical application of the tax laws and concepts including tax return preparation and simple tax research. It also introduces the student to the multiple types of taxes beyond federal taxes.

ACC 425 - Accounting Internship

3-12 credits *Prerequisite(s): Permission of department chair and Dean and senior standing*

Students use classroom skills to design, implement, or improve accounting information within small businesses, larger corporations, governmental agencies, and CPA firms. This is a pass/fail course. May be repeated for credit.

ACC 430 - International Accounting

3 credits *Prerequisite(s): A grade of C or better in ACC 202*

This course provides students a working knowledge of International Financial Reporting Standards (IFRS). Through a comparison to US GAAP, students will learn the specific differences between the two standards, why there are differences, and how the standards were developed. In addition to international financial standards, other topics will be addressed including global auditing standards, international taxation, and corporate social responsibility reporting standards.

ACC 498 - Financial Statement Analysis

3 credits *Prerequisite(s): FIN 325 and a grade of C or better in ACC 303, ACC 331, ACC 401, ACC 411, ACC 421*

A capstone course designed to integrate all previous courses in accounting by focusing on cash analysis, return on invested capital, asset utilization, operating performance, profitability, forecasting, liquidity, capital structure, and solvency.

Anthropology

ANT 121 - Introduction to Anthropology

3 credits An examination of human, physical, and cultural development using evidence from archaeology, paleontology, genetics, ecology, cultural anthropology, and linguistics with emphasis on the historical, structural, and symbolic aspects of human culture.

ANT 327 - Cultural Anthropology

3 credits *Crosslisted: SSC 327* An introduction to cultural anthropology and an application of anthropological principles, data, and concepts, combined with the cross-cultural perspective, to a disciplined examination of other cultures and U.S. culture and its social problems. The course emphasizes that knowledge gained from an understanding of other cultures can contribute to the solution of those societal problems. Also, emphasis is placed on learning to appreciate cultural diversity.

ANT 333 - The Family in Cross-Cultural Perspective

3 credits *Crosslisted: SOC 333* The course provides an overview of the nature of intimate relationships and family life, comparing various cultural groups within the United States and around the world. It examines issues related to the selection of romantic partners, marriage rituals, non-traditional living arrangements, the raising of children, the rules for separation, and other social issues that families face.

ANT 335 - Biological Anthropology

3 credits *Prerequisite(s): ANT 121* An examination of human evolution and human origins with an emphasis on the principles of evolution, as well as a study of living primates to assist in interpreting evidence of the evolution of humankind. This course is designed to provide students with an understanding and appreciation of the relevance of knowledge of the origins of the biosocial practices that are considered "human" to their own lives.

ANT 337 - Introduction to Archaeology

3 credits This course is an introduction to the theory and methods of archaeology. This class includes an examination of the historical development of the discipline; dating techniques and methods of survey, excavation, and analysis; contemporary issues; and archaeology's contribution to the knowledge and understanding of the human past.

ANT 343 - Anthropological Linguistics

3 credits A cross-cultural examination of language and the study of meaning. Special emphasis is placed on understanding the role of language in interpreting reality.

Art/Art History

ART 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean* A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Studio fees apply

ART 110HM - UE: Curves Ahead: Women Artists and the Female Form

3 credits Through a women's studies lens, we will examine women as patrons, critics, and viewers of art. Visual language and art terminology will be used to examine a variety of artworks made by women from an assortment of historic, social, political, and personal contexts. The course will examine how images of women by women have functioned in the ongoing construction of identity. This course seeks to illuminate women's contributions to the visual cultures of their societies and to recognize the relevance of these contributions to today's global community.

ART 121 - Art and Design I

3 credits This course is designed for students with no or limited prior knowledge of art and has been designed to provide a foundation for understanding the various disciplines of the visual arts. The course will look at contemporary and historic models, aesthetics, and technical information to provide a vocabulary of choices for the studio artist. Students will use this information to make choices while writing, presenting, and creating their work. This course

introduces students to diverse art studio practices and concepts where topics include forms of communication, sourcing inspiration, and critical theory. Projects focus on critical thinking and problem solving and are augmented by lecture, discussion, reading, writing and critical analysis.

Studio fees apply

ART 122 - Art and Design II

3 credits *Prerequisite(s):* ART 121 This course is a continuation of ART 121, Art & Design I, building on diverse art studio practice and concepts including crafting an artistic self, measuring success, and examining the artists role. Art projects are augmented by lecture, discussion, reading, writing, and critiques. The focus of this course is the production of contemporary art works. These works will be derived by applying contemporary art processes towards art disciplines. Each assignment will encourage students to think about the relationships between the different disciplines rather than each one individually. Students will be carrying out research as an integral part of each of the given assignments. They will receive constant assessment from the instructor and from their peers; students will be encouraged to take risks experimenting with creative approaches and techniques they haven't used before. Six hours of studio per week. Studio fees apply

ART 123 - Art Appreciation

3 credits *Prerequisite(s):* FAS 101 Basic terms, theories, and techniques of the artist; major art movements; media in the visual arts.

ART 331 - Form, Function and Theory in Art - East

3 credits Form, Function & Theory-East examines human diversity as well as development of visual literacy to enhance understanding of Eastern and African cultures and societies and how art reflects the places and people where it is made. This course will examine artworks in all media to evaluate the cultural, economic, political, and religious traditions associated with each object. The everchanging definition of art, artist, and audience will be the foundation of critical thinking while looking at the interdependency of where these intersect.

ART 332 - Form, Function and Theory in Art - West

3 credits *Prerequisite(s):* ART 331 Form Function & Theory-West examines human diversity as well as development of visual literacy to enhance understanding of Western cultures and societies and how art reflects the places and people where it is made. This course will examine artworks in all media to evaluate the cultural, economic, political, and religious traditions associated with each object. The everchanging definition of art, artist, and audience will be the foundation of critical thinking while looking at the interdependency of where these intersect.

ART 426 - Black and White Photography

3 credits This course is a survey of photography media, methods, and concepts focused on the Black and White Photograph which will expand artistic and critical thinking skills and afford a foundation for creative development. A studio material fee will be charged to each student's account.

Chemistry

CHE 100-400 - Special Topics

1-3 credits *Prerequisite(s):* *Permission of faculty member* A variable-content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

CHE 123 - General Chemistry I

3 credits *Prerequisite(s): MAT 128 or higher, or permission of instructor*

Corequisite(s): CHE 123L This course is required for students majoring in the sciences. It is the first half of a two-part fundamentals course that emphasizes atomic and molecular structure, the periodic law, gas laws, mass and energy relationships, and chemical bonding. Three hours of lecture are scheduled each week. This course is offered in fall semesters.

CHE 123L - General Chemistry I Laboratory

1 credit *Prerequisite(s): MAT 128 or higher, or permission of instructor*

Corequisite(s): CHE 123 This is a laboratory course designed to provide students with hands-on experience in the application of the fundamentals covered in lecture. There is one three-hour laboratory scheduled each week. This course is offered in fall semesters. A course fee may apply.

CHE 124 - General Chemistry II

3 credits *Prerequisite(s): CHE 123 and CHE 123L*

Corequisite(s): CHE 124L The second part of a two-semester fundamentals sequence, CHE 124 is required for students majoring in the sciences. Coverage includes phases of matter, properties of solutions, reaction kinetics, chemical equilibrium, acids and bases, reaction thermodynamics, electrochemistry, and nuclear chemistry. Three hours of lecture are scheduled each week. This course is offered in spring semesters.

CHE 311 - Organic Chemistry I

3 credits *Prerequisite(s): CHE 124 and CHE 124L*

Corequisite(s): CHE 311L This course is required for students majoring in the sciences. It is the first part of a two-semester sequence that explores the fundamentals of organic chemistry. Coverage topics include evaluation of structure, properties, reactions, and synthesis of saturated and unsaturated hydrocarbons, an introduction to stereochemistry and spectroscopy. Three lectures are scheduled each week. This course is offered in fall semesters.

CHE 312 - Organic Chemistry II

3 credits *Prerequisite(s): CHE 311 and CHE 311L*

Corequisite(s): CHE 312L A continuation of CHE 311, the course is required for students majoring in the sciences. Coverage includes investigating the structure, properties, reactions, synthesis, and spectroscopy of aromatic hydrocarbons, and the functional groups found in organic chemistry. There are three lectures scheduled each week. This course is offered in spring semesters.

CHE 321 - Quantitative Chemical Analysis

2 credits *Prerequisite(s): CHE 124, CHE 124L, and MAT 152*

Corequisite(s): CHE 321L This course is the lecture portion of a laboratory-based course that is required of medical technology majors. A survey of the field of analytical chemistry and a detailed investigation of the standard methods of quantitative determinations are presented in this course. Coverage areas include statistical treatment of data, titrimetry, gravimetric, electrochemical, spectrochemical, and chromatographic methods. Two lectures are scheduled each week. This course is offered every other year as needed.

CHE 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s): Permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed. A course fee may apply.

CHE 330 - Environmental Chemistry

3 credits *Prerequisite(s):* CHE 311 and CHE 311L

Corequisite(s): CHE 330L It is a one-semester course that explores the fundamentals of environmental chemistry. Topics covered include: the ozone layer, photochemical smog, acid rain, radon, the greenhouse effect, climate change, energy sources, pesticides, the chemistry of natural water systems, types of water contamination and remediation, bioaccumulation, heavy metals, and waste disposal. Three hours of lecture are scheduled each week.

CHE 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s):* *Permission of faculty member and Dean*

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed. A course fee may apply.

Communication

CMS 101 - Introduction to Communication and Media Studies

3 credits Introduces students to the communication discipline in both theory and practice. Students are introduced to several sub-disciplines of communication. Emphasis is placed on how communication works in the professions.

CMS 205 - Dynamic Presentations

3 credits This course teaches students how to give effective professional presentations in both face-to-face and online contexts. Students will examine the relevant theory and best practices to give public speeches and small group presentations.

CMS 210 - Video Production

3 credits In this course students will learn about the video production process. Students will learn how to use equipment including cameras, microphones, and lighting. Students will be actively engaged in using this equipment. Students will apply their skills and knowledge by creating an original video project.

CMS 220 - Radio Practicum I

3 - 9 credits This course is for students interested in participating in the on-campus college radio station. Students will discuss with the instructor specific learning objectives. This course is a Pass/Fail course and can be repeated for up to 9 credit hours.

CMS 221 - Communication Pre-Internship

3 credits *Prerequisite(s):* *CMS 101* Students are offered an opportunity to work with communication professionals. The faculty-supervised, pre-internship experience may take place in a wide variety of professional settings. Students are engaged in coursework for the first half of the semester to prepare them for the internship experience and are involved in communication related activity in an approved outside organization the second half of the semester. This may be a paid pre-internship.

CMS 301 - Applied Communication Theory

3 credits This course examines communication theory through the lens of practical application. Many theories are examined in this course as a way of viewing human communication. As part of the course, students create a project as part of a curriculum wide portfolio. Offered fall semester.

CMS 302 - Intercultural Communication

3 credits This course examines cultural communication patterns and its impact on perception, beliefs and behavior. Students will examine both cultural theory and best practices as they communicate within and across cultures.

CMS 303 - Interpersonal Communication

3 credits This course examines communication in interpersonal relationships. These relationships include friends, family, coworkers and other meaningful relationships one has over a lifetime. Topics which are examined include verbal and nonverbal communication, conflict, and relational maintenance.

CMS 305 - Visual Design

3 credits In this course students will be introduced to how organizations use graphic design. Students will learn about the principles and practices of graphic design in the context of business in addition to learning industry standard graphics software. Students will apply their skills and knowledge by creating original content in this course.

CMS 310 - Post-Production

3 credits *Prerequisite(s): CMS 210* In this course students will learn about post-production. Students will use video equipment to film content that they will edit in industry standard software. The focus of the class is on editing and the post-production process. Students will be actively engaged in using this equipment and software. Students will apply their skills and knowledge by creating an original project.

CMS 312 - Branding Design

3 credits *Prerequisite(s): CMS 305* In this course students will be introduced to the principles and practices of vector-based graphic design, with a focus on how organizations use vector-based graphics. Students will learn about designing for a brand in the context of business in addition to learning industry standard graphics software. Students will apply their skills and knowledge by creating original content in this course.

CMS 315 - Corporate Publishing

3 credits *Prerequisite(s): CMS 305* In this course students will be introduced to the principles and practices of publishing design, with a focus on how organizations design magazines, newsletters, brochures, etc. Students will learn about publishing design needs in the context of businesses in addition to learning industry standard graphics software. Students will apply their skills and knowledge by creating original content in this course.

CMS 320 - Advocacy Campaigns

3 credits This course focuses on how to create, build and maintain an advocacy campaign for a cause or organizational goal. Students will learn and apply appropriate persuasion theory to help create campaign messages, motivate stakeholder engagement and evaluate the strengths and weaknesses in a non-profit or organizational campaign.

CMS 323 - Strategic Communication

3 credits Strategic Communication focuses on the writing in organizations to create brand recognition and influence their image with stakeholders. Students develop skills in message creation via different channels to craft an organization's identity.

CMS 324 - Public Relations

3 credits *Prerequisite(s): CMS 101*

This course is an overview of public relations management strategies and practices. It includes the study of public relation models, theories, historical and emerging trends, management processes, and changes in the field.

CMS 327 - Fundraising and Campaigning

3 credits This course focuses on fundraising and event planning communication. Relationships within organizations often require business professionals to plan and execute events which foster networks of influence. This course examines how students both fundraise through networking and persuasion, and also hold an event which allows relational creation and maintenance. The major assignment for this course to plan, fundraise and execute an end of semester event.

CMS 330 - Podcasting

3 credits This course examines the conceptualization, production, distribution, monetization and promotion of audio podcasts. The main focus of this class will be conceptualization of podcast ideas, choosing an appropriate format, identifying an audience and finally learning the software to create and produce and distribute the content. Class will also examine monetization and promotion strategies. Concepts in this class translate easily to any audio for other applications.

CMS 335 - Digital Photography

3 credits In this course students will learn manual settings, composition/framing, and industry standard photo editing software. Students will be actively engaged in using industry standard photography equipment. Particular emphasis is placed on business/commercial photography. Students will also learn about the business of photography. Students will apply their skills and knowledge by completing a variety of projects ranging from headshots to event photography.

CMS 355 - Writing for Online Media

3 credits *Prerequisite(s):* ENG 122 In this course students will learn the strategy and practice of writing for various online media including blogs, websites, social media, and videos. Students will learn the importance of secondary content, design, and images in these media. There is a focus on how organizations use communication in online media to create messages and engage audiences. Students will apply their skills and knowledge by creating original content in this course.

CMS 410 - Digital Literacy

3 credits This course examines the pervasive influence and use of computer-mediated communication. The course covers computer-mediated communication theory as well as best practices for consciously using the power of online resources. As part of the course, students create an online branding website/social media presence as part of a curriculum wide portfolio.

CMS 413 - Mass Communication

3 credits *Prerequisite(s):* Junior Standing or permission of department chair
This course covers the history, structure, and current trends in different media industries. Globalization of mass communications and the impact of the Internet and other mass media will be discussed. Students will have an opportunity to investigate mass media professions.

CMS 420 - Radio Practicum II

3 - 9 credits *Prerequisite(s):* CMS 220 This course is for students interested in participating in the on-campus college radio station. Students will discuss with the instructor specific learning objectives. This course is a Pass/Fail course and can be repeated for up to 9 credit hours.

CMS 425 - Communication Internship

3-12 credits *Prerequisite(s):* JR standing The faculty-supervised communication internship gives students real world experience from industry professionals. Students address job issues such as relationship development and implement communication principles. May be repeated for up to 12 credits.

CMS 430 - Digital Portfolio

3 credits *Prerequisite(s):* ENG 122 In this course students will complete a digital portfolio that showcases skills needed for a first internship or first job. Students will reflect on the type of job they want to pursue and how best to showcase the required skills in a portfolio. Students will practice taking constructive feedback and refining a project to make it stronger. Students will refine their work to create a strong and cohesive portfolio. In addition, students will learn how to design a digital portfolio.

CMS 498 - Senior Capstone

3 credits *Prerequisite(s):* CMS 101, CMS 221, CMS 410, and CMS 430

This course is the capstone for the communication major. Students will work together to create a campaign that includes multiple components (for example text, pictures, video, graphics, or audio). The campaign will address a challenge or issue facing an organization. Students will hone their skills from the major to create an effective and cohesive campaign. Offered spring semester.

Computer Science & Information Systems

COM 100-400 - Special Topics

1-3 credits *Prerequisite(s):* Permission of department chair and Dean

A variable-content course in computer studies designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

COM 140 - Basic Computer Skills

3 credits An introduction to computer applications including basic computer concepts and terminology. Students gain hands-on experience in using the operating system and word processing, spreadsheet, presentation management, and database management software. All students are required to take this course if they cannot demonstrate proficiency by passing the Computer Skills Exam or by having taken a suitable substitute at another regionally accredited higher education institution. Course fee may apply.

COM 203 - Computer Systems

3 credits A technical introduction to computer hardware, software, and networking. Hardware includes processor technology, data representation, storage, and I/O devices. Software includes both application and systems software.

COM 204 - Programming Logic and Design

3 credits This course introduces students to programming concepts, and to the foundations of program logic used in structured, object-oriented, and event-driven programming. The main goal of this course is to introduce universal programming concepts applied to problem-solving in information processing. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and program debugging. Course fee may apply.

COM 207 - Programming in C/C++

3 credits *Prerequisite/Corequisite: COM 203*

The use of C/C++ programming language for information processing and problem solving. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and program debugging. Course fee may apply.

COM 209 - Programming in Java

3 credits *Prerequisite(s): COM 204 or COM 207*

Java is a modern object-oriented programming language widely used to develop Web-based applications. This course will introduce the student to object-oriented programming using Java, and the development of interactive applications and applets. Course fee may apply.

COM 212 - System Administration

3 credits *Prerequisite(s): None*

This course provides a broad and detailed coverage of system administration from the basics of installing and configuring operating systems to managing and maintaining them by applying best practices in security. Many of the security aspects of successful system administration are covered including developing security policies, adopting access controls, managing user accounts, configuring password policies, using authentication methods, performing periodic updates, installing patches, securing file systems, following backup strategies, setting up secure network configuration, and maintaining security components such as IDPS and Firewalls.

COM 215 - Principles of Networking

3 credits *Prerequisite(s): COM 203*

This course will introduce the fundamental computer networking concepts. Students will gain knowledge in the following areas: network media, the Open System Interconnection (OSI) model, the TCP/IP protocol stack, the configurations of switches and routers, and networking protocols.

COM 217 - Theoretical Foundations of Computer Science

3 credits *Prerequisite(s): MAT 235 - Calculus-with Analytic Geometry I and COM 207 - Programming in C/C++*

This course presents the fundamental underpinnings of computer science, including data representation and manipulation, the theory of formal languages and machine models of languages, how various types of models are created, and the time complexity and computability of algorithms. Topics may also include regular, context-free and context-sensitive languages, finite state automata, and Turing machines.

COM 221 - Fundamentals of Cybersecurity

3 credits *Prerequisite(s): COM 215*

The advent of global networks has provided communication capabilities for businesses and individuals unparalleled in the history of the world. This course provides an introduction to the field of information security that provides the necessary foundation in cybersecurity.

COM 225 - Penetration Testing and Counter Measures

3 credits *Prerequisite(s): COM 221*

This course is designed for those studying to become security officers, auditors, security professionals, site administrators, and anyone who is concerned about or responsible for the integrity of the network infrastructure. By gaining a thorough understanding of how hackers operate, students will be able to set up strong countermeasures and defensive systems to protect their organization's critical infrastructure and information.

COM 301 - Algorithms and Data Structures

3 credits *Prerequisite(s): COM 204 or COM 207 and MAT 235*

Analysis and development of techniques for representing and processing information within a computer system, focusing on efficient use of storage space and processor time. Course fee may apply.

COM 302 - Python Programming

3 credits *Prerequisite(s): COM 209*

This course will introduce students to Python, a high-level imperative and object-oriented language. Python offers a shorter and cleaner coding integration process while providing better programmer's productivity. Students learn Python's basic and advanced programming concepts.

COM 303 - Human Computer Interaction

3 credits *Prerequisite(s): COM 209 or an equivalent course on object-oriented programming language.*

A comprehensive study of techniques in design and implementation of user interfaces engineering. Topics include the foundation of human-computer interaction and interface related to software lifecycle, building a graphic user interface engineering, interaction devices and technologies, human-computer dialogue, cognitive models, usability, the design and development process, user interface management systems (UIMS), interface style and techniques, user learning, and diversity in interaction styles.

COM 309 - Network Theory and Design

3 credits *Prerequisite(s): COM 203*

An introduction to the theory, design, and application of networks, the course will include the creation or simulation of a computer network. Course fee may apply.

COM 312 - Computer Architecture

3 credits *Prerequisite(s): COM 203*

Knowledge of the fundamental operations of computers is essential in a program in computer science. This course is designed to provide the student with an understanding of the structure and operations of the digital computer including: its history; how their systems are organized; the logic used in the computer; the use of micro-technology in computers; a foundation in the functioning of the computer at various levels, including the instruction set level, the operating machine level, and assembly language programming; and parallel computing concepts.

COM 315 - Decision Support Systems

3 credits With better computer data analysis and the application of statistical concepts, decision making can be enhanced. This course provides the knowledge and skills to create these applications. Course fee may apply.

COM 320 - Systems Analysis and Design

3 credits *Prerequisite(s): COM 203*

Students will be provided with actual systems to design, implement, and document the system development cycle. The cycle includes an analysis of current systems, logical and physical systems design, program development, testing, implementation, maintenance, and documentation. Course fee may apply.

COM 327 - Business Information Systems

3 credits *Prerequisite(s): MAT 201 and MGT 301*

This course is an introduction to management information systems, the five components of Business Information Systems, and their strategic role in supporting and transforming modern organizations and management activities. Topics include role of information systems in business, fundamentals of information technology - hardware, software, communications and computer networks, databases and enterprise systems; ethical issues in the information age, as

well as issues of globalization, social impact, privacy and security. The course also covers fundamentals of business intelligence tools and techniques used to analyze data as part of driving informed business decisions.

COM 329 - Directed Study or Research

3 credits *Prerequisite(s): Permission of department chair and Dean and junior standing*

Designed for small student groups to study an aspect of computer studies not covered in a regular course offering. Taught in seminar fashion and meets for 36 contact hours. Offered as needed.

COM 330 - Database Concepts and Programming

3 credits *Prerequisite(s): COM 204 or COM 207*

This course introduces the student to the use of a database management system to provide the software and database necessary to upgrade a DBMS system. Database structures, applications, network, relational and hierarchical data models, application program development, query systems, file security, and the role of the database administrator will be studied. Course fee may apply.

COM 333 - Web Design and Information Resources

3 credits An introduction to the World Wide Web and the creation of online content, including the creation of web pages using HTML, XHTML, and CSS; the creation, selection, and use of digital media; and the use of third-party web sites for finding information and collaboration.

COM 340 - Introduction to Internet Applications

3 credits *Prerequisite(s): COM 203 and a programming language course*

An introduction to Internet applications theory, the tools used to develop Internet applications, and the development of Web design, electronic commerce, and server administration.

COM 355 - Systems Security

3 credits *Prerequisite/Corequisite: COM 309 and COM 416*

Securing the systems that run our computers is the key to ensuring that our essential information remains safe and available. This course provides the essentials to understanding the threats to systems security, the methods to counter those threats, and some practical work in systems security. A computer system with appropriate software will be required.

COM 405 - Operating Systems

3 credits *Prerequisite(s): COM 204 or COM 207*

The use of operating systems to facilitate reliable and safe execution of software: process execution and scheduling; process synchronization and deadlock avoidance/resolution; memory management; file systems; I/O systems and device management; protection and security.

COM 416 - Introduction to Information Security

3 credits *Prerequisite(s): COM 309*

The advent of global networks has provided communication capabilities for businesses and individuals unparalleled in the history of the world. Attacks on the system that deny service, destroy systems, and purloin information through the use of worms, viruses, and other criminal attacks make it imperative that information security be a significant part of any business plan, and that individuals working in that, or allied fields become knowledgeable in the principles of information security. This course provides an introduction to the field of information security that lays a necessary foundation for later courses.

COM 420 - Disaster Recovery

3 credits *Prerequisite(s): COM 309 and COM 416*

The threats to information security are manifold, and even the best of security systems can be penetrated in one manner or another. In addition, physical security is another aspect that needs to be considered to secure the systems necessary for business operations to continue. Natural disasters, terrorist activities, and internal subversion can all cause destruction or denial of service. This course provides a framework to understand the threats and counter them.

COM 424 - Information Technology and Project Management

3 credits *Prerequisite(s): COM 203 or MGT 301*

The rapidly changing field of information technology requires a solid knowledge foundation. This course reviews contemporary information technology management and the relevant issues of effective management of the information service activities.

COM 425 - Computer Information Systems Internship

3 credits *Prerequisite(s): Whichever courses are appropriate for the internship goals and senior standing*

This course is designed to provide the student the opportunity to integrate all previously learned knowledge and skills. The specific area of study for the internship and the practicum is mutually agreed upon by the student, the faculty supervisor, and the internship mentor/preceptor. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.

COM 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

Intensive individual study in a computer area not covered in regular course offerings. This course is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond a regular course. A written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings are required with a faculty member. Offered as needed.

COM 430 - Software Engineering

3 credits *Prerequisite(s): COM 209 or an equivalent programming language course* This course presents a variety of different view of the software development process, considering all important process models as well as system analysis and design methods with an emphasis on object-oriented techniques. Concepts, procedures, techniques and methods that enable a software team to assess software quality and manage and control a software development project are also discussed.

COM 435 - Software Requirements Engineering

3 credits *Prerequisite(s): COM 430*

This course focuses on the theoretical and practical aspects of the requirements engineering process. The course introduces concepts and tools required to completely specify the requirements and needs of a software system under development and the expectations of the potential user. This includes understanding various requirement types, risks and impact in the requirements process, how requirements evolve, and techniques for eliciting, analyzing, evaluating, managing, and writing requirements.

COM 437 - Mobile Application Development

3 credits *Prerequisite(s): COM 209* This course provides the basics necessary to understand, design and develop Android mobile applications with real world examples. Students will learn structure, services, and activities of Android applications by using with the Android Software Development Kit (SDK), the Java programming language and the Android Studio Integrated Development Environment (IDE) on a Windows or Mac computer. Course fees may apply.

COM 440 - Software Architecture

3 credits *Prerequisite(s):* COM 430

This course expands the concepts and theoretical principles learned in COM-430 to incorporate the real-world problems. It includes system's quality attributes, managing change, design decisions, constraints, organizational structure, prototyping, incorporation of independently developed components, performance, security, testability, and usability.

COM 445 - Software Quality Assurance

3 credits *Prerequisite(s):* COM 209 This course will introduce students to the fundamental concepts of testing software effectively for quality assurance. Students will learn practical ways to design high quality tests during all phases of software development. Students will learn the theory behind criteria-based test design and to apply that theory in practice. Topics include test design, test automation, test coverage criteria, and how to test software in cutting-edge software development environments.

COM 450 - Network Defense and Security

3 credits *Prerequisite(s):* COM 309 and COM 416

Global and local networks provide capabilities for businesses and individuals that have become essential in the success of the world economy. Defending these systems against attacks through the use of worms, viruses, and other criminal acts is imperative. This course provides a solid foundation in the fundamentals of network security and some hands-on experience in the installation and use of firewalls and intrusion detection systems.

COM 452 - Computer Forensics

3 credits *Prerequisite(s):* COM 309 and COM 416

One of the tasks of computer professionals in the area of information security is to investigate to determine the manner and extent of damage or penetration of unauthorized persons into IT systems and to determine what data may have been compromised as well as authorized penetration of IT resources for legal purposes. This course provides an introduction to the methodology of computer forensics.

COM 460 - Internet/Intranet Security

3 credits *Prerequisite(s):* COM 309 and COM 416

Access to the Internet for multiple purposes is one of the major components of most business operations. Many businesses also have intranets, which provide internal communications. Security of these assets is imperative for a successful business. This course provides an introduction to the concepts and procedures of assessing and providing security for intranet/intranets.

COM 465 - Artificial Intelligence

3 credits *Prerequisite(s):* COM 204 or COM 207, COM 301, and MAT 251 or COM 217

This is an introductory course in artificial intelligence (AI) concepts and techniques. The course is designed to introduce the students to the major topics in AI which include: history of AI; intelligent agents; problem solving; search strategies, including games, knowledge, reasoning, and planning; robotics; ethical issues; and future trends in AI.

COM 470 - Management of Information Security

3 credits *Prerequisite(s):* COM 309 and COM 416

It is imperative that information security be a significant part of any business plan and that managers working in that or allied fields are aware of the principles and methodology of managing information security. This course provides an in-depth view of the management of information security for government, corporations, and other institutions.

COM 475 - Penetration Testing

3 credits *Prerequisite(s): COM 330, COM 340, COM 405, and COM 450*

An introduction to simulating real world attacks to expose the vulnerabilities of an organization without damaging the available services or assets. This course covers computer security techniques required to prevent or mitigate attacks.

COM 496 - Software Engineering Capstone

3 credits *Prerequisite(s): COM 430 , COM 435 , COM 437 , COM 440 , COM 445 , and senior standing.*

This is a senior project course integrating software engineering knowledge and skills acquired in previous courses. This course provides a capstone design experience for students interested in software engineering. While previous courses in the curriculum provide students with the knowledge and skills necessary to begin a career as a software engineer, the end-to-end design and implementation experience offered in this course comes much closer to the experience that software engineering professionals encounter in the work place. The emphasis on documentation and presentation of designs and results is also valuable career preparation and forces students to take ownership of their designs and systems as they present them to others.

COM 497 - Computer Science Capstone

3 credits *Prerequisite(s): COM 330, COM 340, COM 405, COM 416, COM 430, COM 465, and senior standing*

This capstone course provides the student with an opportunity to demonstrate knowledge covered in the computer science field by researching, developing, designing and/or implementing a computing solution that uses knowledge from broad areas in computer science, including systems architecture; programming, databases; computer networks; algorithm analysis; and artificial intelligence. Course fee will apply. Course fee will apply.

COM 498 - Advanced Computer Skills

3 credits *Prerequisite(s): COM 309, COM 315, COM 330,*

A capstone course emphasizing the integration of information and environmental systems to support broad strategic planning decisions.

Criminal Justice

CRM 123 - Introduction to Law and the Legal System

3 credits *Crosslisted:*

This course is an introductory survey of the history, structures, and processes of the U.S. legal system. It is designed to be taken as a first University-level course in law and should precede more specialized courses such as criminal, business, or constitutional law. Covered are basic legal concepts such as due process, the structure of the U.S. court system, and the major subdivisions of law such as civil procedure, criminal procedure, and the law of torts. The role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations are stressed. Offered annually.

CRM 220 - Survey of the Criminal Justice System

3 credits An introductory overview of the U.S. criminal justice system examines crime and victimization trends, crime prevention programs, law enforcement, prosecution, defense, adjudication, sentencing, corrections, and criminal justice policy making.

CRM 222 - Introduction to Homeland Defense

3 credits *Crosslisted: POL 222*

This class is designed to help students understand the Department of Homeland Security (DHS). It provides a comprehensive overview of the department's history, mission, organization, and programs designed to reduce America's vulnerability to attack and to quickly recover from disaster.

CRM 230 - Introduction to Crime Scene Investigation

3 credits This course covers the various methods associated with investigating a crime scene. Special emphasis is placed on sequential processing of the crime scene to avoid the loss and/or the contamination of evidence. Students successfully completing this course will be aware of the critical concerns of crime scene processing and the methods that are employed to eliminate those concerns, proper crime scene search patterns, and the appropriate methods to plot the location of evidence when it is discovered.

CRM 231 - Forensic Science and Criminal Justice

3 credits *Prerequisite(s): CRM 230*

This course is a comprehensive overview of those areas of practice that are useful for determining the evidential value of a crime scene and other crime-related circumstances. The major contributions to the development of the use of the forensic sciences in criminal prosecution will be presented. The student who successfully completes this course will have obtained a working knowledge in this field and will understand the principles and techniques needed to identify or compare physical evidence in a criminal investigation.

CRM 300 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member*

A variable-content course that is designed to offer a specialized topic, such as capital punishment, parole and probation, RICO, or organized crime.

CRM 301 - Leadership and Management in Criminal Justice

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course will explore the nature and extent of true leadership skills necessary to become effective, ethical, productive, and fiscally responsible leaders in the constantly changing diverse global environment. Students will develop skills needed to apply leadership skills to real-world situations, including recognizing concepts of leadership, management and administrative abilities, and decision-making processes.

CRM 302 - Critical Incidents in Policing

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course will examine the critical incidents and crucial issues that impact the institution of law enforcement and social justice in America. Our society is ever dynamic and changing, sometimes at odds with authority, defining and redefining the role that law enforcement must adapt to. Systems at the federal, state, and local levels work independently and yet cooperatively to meet the need for order maintenance, public safety, and public sector services. The learner will examine the dynamics of police operations and issues involving critical incidents to include deadly force, high-speed pursuits, civil unrest, homeland security, domestic terrorism, anti-government movement, national/natural emergencies, violence, and the use of force.

CRM 303 - Legal Issues in Criminal Justice Administration

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is an overview of the legal issues commonly facing managers in criminal justice agencies. Particular emphasis is placed on public employment law, including the hiring, promoting, disciplining, and discharging of employees; fair employment practices; and agency and administrator civil liability. Both state and federal statutory and case law will be examined.

CRM 321 - Substantive Criminal Law

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted

crimes, defenses to criminal liability, and the elements of crimes against persons, habitation, property, the public order, and morals.

CRM 322 - Law of Criminal Procedure

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships among the U.S. Constitution, courts, and criminal procedure. Topics covered include remedies for state law-breaking, initial police-citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea, and post-sentencing considerations.

CRM 323 - Criminal Investigation

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course covers the fundamental components of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases is stressed. The course objective will be to provide the student with an in-depth examination of the science and art of criminal investigations. Class presentations and crime scene simulations will focus on the use of physical evidence, investigative techniques, due process considerations, and the role of the physical, biological, and social sciences in case development.

CRM 328 - Drugs, Society, and Human Behavior

3 credits *Crosslisted: SSC 328*

Prerequisite(s): CRM 123 and CRM 220

An interdisciplinary examination of the nature of commonly used psychoactive substances with the human nervous system. Included are the history and patterns of their use, as well as the medical, legal, psychological, and sociological consequences of their abuse. Current practices and strategies for drug education and treatment are covered. Offered spring semester.

CRM 330 - Organized Crime

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course presents a comprehensive overview of the history and current activities of organized crime groups in the United States. An international perspective is taken, and there is strong emphasis on law enforcement, prosecution, and public policy considerations.

CRM 331 - White-Collar Crime

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is designed to be a comprehensive overview of the white-collar crime phenomenon, including its history, components, causes, and domestic and international reach. The course also addresses white-collar law enforcement systems and white-collar high-tech crimes, and contrasts and compares white-collar crime with organized crime.

CRM 332 - Terrorism

3 credits *Crosslisted: POL 332*

Prerequisite(s): CRM 123, and CRM 220

This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. A special emphasis will be on the impact of weapons of mass destruction—e.g., nuclear/radiological, biological, and chemical means—on the changing face of terrorism throughout the world.

CRM 333 - Violent Crime

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is a comprehensive overview of the problems and types of violent crime occurring in the United States. Course analysis includes youth gang violence, serial homicide, mass murder, domestic violence, and sexual battery in contemporary society. The nature and extent of these deviant acts along with official reports and surveys that provide measurement techniques of violent crime will be detailed. Included will be coverage of law enforcement, prosecution, and correctional efforts aimed at curtailing violent crime.

CRM 335 - Serial Killer and Mass Murders Myth or Reality

3 credits *Prerequisite(s): CRM 123, CRM 220, and CRM 321*

This course will highlight the differences between three (3) categories of killers, Serial killers, Spree Killers and Mass Murderers. Throughout this course we will discuss the identification, investigation and apprehension of these killers. We will discuss the techniques that should be used and incorporated when involved in these types of cases.

CRM 341 - History and Science of Criminal Identification

3 credits *Prerequisite(s): CRM 123, CRM 220, and CRM 230*

The focus of this course is the science and history of fingerprint analysis to aid in the detection and prosecution of criminal offenders. Upon successful completion of this course, the student will understand the biology of human epidermal and dermal skin layers to include the formation of pores and the organic and inorganic materials that are commonly found in fingerprint residues; the proper recording and comparison of prints; the many basic and advanced scientific methods currently being employed to develop fingerprints; the development of the print through chemical reaction, chemical absorption, luminescence, or physical attraction; the physics of light energy and its use as a print development method; and the many chemical reactions that produce the developed print.

CRM 342 - Evidence Collection and Preservation

3 credits *Prerequisite(s): CRM 123, CRM 220, and CRM 230*

This course covers the methods associated with evidence collection and preservation of evidence. Upon successful completion, the student will be competent in the recording of the crime scene through photography and videotaping as one of the many methods of preserving evidence; the use of the many evidence development and recovery kits; the use of light energy to locate invisible trace materials; crime scene safety; the presentation of scientifically sound information in the courtroom; and the correct methods to collect questioned, known, and control samples related to hair standards, DNA, soil, fire debris, accelerants, and biological fluids.

CRM 343 - Bodily Fluids as Evidence

3 credits *Prerequisite(s): CRM 123, CRM 220, and CRM 230*

This course covers the value of body fluids found at the crime scene, the interpretation of their patterns, and methods used to locate them. The successful student will understand the science of blood stain interpretation; presumptive testing of seminal fluid and blood; the various flight characteristics of blood and the use of trigonometry to determine angles of impact and the origin of stain patterns; the chemicals associated with the location of visible and invisible stain patterns produced from body fluids; the chemical reactions associated with these and other chemicals used in connection with body fluid processing; the scientific limitations relevant to courtroom testimony on such topics as blood stain interpretation, antigen-antibody reactions, and presumptive blood and presumptive seminal fluid testing; and the history of DNA analysis and its modern-day evidentiary value.

CRM 344 - Scientific Writing and Courtroom Testimony

3 credits *Prerequisite(s): CRM 123, CRM 220, and CRM 230*

This course is designed to teach the effective writing and courtroom presentation of scientific reports related to the investigation of crime scenes. Successful completion of this course will result in competently writing crime scene investigation reports and the ability to effectively present and defend investigative findings in the course setting. Further, the student will be aware of and understand the fundamental court opinions that influence the

presentation of crime scene investigation findings. Part of the course experience will involve practicing professional and effective court presentations.

CRM 350 - Criminal Justice Ethics

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is designed to be a comprehensive overview of ethics in the field of criminal justice. This course will address ethical issues that may arise in the criminal justice profession. Through lecture, class discussion, and exercises, the student will develop a better understanding of the moral and ethical dilemmas confronting criminal justice practitioners and how these dilemmas may be successfully resolved.

CRM 351 - Forensic Photography

3 credits *Prerequisite(s): CRM 230 and CRM 342*

This course is a comprehensive overview of crime scene photography principles and applications. The course will cover camera operation utilizing digital format, light exposure and the use of flash to capture images that will meet legal challenges in court. The student will use a 35 mm digital single lens reflex camera (DSLR) with manual exposure control capability that is used in forensic photography. The student will be exposed to on demand on camera functions, basic photograph principles and specialized techniques. The student who successfully completes this course will obtain a working knowledge of forensics photography and an introduction to basic crime scene photography skills.

CRM 355 - Stress Management in Law Enforcement

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course will examine all aspects of police stress and be of considerable value to three different groups; first, police administrators who must deal with the negative effects of stress on their officers; second, police officers who work on the streets and are regularly exposed to violence, cruelty and aggression; third students who are considering careers in law enforcement. The specific recommendations will be set forth on how to identify the early signs of stress and what police departments can do to effectively intervene and treat officers who experience high levels of stress, especially post-traumatic stress disorder.

CRM 361 - Legal Issues in Counter-Terrorism

3 credits *Crosslisted: POL 361*

Prerequisite(s): CRM 123 and CRM 220

This course provides a comprehensive overview of legal issues attendant to international terrorism. In particular, students will examine the "War on Terror" and the tension between approaches based on criminal law enforcement versus a military or warrior basis. A special emphasis will be placed on the interrelationship between United States law and international law and agreements. The course will address current efforts in counter-terrorism, with special emphasis on recent federal prosecutions for terrorist acts or aiding terrorist organizations. As a criminal justice course, this study will include historical and political information and current, relevant information on counter-terrorism objectives and methods.

CRM 363 - Exploitable Weaknesses in Terrorist Organizations

3 credits *Crosslisted: POL 363*

Prerequisite(s): CRM 123 and CRM 220

This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. The course will examine exploitable weaknesses of terrorists; terrorist typology; human factors as applied to terrorists; modus vivendi of terrorists; conspiratorial association theorems; weaknesses of terrorist groups; and proactive measures in support of terrorist investigations. The course will address current efforts in counter-terrorism, with special emphasis on the federal and state responses. As a criminal justice course, this study will consist of a hybrid of historical and political information and current, relevant information on counter-terrorism objectives and methods.

CRM 365 - Local Response to Terrorism

3 credits *Crosslisted: POL 365*

Prerequisite(s): CRM 123, and CRM 220

This course provides a comprehensive overview of the need to plan for the possibility of a terrorist event on the local level. A terrorist event could take place that restricts or retards the state and federal government's response to a local community. The course will give the student the tools needed to prepare a local agency for immediate response to an event in his or her community. The course will give an introduction to the National Incident Management System and will provide the student with the information necessary to ensure local government compliance with federal law.

CRM 367 - International Sex Trafficking of Women and Children

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course will examine the existing scholarly research available on the international sex trafficking of women and children. It will also review what is presently being done by law enforcement agencies around the world to cope with the problem. It will consider the psychological and physical impact these crimes have upon the victims, as well as the efforts by mental health workers to assist them. Finally, it will examine the efforts of both governmental and non-governmental agencies throughout the world to address the problem of sex trafficking of women and children.

CRM 370 - Juvenile Justice

3 credits *Prerequisite(s): CRM 123, and CRM 220*

This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem; the measurement of official delinquency; unofficial accounts of delinquency; the role of the family, schools, and peers; an overview of the juvenile justice process including law enforcement, courts, and corrections; and efforts towards delinquency prevention and prediction.

CRM 372 - Introduction to Community Policing

3 credits *Prerequisite(s): CRM 123 and CRM 220*

The focus of this course will examine the concepts of Community Policing and Problem Solving for students interested in criminal justice. Included will be a comprehensive introduction to the process of policing, police behavior, organization, operations, and historical perspectives. An emphasis will be placed on analyzing the relationship between police and the public, and how this relationship has changed through the years. This class is intended to integrate the most important theoretical foundations, research findings, and contemporary practices facing police today. In-depth discussions of critical police issues, evidence-based strategies to prevent crime, evolving crime trends, policing in a changing American society, policing in an era of declining budgets, immigration, terrorism/homeland security, and growing concerns about surveillance and privacy will provide students insights into contemporary police practices and problems in a through-provoking format.

CRM 375 - Supreme Court: Myth or Reality

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is an in-depth, interactive, participatory exploration into the opinions and the rationale of the Justices who are and have been responsible for the evolution of the cultural, political and criminal justice systems of our society. The course includes a survey and case analysis of the United States Supreme Court's role in the shaping of our criminal justice system focusing on the 1st, 2nd, 4th, 5th, 6th, 8th and 14th Amendments to the Constitution. The course will examine whether the majority opinions of the precedent-setting cases remain relevant today or whether, as a result of the evolution of American society, they have become irrelevant.

CRM 405 - Behavioral Issues in Criminal Justice

3 credits This course will provide the law enforcement officer with insight and exposure to individual responses and behaviors while performing their official duties. Students will explore personality factors, cultural manifestations and behavioral dynamics that occur in the work environment and through other social interactions. They will also examine other psychological dynamics observed within their community, supervisors, activist groups, and individuals with mental health challenges. Students will identify and assess personality disorders behaviorally observed while applying

reliable theories that support policies and administrative protocol for their departments. Students will recognize psychological concepts, relevant theoretical dynamics and cultural influences for dealing with dysfunctional behaviors in fellow employees and their service population. Methods for identifying and assessing human behaviors that are valid and reliable will be presented. Topics and areas of focus will include biological and psychological behaviors, emotional intelligence, psychopathology, and the utilization of personality inventories for completing employment screening and promotional assessments.

CRM 409 - Leadership and Ethics in Criminal Justice

3 credits This course examines the ethical issues relevant to the administration of criminal justice. The origins of ethical standards, the effect of these standards on the administration of justice, and issues of ethical leadership will be addressed. Emphasis will be placed on the integration of ethics into criminal justice policy making and the establishment of defined values as a means of agency direction and activity.

CRM 413 - Planning & Financial Management for Criminal Justice

3 credits This course is an examination of the interactive process of strategic planning and financial management within an agency. An emphasis will be placed upon this process as a system of organizational development, with Program Budgeting as the visible product. Topics will include identifying, developing, and securing fiscal resources; comparisons of levels of planning; distinguishing between operational and managerial plans; the political context of criminal justice planning/ budgeting as it relates to the preparation, presentation, executive and legislative approval, execution, and audit; and enhancements and alternatives to an agency's routine funding base.

CRM 415 - Personnel Management for Law Enforcement Professionals

3 credits The Personnel Management for Law Enforcement Professionals class will emphasize applying the theoretical and practice-based knowledge gained in class to "real world" situations and events important to effective law enforcement personnel management. The course shall address personnel administration by exploring the skills and tools needed for decision-makers to make informed personnel management decisions.

CRM 417 - Law Enforcement Organization and Administration

3 credits This course is designed to be a comprehensive overview of police organization and administration in the United States. The history of police administration and the evolution of policing as a profession will be thoroughly explored. Current and future trends in law enforcement will be discussed in detail. Emphasis will be placed on police personnel issues and the leadership skills required to manage a professional police organization. The student will be exposed to the past, the present and the future of police administration in this country.

CRM 418 - Law Enforcement Organization Theory and Design

3 credits This course is designed to synthesize the concepts of Policing and Law Enforcement Organizations. This course will introduce the student to the concepts of teamwork and compromise in a proposed setting that will help prepare students for real experiences in the field of Law Enforcement organization and function. The course incorporates current issues involved in policing that are the subject of police community relations, including the role/effect of the media, perception of the public, and potential solutions to resolve problems in the field.

CRM 419 - Police Organization and Administration

3 credits *Prerequisite(s): CRM 123, and CRM 220*

This course is designed to be a comprehensive overview of police organization and administration in the United States. The history of police administration and the evolution of policing as a profession will be thoroughly explored. Current and future trends in law enforcement will be discussed in detail. Emphasis will be placed on police personnel issues and the leadership skills required to manage a professional police organization. The student will be exposed to the past, the present, and the future of police administration in this country.

CRM 421 - Managing Projects for Law Enforcement Personnel

3 credits This course defines a project and assists project managers in accomplishing goals efficiently and effectively by applying knowledge, skills, tools, and techniques. Quantitative and qualitative skills are developed. Human behavior, organizational knowledge, and negotiation are qualitative skills, and Program Evaluation and Review Techniques (PERT), Critical Path Method (CPM), risk analysis; budgeting and cost estimation, event sequencing, and auditing are quantitative skills. Students are taught how to manage inputs and product outputs while gaining buy-in from stakeholders before commencement.

CRM 422 - Law Enforcement Systems

3 credits *Prerequisite(s): CRM 123, and CRM 220*

This course provides a comprehensive examination of U.S. law enforcement systems at the federal, state, and local levels. The student should gain an understanding of patrol strategies, field training, detective operations, case screening, crime laboratory, police corruption, use of force, due process issues, community relations, law enforcement information systems, professionalism, job stress, and innovations in policing.

CRM 423 - Planning & Strategic Management for Law Enforcement

3 credits This course builds on a foundation of planning within law enforcement organizations. The topics provide students with an understanding of the external factors and strategic approaches a manager would need to take in order to properly lead and govern a criminal justice organization in today's complex environment.

CRM 426 - Theories of Criminal Behavior

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social, and economic correlations of crime. The focus is on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

CRM 430 - Correctional Systems

3 credits *Prerequisite(s): CRM 123 and CRM 220*

This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes, and current problems of correctional systems will be the topics of study. More specifically, the course will cover the history of corrections in the United States, short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole, and community corrections.

CRM 490 - Cold Case - Homicide Investigation

3 credits *Prerequisite(s): CRM 323 - Criminal Investigation*

This course provides the very unique opportunity for students to study and critically evaluate an actual cold homicide. A homicide is deemed cold when it has been unresolved for over one year. Actual case files are provided to the students who evaluate victimology, crime scene, evidence collection, interviews, scientific laboratory reports, leads, and suspects. Students also view crime scene photos and physically examine evidence. This course synthesizes all of the concepts, skills, knowledge and abilities the students have been exposed to throughout their criminal justice studies. The final project involves a comprehensive analysis of the investigation along with solid recommendations for police follow-up based upon the application of current and modern science along with enlightened investigative processes.

CRM 499 - Senior Seminar in Criminal Justice

3 credits *Prerequisite(s): Senior standing in criminal justice*

This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior Criminal Justice major's knowledge level through the

administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies.

Economics

ECO 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or at registration.

ECO 110HA - UE: Economics for Life

3 credits *Prerequisite(s): Prerequisite: Second semester freshman standing.*

With a focus on the fundamental economic problem of scarcity, this course will prepare students to be effective decision makers. The course focuses on the economic way of thinking that enables individuals to decide how to best allocate their time, to decide whether to spend their money or save it, and to understand the primary statistics used to measure the well-being of an economy. As a result of this course, students will acquire the critical thinking skills that are not only essential to making everyday choices but are also essential in making major life decisions such as choosing a career or choosing a life partner.

ECO 201 - Principles of Macroeconomics

3 credits An introduction to the study of the determination of income, output, employment, and prices in the U.S. economy. Emphasis on fundamental economic concepts, gross domestic product and its components, monetary and fiscal policy, and contemporary macroeconomic issues. Additional examination fees may apply for this course.

ECO 202 - Principles of Microeconomics

3 credits An introduction to the economic analysis of the market mechanism. Emphasis on supply and demand, elasticity, cost analysis, market structures, externalities, and contemporary microeconomic issues.

ECO 301 - Intermediate Macroeconomics

3 credits *Prerequisite(s): ECO 202 and MAT 201 with a grade of C or better*

The objective of this course is to provide the students an application-based foundation of macroeconomic theory and policy necessary for advanced study in economics. This course will analyze macroeconomic data to understand the current macroeconomic performance and compare the current and past economic performances in the United States. At the end of the semester, students will demonstrate knowledge of various macroeconomic theories, economic policies and have a strong empirical foundation to analyze and utilize macroeconomic data to explain economic performance.

ECO 302 - Intermediate Price Theory

3 credits *Prerequisite(s): A grade of C or better in ECO 202*

An in-depth study of microeconomic theory and its applications, with emphasis on problem solving and application of quantitative methods.

ECO 311 - Analytical Tools for Economics

3 credits *Prerequisite(s): Take ECO 202 and MAT 201 with grade C or better.*

This is an application-based course where students will learn to use the tools of economic theory, statistical theory and basic algebra to empirically analyze a broad range of real-world economic problems. The students will learn the method of regression analysis and apply the theory of regression analysis on observational data to estimate the economic parameters and draw statistical inferences using statistical software 'R'.

ECO 333 - International Economics

3 credits *Prerequisite(s): Grade of C or better in ECO 201 and ECO 202*

This course covers the topics of comparative advantage, foreign policy, international trade, balance of payments, and exchange rates in assessing the significance of living and working in a global economy.

ECO 366 - Money and Banking

3 credits *Prerequisite(s): A grade of C or better in ECO 201*

The study of money and its effects on prices, output, and employment. Emphasis on the Federal Reserve System, monetary theory and policy, and contemporary issues.

ECO 411 - Game Theory

3 credits *Prerequisite(s): A grade of C or better in ECO 302*

This course is an introduction to strategic decision making, otherwise known as game theory. Game theory provides us with a formal set of tools used to analyze decision making in strategic environments. The course will begin with a development of the core techniques necessary to solve and analyze a game. In the latter part of the course, game theoretic analysis will be applied to a variety of topics, including principal-agent problems, auctions, and voting.

ECO 412 - Behavioral Economics

3 credits *Prerequisite(s): A grade of C or better in ECO 302*

This course challenges the mainstream assumption of rationality in the human decision making process. It examines the various ways in which real-world decision makers depart from rational decision-making, investigates the underlying causes of irrational decision making, identifies the implications of irrationality, and suggests strategies for improved decision making.

ECO 422 - Econometrics

3 credits *Prerequisite(s): ECO 311 and MAT 201 with a minimum grade of C*

This is an application-based course where students will learn more advanced econometric theory to empirically analyze a broad range of real-world economic problems. The students will learn the theory and application of non-linear regression models, regression models with binary dependent variable, instrumental variable model, models using experimental and quasi-experimental data, and time series models.

ECO 425 - Economics Internship

3 credits *Prerequisite(s): Permission of Department Chair and Dean and senior standing*

The faculty-supervised internship provides students with the opportunity to apply economic theory and analysis within small businesses, larger corporations, and governmental agencies. This is a pass/fail course. May be repeated for credit up to 12-credit maximum.

ECO 498 - Senior Seminar in Economics

3 credits *Prerequisite(s): A grade of C or better in GBA 334, ECO 302, ECO 333, ECO 366, and ECO 411 or ECO 412* This course is designed to integrate previous coursework and focuses on the student's ability to apply economic concepts, methods, and analytical tools in real world scenarios.

ECO 2013 - Principles of Macroeconomics

3 An introduction to the study of the determination of income, output, employment, and prices in the American economy. Emphasis on fundamental economic concepts, gross domestic product and its components, monetary and fiscal policy, and contemporary macroeconomic issues. Additional examination fees may apply for this course.

Note: Florida Statewide Course Numbering System

ECO 2023 - Principles of Microeconomics

3 An introduction to the economic analysis of the market mechanism. Emphasis on supply and demand, elasticity, cost analysis, market structures, externalities, and contemporary microeconomic issues.

Note: Florida Statewide Course Numbering System.

ENG 100-400 - Special Topics

1-3 credits *Prerequisite(s):* Permission of faculty member and Dean/Center Director

A variable-content course in English that is designed for a specific class level: freshman (100) through senior (400).

Topic is announced in advance of registration. Offered annually.

ENG 110 - How to Write Well

3 credits Writing at the college level requires clarity, consistency, and concision, regardless of the length or complexity of the text. This course is designed to help students develop writing skills they need to succeed in future college-level courses by strengthening students writing skills at the sentence, paragraph and essay levels. It does not satisfy a University Explorations requirement. Students must attain a grade of C or better to pass.

ENG 111 - Academic Learning Lab I

2 credits This course is designed to support the academic development of Bridge students through providing opportunities for: (1) early and structured introduction to Saint Leo Campus and online resources; (2) developing effective oral presentation and communication for academic purposes skills; (3) guided reflection on their language acquisition process and academic skills development.

ENG 112 - Academic Learning Lab II

3 credits *Prerequisite(s):* ENG 111 or enrollment in the fast-track program.

This project-based course is designed to support the academic development of the international students enrolled in the second-semester of Bridge Program course sequence. While working on the course projects, the students will have the opportunities for: (1) active use of Saint Leo Campus, library, and online resources for academic purposes; (2) further development of academic writing skills; (3) effective presentation of the results of academic research in writing; (4) guided reflection on their language acquisition process and academic skills development.

ENG 114 - Composition and Grammar for Speakers of Other Languages

3 credits This course is designed to provide intermediate-level non-native speakers of English with the opportunity to review advanced English grammar features and actively engage in academic writing practice.

ENG 115 - College Reading I

3 credits This course is designed to improve the academic reading and writing skills of non-native speakers of English. Emphasis is on connecting critical thinking and language skills.

ENG 117 - College Reading II

3 credits *Prerequisite(s):* ENG 115 or enrollment in the fast track Bridge Program.

This course aims to support the development of key reading skills and the application of effective reading strategies of the international students enrolled in the second-semester of Bridge Program course sequence. During the course, students will involve in active reading of college-level texts, examination of text organization patterns, identification of main and supporting ideas, and analysis of the connections of ideas presented in the texts. The texts included in the course focus on topics of high interest for international students such as multiculturalism, language acquisition, health, and global environment.

ENG 118 - Composition for Speakers of Other Languages

3 credits A course designed to help non-native speakers improve their reasoning and writing skills, especially for academic purposes. Increased emphasis is on English idiomatic usage.

ENG 119 - Composition for Advanced Speakers of Other Languages

3 credits *Prerequisite(s):* Passing grade in ENG 118 - Composition for Speakers of Other Languages but unsatisfactory English Placement test This course is designed to help advanced proficiency non-native speakers of English develop the writing skills they need to succeed in future college-level courses with heavy writing components, including ENG 121. The course aims to remedy the special problems these learners have through systematic introduction and practice of grammar and rhetorical devices of the academic English language in the context of the writing process.

ENG 120 - Listening, Lecture Note-Taking and Speaking

3 credits This course is designed to improve the academic listening and speaking skills of non-native speakers of English. Emphasis is on note-taking and presentation skills.

ENG 121 - UE: Academic Writing I: Reading, Writing, and Rhetoric

3 credits *Prerequisite(s):* ENG 110 or satisfactory score on the English Placement Test Learning to write effectively is dependent on the writer's understanding of rhetorical context. This course teaches students how to analyze and study the writings of others as readers and writers. It emphasizes experience with writing based activities, with writing processes, and writing conventions that different groups of people agree on to accomplish specific objectives, tasks, goals. English 121 prepares students to use writing and rhetoric in their college career, in their professional careers, and in their lives. To ensure related competencies in oral communication, a speech component is included. Students must attain a grade of C or better to pass. Offered every semester.

ENG 122 - UE: Academic Writing II: Writing and Research

3 credits *Prerequisite(s):* *ENG 121* A continuation of ENG-121. This course will focus on writing and research from a rhetorical perspective by considering the audience, purpose, and function of the project. Students will identify a research question, develop it into a research proposal, write a literature review, research and complete an annotated bibliography, peer edit, and incorporate elements such as charts, diagrams, and/or tables as needed to clarify key points made. Students must attain a grade of C or better to pass. Offered every semester.

ENG 198 - Foundations of the English Major

3 credits This course introduces students to the foundations of the English major and offers in-depth study and application of research techniques, introduction to scholarly research in the field, library resources, and methods of critical evaluation. This course introduces students to methods of literary research, scholarship, and a critical vocabulary necessary for the writing of sophisticated papers. In addition, this course will address central questions in the English major and within the specializations such as the following: What are the goals of reading literature? What are the goals of writing for the professions? How do you write creatively? By looking at the three specializations, students will understand the similarities and differences inherent in each specialization and will examine different ways of thinking about meaning, language, reading, and writing.

ENG 199 - Introduction to the English Portfolio

1 credit *Prerequisite(s):* ENG 121 In this course, students from each of the English specializations will be introduced to the general concept of the English Portfolio and learn how the portfolio functions professionally in their chosen specialization beyond the bachelor's degree. They will learn key functions of the portfolio platform that they will

maintain throughout their program. Cohorts will increase critical and creative thinking skills through course discussion of the English Portfolio.

ENG 202 - Being a Writer

3 credits *Prerequisite(s): ENG 122* An introduction to the Creative Writing specialization in the English major and minor that will explore the finer process-based techniques of how to be a writer. Students will read from professional writers in different genres and provide analysis of these works with regard to their own processes as beginning writers. Offered annually.

ENG 205 - Introduction to Professional Writing

3 credits *Prerequisite(s): ENG 122* Intro to Professional Writing is a skills-based course introducing students to the principles and practices they will need as professional writers. Writing as a professional entails learning the forms of writing that professionals in their field commonly utilize. In this course, students will be introduced to types of and techniques for producing professional writing, including business correspondence, proposals, reports, presentations, and other texts often found in business and professional communities. Being a professional also means being able to read and write effectively in any professional situation. For that reason, this class will focus on the practice of reading and writing rhetorically.

Good writers and editors can put their skills to use in a myriad of professional careers, including public relations, book and magazine publishing, corporate communication, web content development, education and training, marketing and advertising, technical writing, and many others. Each discipline assumes its practitioners have mastered certain basic skills critical to success in the profession. Therefore, this course examines the writing, editing, and information design skills that form the basis of a professional writing career. This course also examines the appropriate and effective use of media, such as graphs and photos, as well as communication channels, especially those that employ technology.

ENG 210CL - UE: Love and Desire in Literature

3 credits *Prerequisite(s): ENG 122*

A study of representations of love and desire in literature and their various manifestations in different time periods and cultures. Students will learn and apply basic tools of literary analysis while considering larger questions about the nature of love and desire.

ENG 215CL - UE: Monsters and the Monstrous in Literature

3 credits *Prerequisite(s): ENG 122*

Through reading about the monster and/or the monstrous in literature, students will question what it means to be human and understand how cultures create fictional monsters as ways to define what it means to be civilized.

ENG 219 - On the Proverbial Road: Journeys of Transformation in Narrative

3 credits *Prerequisite(s): ENG 122*

Trailblazers, pathfinders, adventurers, and even reluctant anti-heroes: When questers of any sort—whether willingly or unwillingly—take the road less traveled, why are we compulsively drawn to their tales? In this course, prepare to voyage alongside the brainchildren of global storytellers from diverse eras on literal, metaphorical, and psychological journeys. By engaging narratives in differing genres, including some in translation, and using a variety of learning strategies, such as close reading, students will both explore and consider the ubiquitous themes of overcoming adversity and transformation in characters who undertake roundtrip journeys from their familiar, ordinary worlds to unfamiliar, extraordinary destinations.

ENG 220 - Introduction to Literary Study and Research

3 credits *Prerequisite(s): ENG 122*

In-depth study and application of research techniques. Introduction to scholarly journals in the field, library resources, and methods of critical evaluation. Offered annually.

ENG 225CL - UE: Writing Wild: Exploring the Four Genres

3 credits *Prerequisite(s):* ENG 122

Students in this course will explore the four main genres of creative writing—poetry, fiction, creative nonfiction, and drama. Using their senses and memories as the primary media, students will learn first to discover and then to map their own creative aesthetics from the wild landscapes of their subconscious and conscious, using imagistic writing.

ENG 227 - Basic Journalistic Writing

3 credits *Prerequisite(s):* ENG 122

Basic theories and procedures in collecting and writing news. Offered as needed.

ENG 228 - Technical Writing and Communication

3 credits This course exposes students across different majors to the process of creating, shaping, and communicating technical information so their readers can use it safely, effectively, and efficiently. The main focus is to teach students how to use critical thinking and rhetorical skills to create effective technical and professional written and oral information for a specific audience/s in a variety of media within differing professional communities, such as healthcare, computer science, and data analysis. The course will focus on content creation, rhetorical analysis, and performance and real-time interactions/engagement with users/readers. Students will gain practical experience while developing insight into a variety of communication that can be taken into their professional careers. Through out-of-class and in-class exercises/projects, presentations, and discussions, students will develop skills that provide first-hand experience in creating written and oral content in real-world situations.

ENG 230 - Rhetoric in Writing

3 credits

Prerequisite(s): ENG 122

By combining lecture and applied skills-development activities, this course:

1. introduces students to rhetoric as a functional tool that can help navigate the media that surrounds us every day
2. models public uses of rhetoric as a source of inspiration and supplemental instruction, as well as an object for critique and
3. asks students to practice what they've learned from the instruction and models

This examination and emulation of texts and speakers from the past and present allows students to find their own voice, add to their rhetorical toolbox, and strengthen their creative, critical-thinking, and writing skills in the future. By looking closely at the strategies used by content creators, this class equips students to see through the texts around them and peer into the minds behind the texts. This course is offered once per year.

ENG 240 - Reading Everything: An Introduction to Cultural Studies

3 credits This course will introduce students, through survey, to the theories and methodologies of Cultural Studies by examining some of the fundamentals intrinsic to the field. Primarily centered on the concept of "culture," a complex term that will be unpacked in the course, students will explore what key contributors to the discipline have had to say about how culture should be defined; how it is produced; what it produces; its functions; the roles it can play in understanding power relations and conflict; and how it constructs, communicates, and preserves knowledge. Primarily a lecture course, students will also engage with key concepts by (a.) applying them to diverse traditional and nontraditional cultural texts and artifacts including samplings of popular culture and media platforms, and social phenomenon—such as subculture—and (b.) discussing cultural struggles around power, class, race, ethnicity, gender, sexualities, age, nationality, and aesthetics.

ENG 310 - Social Media Communications

3 credits *Prerequisite(s):* ENG 122

This course exposes students to social media platforms and their application in the digital world. Students gain practical experience while developing insights into social media that can be taken into their professional careers. Through case studies, out-of-class exercises, and discussions, students develop skills to connect company needs and objectives to

social media strategy, platforms, and tactics. Topics include appropriate platforms, creating effective and engaging social media content, content management, social listening, policy, and ethics. Students are provided first-hand experience in creating content on real-world social media platforms.

ENG 311 - Survey of Major Writers of the 20th Century

3 credits *Prerequisite(s): ENG 122, ART 123, and ENG 202 FAS 123 FAS 125 MUS 123*

A study for non-English majors of the most significant and influential movements of the 20th century as those movements have shaped the course of human experience. Provides an opportunity for students to discuss and analyze a broad range of writers from several countries, drawing on cultural and ethnic issues particularly relevant to those writers. Not available for upper-division elective credit in the English major. Offered annually.

ENG 312 - Foundations of British Literature I

3 credits *Prerequisite(s): ENG 220*

A survey of British literature and literary history from its beginnings to 1800, excluding the novel. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220.

ENG 313 - Foundations of British Literature II

3 credits *Prerequisite(s): ENG 220*

A survey of British literature and literary history of the 19th and 20th centuries, excluding the novel. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220.

ENG 315 - Studies in Narrative: Telling Tales in School

3 credits *Prerequisite(s): ENG 122*

An intensive writing course that will explore the finer techniques of reading, crafting, and revising narratives. Using seminal works from a variety of genres as a guide, students will write exercises and workshop and revise new creative work with an emphasis on story-telling and narrative form.

ENG 316 - Southern Literature

3 credits *Prerequisite(s): ENG 122*

A study of Southern literature emphasizing the period known as the Southern Renaissance (1920-1950) and including Faulkner, McCullers, Welty, and Styron. Offered in alternate years.

ENG 318 - English Pre-Internship

3 credits *Prerequisite(s): ENG 122, acceptance to the internship by the area coordinator of English, and approval by the Dean*

Provides students an opportunity to use their writing skills in an arena where they will work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office, or radio or television station. May be taken twice for credit. Offered annually.

ENG 319 - Studies in Speculative Fiction

3 credits *Prerequisite(s): ENG 220 or Junior standing or permission of instructor*

Utilizing an eclectic representation of speculative fiction narratives and approaches, as designated by the instructor, this in-depth survey of varying, influential, and imaginative works from the science fiction, fantasy, and horror subgenres fortifies students' abilities to identify topoi; form intertextual connections; and, using the core values, read, think, and write critically by exploring ways this dynamic, global category both influences and is influenced by the decisions of popular culture, historical/contemporary social concerns, and/or dominant ideology structures. Satisfies the requirement for Group II of the Literary Studies specialization.

ENG 320 - Foundations of American Literature

3 credits *Prerequisite(s):* ENG 122

Focuses on American literary history up to the Modern period. Emphasis on the relationship between literature and culture during certain historical periods. Sample study areas include the Puritan Tradition, American Romanticism, and Realism and Naturalism.

ENG 321 - The English Novel

3 credits *Prerequisite(s):* ENG 220

The historical development of the English novel primarily of the eighteenth and nineteenth centuries. Investigation and analysis of secondary materials and in-depth expository discussions of assigned novels. Offered in alternate years.

ENG 330 - Foundations of American Literature II

3 credits *Prerequisite(s):* ENG 122 and ENG 220

This course is the second in a sequence of courses in American literature for the English major. The course will focus on American literary history from 1865 to the present. Emphasis is on the relationship between literature and culture during certain historical periods from the post-Civil War period through the present and includes an introduction to realism, naturalism, modernism, and postmodernism in American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG-122 and ENG-220.

ENG 340 - Topics in Selected Literary Studies

3 credits *Prerequisite(s):* ENG 122

Revolving course offerings focusing on literary communities and texts of diverse cultures such as African American literature, Native American literature, and Latin American literature.

ENG 343 - Major Writer Seminar

3 credits *Prerequisite(s):* ENG 220 or Junior standing, or permission of instructor.

This discussion-centric course is dedicated to the intensive study of a singular, notable writer, which can vary by offering and instructor. Informed with multi-disciplinary approaches, students will give special attention to selected primary works by the same author, and relevant secondary materials, such as biography, essays by the author, and/or scholarly writings about the texts. Upon completion, students should be able to demonstrate the critical thinking skills of diligent analysis, evaluation, and interpretation regarding the works examined in the form of research, reports, and/or writing assignments. Satisfies the requirement for Group IV of the Literary Studies specialization.

ENG 345 - Studies in Place: Are We There Yet?

3 credits *Prerequisite(s):* ENG 122

Students will read poetry, fiction and nonfiction that explore the essential element of place in this reading and writing intensive creative writing course. Using seminal works from diverse authors as models, students will apply creative writing techniques to craft believable places in their own writing.

ENG 346 - Literary Conflicts and Conversations

3 credits *Prerequisite(s):* ENG 198

This course examines the important conflicts that writers have grappled with from literature's early development through our contemporary time period. As humans have questioned their relationships to self, God, nature, and other humans, literature has explored and answered these debates. Students will engage in these conversations by exploring diverse literature while developing their skills as readers and writers.

ENG 349 - History and Literary Movements in Literature

3 credits *Prerequisite(s):* ENG 198 A study of Western canonical literature published before the twentieth century that concentrates on a recognized historical age (such as the Renaissance or Victorian era) or literary movement (such as the Romantics or slave narratives).

ENG 355 - Studies in Voice: What Do You Have to Say?

3 credits *Prerequisite(s):* ENG 122 What makes you sound like you and no one else? This course aims to help students discover what they want to say and how to say it. Students will read seminal and diverse texts as they develop a better understanding of the major elements of three genres, the workshop environment, and most importantly, their own individual writing voice.

ENG 357 - Reading the Environment in Literature and Film

3 credits *Prerequisite(s):* ENG 122 This course explores a variety of literary and cinematic texts with environmental themes. It considers the role of humans and culture within the environment and connects literary studies with environmental ethics and social justice. Students will become familiar with various ecocritical approaches to literature in order to understand the intersections of globalization, gender, race, and class with environmental issues.

ENG 398 - English Portfolio Review

1 credit In this course, students from each of the English specializations will carefully assess their progress towards completion of their digital English portfolio. All major contributions will be identified, compiled within the chosen platform, and revised accordingly. Students will make brief presentation of their work in progress and will hone peer review skills by critically reading one another's portfolios in progress.

ENG 399 - Junior Oral Examination

0 credits *Prerequisite(s):* Junior standing

Oral examination covering course material from three of the four English Foundations Courses: ENG 312, ENG 313, ENG 320, and ENG 330; the student chooses which three courses for the exam's content. Students must receive a passing score on the exam in order to enroll in ENG 498: Senior Seminar. Given every spring.

ENG 410 - Reading the Planet: Comparative Global Literatures in Translation

3 credits *Prerequisite(s):* ENG 122 and ENG 220

This course - as designated by instructor - is intentionally focused on select comparative, non-Anglophonic figures and cultural texts in translation from diverse geopolitical regions, genres, styles, movements, and epochs. It provides English majors an opportunity to explore both canonical and non-canonical writers and works of significance normally excluded from the British and American foundation courses, encourages an array of eclectic critical approaches, and continues to refine research tools acquired in both ENG-122 and ENG-220. Seminar format. Offered in alternate years.

ENG 413 - Studies in Early British Literature

3 credits *Prerequisite(s):* ENG 220 and ENG 312 or ENG 313

An in-depth focus, as designated by instructor, on select writers (excluding Shakespeare), movements, genres (excluding the novel), or literary periods in British literature from its beginnings to the 20th century. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the foundations of British literature courses and an opportunity to study authors potentially excluded from the foundations courses. Offered in alternate years.

ENG 415 - Contemporary Literature's Winners, Losers and Also Rans

3 credits *Prerequisite(s):* ENG 220

An intensive study of prose (fiction and nonfiction) and poetry written by award-winning, nominated, and un-nominated but deserving writers. All texts in the class must have been written originally in English and created during the past twenty-five years.

ENG 416 - Women and Literature

3 credits *Prerequisite(s):* ENG 220 - *Introduction to Literary Study and Research*

A study of works written by and about women within the British and American literary traditions. This course will familiarize students with the contributions of women writers and issues of feminist theory and gender within these traditions.

ENG 420 - Studies in American Literature

3 credits *Prerequisite(s):* ENG 220 and ENG 320

In-depth focus, as designated by instructor, on select writers, movements, genres, or literary periods in the study of American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the foundations of American literature course and an opportunity to study authors potentially excluded from the foundations course. Offered in alternate years.

ENG 421 - Professional Editing

3 credits *Prerequisite(s):* ENG 205 and ENG 230

This is not a lecture-based course. This is a skills-based course, and students are expected to do the real work of editors, which includes research, creative and technical writing, and collaborative work with teams and clients. Professional Editing introduces students to the practice of editing in a business, government, or non-profit environment. Editors play a crucial part in the communication of information in these contexts, and this course will offer students the opportunity to assume the role of editor for various projects. Through hands-on experience with real-world clients, students will learn how to develop objectives for different levels of editing, work with and substantially improve print and visual texts in both print and digital contexts, and effectively establish and maintain relationships with authors and others involved in the production of texts.

ENG 428 - English Internship

3 credits *Prerequisite(s):* ENG 318, acceptance to the internship by the chair of the department, and approval by the Dean

Provides students an opportunity to use their skills in a professional setting by allowing them to work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office, or radio or television station. May be taken twice for credit. Offered annually.

ENG 430 - The Independent Writer

3 credits *Prerequisite(s):* ENG 326, ENG 332, ENG 334, or ENG 335 Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

ENG 435 - Literary Criticism

3 credits *Prerequisite(s):* ENG 220 Principles and methods of literary criticism and theory, with application of critical methods to works by representative writers in the Western canon. Offered in alternate years.

ENG 440 - Selected Topics in Professional Writing

3 credits *Prerequisite(s): ENG 205*

A rotating topics course that focuses on particular topics in professional writing, including advanced journalism, professional editing, advanced playwriting, advanced verse writing, and advanced fiction writing. Offered in alternate years.

ENG 441 - Advanced Journalism

3 credits This course is designed to expand on the knowledge of the basic journalism class. The focus of the course is to not only on improve writing skills in different areas of journalism, such as feature or editorial writing, but also to strengthen interviewing, presentation, and layout skills. It will also delve into the digital when dealing with how to create online, multimedia articles. The class will also learn to work as a team to create and complete various projects both in and out of class.

ENG 443 - Reading with Pictures: Graphic Novels and Comics as Literature

3 credits From prehistoric cave paintings to the daily "funnies" to animated cartoon films and television, storytelling—with visual images—has an extensive historical connection to popular culture. The artistically complex Graphic Novel, a subgenre of sequential art, is part of this long tradition and, like its older relative the Comic Book, it interweaves and negotiates two distinct sign systems, the image and the word, to both entertain and communicate a narrative. In this course, frame by frame, students will learn how to read, translate, and analyze these cultural artifacts while discussing how they are created, how they operate, and how they contribute meaning to the ongoing literary conversation.

ENG 450 - Desktop Publishing and Design

3 credits *Prerequisite(s): ENG 122*

This course will expose students to the essentials of desktop publishing through practical experience. This goal will be accomplished through reading, in-class and out-of-class assignments, quizzes, and tests. Students will learn to create a variety of publications ranging from typography to newsletters to brochures. Particular emphasis is placed on the elements of layout and design. Offered every fall.

ENG 462 - Seminar in Prose: Fiction/Nonfiction

3 credits This course is designed to provide the foundations for fiction and creative nonfiction writers to continue studying and honing their craft in a workshop environment. Students will not only learn the discipline of writing creative prose but also to begin the development of a personal aesthetic.

ENG 463 - Seminar in Poetry

3 credits Students will read and analyze the techniques of traditional and free verse form poetry by diverse authors. Using seminal works as models, students will apply poetic techniques to craft their own form and free verse poems.

ENG 498 - Senior Seminar

3 credits *Prerequisite(s): Senior standing and passing score on ENG 399: Junior Oral Examination*

An in-depth exploration of one or more literary topics, with sessions on graduate schools, career planning, and résumé writing. Required during the fall semester of the senior year for English majors.

ENG 499 - Senior English Portfolio Assessment

1 credit In this course, students from each of the English specializations will finalize selection of portfolio pieces, conduct final revision, peer review one another's portfolios, draft, revise, and finalize their portfolio reflection essay, and submit the complete portfolio for assessment by three faculty members.

Environmental Science

ENV 200-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean*

This course is designed to enhance the academic experience by offering courses in specialized technical areas outside of the course requirements. Offered as needed. A course fee may apply.

ENV 330 - Environmental Studies: Creating Sustainable Societies

3 credits This course is designed to help the student consider how human societies must change in order to create a long-term sustainable interdependent relationship between humans and the rest of the ecosphere. Current rates of human population growth, habitat destruction, energy use, greenhouse gas emissions and climate change, soil erosion and desertification, extinction of species, air and water pollution, living and mineral resource depletion, and waste production point towards an unsustainable future without significant changes. The scientific, social, economic, ethical, political, religious, social justice, and technological aspects of the problems and their solutions will be considered. Students will be challenged to participate in the creation of an ecologically sustainable future. This is a required course for the B.A. in liberal studies.

ENV 350 - Global Climate Change

3 credits *Crosslisted: BIO 350*

Prerequisite(s): SCI 101 , SCI 102

This course examines the cause and consequences of global climate change and what individuals and society can do to mitigate the effects of climate change. The emphasis of this course is on the planet as a whole system. A basic overview of physical systems, including the carbon cycle, the role of oceans and ice caps, and how these systems are modeled is stressed. The consequences of climate change, both cultural and biological, and the policy, adaptation and change people can make are examined in detail, as well.

Finance

FIN 325 - Finance for Managers

3 credits *Prerequisite(s): ACC 202*

An introduction to the principles of corporate financial management. The principles apply also to other forms of business, governments, and nonprofit organizations. The time value of money is emphasized in investments of real or financial assets. Planning for current assets and liabilities and long-range capital is covered. Risk and expected values (statistics) are used in the planning and assessment of investments. Also, the knowledge of different kinds of markets is described along with some financial theories.

FIN 410 - Investment and Portfolio Management

3 credits *Prerequisite(s): FIN 325*

Successful portfolio management requires the development of a broad array of quantitative and qualitative skills, involving an analysis of both the investment instruments available in the capital markets and the objectives and constraints of the intended investor. The purpose of this course is to acquaint the student with conventional and state-of-the-art tools currently employed in the asset management industry. Through a series of lectures, projects, and case analyses we will examine the process of creating, maintaining, and evaluating the performance of profitable investment portfolios. This course, which will follow the general approach used in the Chartered Financial Analyst (CFA) candidate training program, is appropriate for anyone contemplating a career as an investment professional, portfolio manager, or security analyst.

FIN 420 - International Finance

3 credits *Prerequisite(s):* ECO 201 and FIN 325

This course introduces students to the major issues of the international financial system and the challenges of managing financial operations in the global markets. Students learn how to deal with foreign exchange exposure, how to assess and hedge against political and economic risks, how to manage multinational capital budgeting, how to deal with multinational tax requirements, and how to practice good corporate governance and responsible stewardship in a global environment.

FIN 430 - Financial Planning

3 credits *Prerequisite(s):* FIN 325

A survey of personal financial planning and wealth management, which includes insurance and risk management, investments, income tax planning, retirement planning and estate planning. Opportunities will be provided to learn financial planning strategies, to develop research techniques and methods of analysis in the personal financial planning process. This course, which will follow the general approach used in the Certified Financial Planner (CFP®) candidate training program and is appropriate for anyone contemplating a career as an investment professional, financial planner, or investment advisor.

FIN 450 - Applied Finance

Prerequisite(s): FIN 325, FIN 410, and FIN 430

This course exposes students to the practical aspects of financial decision-making in a wide range of contexts. Theory and knowledge obtained from previous courses (i.e., Finance for Managers, Investment and Portfolio Management, Financial Planning and Wealth Management, and International Finance) will be leveraged to analyze case studies. The subject adopts a hands-on approach, exposing students to real data and the imperfections of the real world. Students will hone their decision-making skills in personal wealth management, investment management, risk management, corporate investment, corporate financing, capital structure, and business valuation.

General Business Administration

GBA 100-400 - Special Topics

1-3 credits *Prerequisite(s):* *Permission of the department chair and Dean*

A variable-content course in general business administration that is designed for a particular class level: freshman (100) through senior (400). The topic is announced in advance of registration. Offered as needed.

GBA 105 - Introduction to Business

3 credits An introductory course in business administration. This course examines business as an active partner in our total economic system. It will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor, and the public.

GBA 231 - Business Law I

3 credits *Prerequisite(s):* ENG 122

The U.S. legal system (constitutional framework), the judicial system, the administrative agency system, the legal theory of the organization (agency law, forms of organization), an organization's legal obligations (torts, contracts, common law, and the Uniform Commercial Code), and public law (employment, securities, antitrust, consumer and environmental protection) are reviewed.

GBA 298 - Professional Development Seminar

3 credits *Prerequisite(s):* Sophomore Standing required

This capstone course will focus on the practical application of knowledge attained in all functional business areas studied throughout the course. Course contents include such topics as decision-making methods, active listening,

interpersonal communications, written communications, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, barriers to effective management, office politics, PowerPoint applications, non-verbal communication, business etiquette, impromptu speaking, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, business etiquette, coaching/mentoring, conducting meetings, and self-assessment. The student is required to use his or her skills attained in the program to create a comprehensive, innovative, and realistic professional development plan that illustrates how they plan to succeed in their chosen career path. In addition, the student must demonstrate his or her written, oral, and creative skills through the presentation of their Professional Development Plan to the class. Additional examination fees may apply for this course.

GBA 321 - Essential Business Skills

3 credits *Prerequisite(s): ENG 122 and junior standing*

This course will focus on the practical application of business skills needed by the emerging college graduate. Course contents include such topics as active listening, interpersonal communications, interviewing, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, written communications, barriers to effective management, office politics, PowerPoint applications, nonverbal communication, business etiquette, impromptu speaking, decision making, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, coaching/mentoring, conducting meetings, and self-assessment.

GBA 332 - Business Law II

3 credits *Prerequisite(s): GBA 231*

An advanced course in the legal aspects of the banking system, an in-depth analysis of the Uniform Commercial Code, financial instruments, bankruptcy, creditor-debtor relationships, and securities regulation. Offered as needed.

GBA 334 - Applied Decision Methods for Business

3 credits *Prerequisite(s): MAT 201*

This course explores the use of applied quantitative techniques to aid in business-oriented decision making. Emphasis is on problem identification and formulation with application of appropriate solution techniques and the interpretation of results. Included are probability theory; decision making under certainty, risk, and uncertainty; utility theory; forecasting; inventory control; PERT/CPM; queuing theory; and linear programming.

GBA 335 - Administrative and Personnel Law

3 credits The effects of administrative and personnel laws on the decision-making responsibilities of practitioners. Explores the impact on personnel policies and practices of organizations. Addresses the development, intent, and implications of protective labor legislation from the federal to the local level. Offered as needed.

GBA 398 - Integrated Perspectives on Business

3 credits *Prerequisite(s): ACC 201, ACC 202, ECO 201, ECO 202, GBA 231, GBA 334, COM 327, MAT 201, MGT 301, FIN 325, and MKT 301*

This course is designed to integrate the common body of knowledge program components in the Donald R Tapia School of Business and focus its students on applying critical thinking techniques to solve real-world problems and issues. In addition, this class will serve as a review mechanism to prepare the student to take the Peregrine Test exam in Business. Additional examination fees may apply for this course.

GBA 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond regular course offerings. Written request must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member. Offered as needed.

GBA 440 - International Business

3 credits *Prerequisite(s): MKT 301 and MGT 301*

A global perspective that educates students and professionals on the key issues facing international business managers as well as the strategies to operate and manage successfully multinational companies. It provides the tools and knowledge on how to use marketing, finance, operations, human resources, accounting, and logistics to create a sustainable competitive advantage. Basic theoretical principles are combined with real applications to demonstrate how they should be applied in the global business arena.

GBA 498 - Strategic Management

3 credits *Prerequisite(s): ACC 202, FIN 325, MKT 301, GBA 334, and senior standing*

Formulation and implementation of strategies for top-level managers. An integrating course that applies all functional business areas in dealing with organizational challenges. Decision-making crucial to strategy formulation and implementation is applied in a global setting.

General Studies

GSS 101CL - General Studies in Creative Life: Dystopian

3 credits *Prerequisite(s): GSS 101HM*

This course is the second course of a sequence designed to prepare students for academic coursework at the university. Centered on the content of the University Explorations category of the Creative Life, in this course students will use dystopian literature as a lens to discuss making decisions, personal responsibility, and the relationship between an individual and their community. This course will also include aspects of metacognition and executive functioning, and how to apply these in the classroom. Students will also learn about the Wellness Wheel and how investing in overall wellness can have a positive impact on academic success.

GSS 101HM - General Studies Seminar in Human Mosaic: Community

3 credits This course is part of a sequence designed to prepare students for academic coursework at the university. Students will learn a variety of learning, note-taking and test-taking strategies utilizing themed texts and sources that will be useful throughout their college career. The content of this course is an overview of University Explorations' Human Mosaic category with the specific intent of examining the idea of community. Students will define what is meant by the term "community" and evaluate the benefits of community to the whole of society and to the individual. Beyond the idea of community, this class will explore how communities in practice are shaped by issues related to race, ethnicity, culture, and gender. Students will also be introduced to the concept of holistic wellness and its overall effect on academic success. Additionally, students will complete a pre- and post-assessment used to create their individualized academic plan and gauge its effectiveness.

GSS 201HA - General Studies in Human Adventure: Social Media and You

3 credits *Prerequisite(s): GSS 101CL*

This course, the third in a series, will provide content based on the University Explorations category of Human Adventure; it will also guide students through the process of self and major exploration. While discerning between several different social science disciplines (psychology, sociology, history, and political science), students will learn how to take a critical lens on social media as well as use it for their own self-promotion and career networking. Students will complete personal and career inventories and exercises created for major and career exploration to begin thinking about possible majors or careers to pursue at the completion of the Associate's degree.

GSS 201SC - General Studies Seminar/ Science in a Changing World: Campus Ecology

3 credits *Prerequisite(s): GSS 201HA*

This course will focus on the University Explorations category of Science in a Changing World by exploring the various environments on campus and using student-driven activities to explore basic concepts in ecology. This format

will allow students to develop (1) an understanding of how organisms interact with each other and the environment and (2) how such interactions can be used to address issues of local ecological concern. This non-traditional class will promise to engage students in practicing ecology in order to understand ecology. Additionally, as the fourth course in a series, students will work with Career Services on a variety of career readiness topics.

Geography

GEO 100-400 - Special Topics

1-3 credits *Prerequisite(s):* Permission of faculty member and Dean

A variable-content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GEO 221 - Introduction to Physical and Cultural Geography

3 credits *Prerequisite(s):* Sophomore standing

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation, and natural resources, along with political, economic, and cultural developments, population, settlement, and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

Global Studies

GLO 100 - 400 - Special Topics

1 - 3 credits *Prerequisite(s):* Permission of faculty member and Dean/Center Director

A variable-content course in social science that is designed for a specific class level: freshman (100) through senior (400). Topic to be covered is announced in advance of registration. Offered as needed.

GLO 210HM - UE: Feeding the Planet: Challenges and Opportunities for the 21st Century

3 credits *Prerequisite(s):* ENG 122

How can there be starvation in a world of plenty? Is our Western diet socially, economically, and environmentally sustainable? Is there a place for traditional food systems in a globalized world? To answer these questions (and more), this course examines the cultural, social, economic, and political aspects of food production, distribution, and consumption. Topics covered include local/indigenous food cultures and agricultural systems; globalized industrial agriculture; agricultural pollution; the disappearance of traditional varieties and knowledge; unequal access to food; health issues linked to industrial agriculture; and ways to redesign our food systems, such as small-scale agriculture, organic farming, eating local products, or the slow food movement.

GLO 410 - Systems Thinking

3 credits *Prerequisite(s):* SOC 201 and MAT 131 or higher.

This course is designed to introduce students to the systems perspective and its application to global issues. It will present the main theoretical foundations of the approach and examine how large-scale and small-scale environmental, political, social, and economic processes can be analyzed as complex systems. Students will learn to comprehensively assess, discuss and evaluate global issues and how systems theory influences and guides humankind.

GLO 425 - Internship in Global Studies

6 credits Internships are an experiential component of the Global Studies major. They enable students to build on classroom theory by gaining experience under the guidance of a mentor at a host agency, which may be a local, national, or international organization, in the US or abroad. The internships may occur concurrently with GLO 499.

Their purpose is to provide students with significant exposure to organizations that face issues related to globalization, conflict, sustainability, and ethically responsible citizenship. Students have the option of fulfilling the internship requirement of 6 credit hours in individual 3-credit hour increments or performing the 6 credits at one time. In both cases, the 6 credits must take place with the same organization. This is a pass/fail course. Offered Fall, Spring, and Summer semesters

GLO 499 - Senior Seminar in Global Studies

3 credits *Prerequisite(s):* GLO 410

Corequisite(s): GLO 425

Offered in conjunction with GLO 425: Internship in Global Studies. The Senior Seminar provides students in the major with the opportunity to reflect on their internship experience and the knowledge and skills they have gained in the major by exploring connections among issues in socio-economic and political development, the environment, and global justice. Students complete an original applied research project related to their internship, under the guidance of a faculty mentor.

Health Care Management

HCA 100-400 - Special Topics

1-3 credits *Prerequisite(s):* *Permission of department chair and Dean*

A variable-content course in health care management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HCA 101 - Healthcare Language and Communications

3 credits Healthcare Language and Communications is an introductory course that covers the medical terms and type of medical language used in the clinical practice environment. This course will teach students how to communicate with clinicians and other medical providers and understand the medical terminology used for medical disorders, disease processes, surgical procedures, body systems, and treatments. This course will introduce and teach the students all the current medical terms and medical terminology rules that are using in today's healthcare system. Furthermore, this elective course will teach students the knowledge and understanding skills they need to become competent healthcare practice administrators.

HCA 302 - Health Care Organization

3 credits A descriptive study of the U.S. health care system, including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

HCA 303 - Health Care Management

3 credits *Prerequisite(s):* HCA 302

This is a survey course that examines health care administration from an operational perspective. It serves as a foundation for higher-level health care courses and includes, among other things, quality improvement, risk management, strategic planning, financial planning and control, medical terminology, and medical ethics.

HCA 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s):* *Permission of department chair and Dean*

Designed for small groups of students who pursue a particular in-depth aspect of health care management that is not covered in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member.

HCA 333 - Health Law

3 credits A basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent, confidentiality, labor relations, patient care, and reimbursement issues. Current medical and ethical questions are examined.

HCA 402 - Community Health Evaluation

3 credits *Prerequisite(s): HCA 302*

A study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

HCA 410 - Quality Improvement Methods in Health Care

3 credits *Prerequisite(s): HCA 302*

An in-depth study of quality improvement philosophy, methodologies, tools, and issues. Emphasis on quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship among quality improvement programs, risk management, and utilization review is closely examined.

HCA 425 - Health Care Internship

3 - 12 credits *Prerequisite(s): GBA 231, HCA 302, MGT 301, and taken during the last 15 hours of residency*

Designed to provide the student the opportunity to integrate all previously learned health care management knowledge and skills. The management area of study and the practicum are mutually agreed upon by the student, the faculty member, and the health facility preceptor. This is a pass/fail course. Waivers may be granted for HCA 425 with the approval of the department chair. The student requesting the waiver must have significant health care management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case-by-case basis.

HCA 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

An intensive individual study in a particular aspect of health care management that is not covered in regular course offerings. This is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond what is expected in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member.

HCA 430 - Contemporary and Critical Issues in Health Care

3 credits This course is an in-depth examination of contemporary and critical issues that are significantly impacting health care organizations, providers, and patients. Students examine legal, cultural, and ethical health care issues as they relate to organizational stability, quality of care, patient and community quality of life, and moral and ethical health care delivery values.

HCA 450 - Health Information Technology Management

3 credits *Prerequisite(s): HCA 302 and junior standing*

This course provides an introduction to health information technology. It covers planning, selecting, implementing, using, and managing health information technology applications. Students will become familiar with needs assessment, system selection, security and confidentiality issues, and contract negotiations. This course examines the role of the health-care manager in the health information technology process. Students will develop problem-solving skills when completing case study assignments and discussion questions regarding health information technology topics.

HCA 498 - Health Planning and Policy Management

3 credits *Prerequisite(s): MGT 301, HCA 402, and taken during the last 15 hours of residency*

A healthcare administration course that integrates health services planning, organization, management, and evaluation. Policy formulation and management are studied.

History

HTY 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member*

A variable-content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

HTY 110HA - UE: Immigration: The Changing Face of America

3 credits An exploration of immigration to the United States centered on the nineteenth and twentieth centuries with reference to current issues related to immigration. This course also examines the countries from which immigrants have come to the United States and the social, political and economic factors that have contributed to immigrants' decisions to leave these countries.

HTY 110HM - UE: Native American History & Life: More Than Tipis & Tomahawks

3 credits *Crosslisted: SSC 110HM*

What do you know about Native Americans? When you think of Native Americans, do you visualize lightly clad warriors with bows and arrows or women sitting by tipis wearing feathers and beads? Do all Native Americans live on reservations? Do all reservations have casinos? Focusing on the lives of Native peoples prior to European contact, their interactions with Europeans and Africans, their removal to reservations, and their contemporary experiences, this course addresses the many myths and misconceptions associated with Native American history and culture within the United States.

HTY 121 - United States History to 1865

3 credits A survey of the principal movements, events, ideas, and personalities in U.S. history from colonial times to the Civil War. Offered annually.

HTY 122 - United States History Since 1865

3 credits A survey of the principal movements, events, ideas, and personalities in U.S. history from the Civil War to the present. Offered annually.

HTY 123 - Western Civilization to 1500

3 credits A survey of main movements, events, ideas and personalities in the Western World from Ancient Times to 1500 (Sumerians, Egyptians, Assyrians, Persians, Jews, Greeks, Romans, Germanic Barbarians, Judaism, Christianity, Islam, Middle-Ages, European societies and Renaissance). Offered annually.

HTY 124 - Western Civilization Since 1500

3 credits A survey of the principal movements, events, ideas, and personalities in the Western world from 1500 to the present. Offered annually.

HTY 227 - Latin America and the Caribbean

3 credits *Crosslisted: POL 227*

A survey of the principal movements, events, ideas, and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th-century developments. Offered annually.

HTY 233 - Modern Middle East

3 credits *Crosslisted: POL 233*

A survey of the Middle East's historical, political, religious, ethnic and economic forces, from its Islamization to the World Wars, Arab-Israeli conflicts, geo-economic regional oil resources, post-Cold War conflicts, Arab Spring instabilities and Islamist terrorism (Al Qaeda to ISIL). Offered annually.

HTY 245 - Vietnam War

3 credits *Crosslisted: POL 245*

Prerequisite(s): Sophomore standing

A study of America's political, economic, and military role in Vietnam from 1950 to 1975.

HTY 301 - Career Development Seminar

3 credits Career Development Seminar aims to introduce the wide variety of career paths available to history students. Students will spend significant amounts of time investigating the types of jobs that their major has prepared them for and for which they feel especially well-suited. This is designed to be a hands-on course, meaning that students will not only learn about the many career paths they have as history majors but will experiment in the kinds of specific skills these many different types of employment require. At the end of the semester, students will not only have a much better understanding of how their degrees will serve them in the job market; they will also have a professional résumé and curriculum vitae, perform a mock interview, develop a management strategy, and put together a career portfolio that they can use as evidence of their professional readiness when they begin to seek employment.

HTY 323 - American History through Sports

3 credits This course explores the history of sport in the United States. Students will consider how sports and athletes have contributed to various changes in American society and culture, and to what extent sport provides a prism for understanding America's past. It tries to provide broad coverage of the history of American sport, but an emphasis will be placed on boxing, baseball, football, and basketball. The course will be attentive to historic individual and team achievements, but students should note that this class is foremost designed to explore various themes in American sport history. Two themes in particular - race and globalization - will feature prominently in the readings, class discussions, and writing assignments.

HTY 324 - Sub-Saharan Africa

3 credits *Prerequisite(s): Junior standing or permission of the instructor*

A survey of the major events, ideas, and problems of Sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War Two independence movements.

HTY 325 - Modern Russia

3 credits *Prerequisite(s): Sophomore standing*

An intensive study of the history and development of Russia since 1900. Offered in alternate years.

HTY 328 - China, Japan and Korea 1420 - 1945

3 credits This course is a study of the historical development of the civilizations of China, Japan and Korea with emphasis on their classical traditions, the impact of Western Imperialism in the 19th Century and the rise of militarism, nationalism, and communism in the 20th century prior to World War II.

HTY 330 - Wars and Strategy from Antiquity to NATO

3 credits *Crosslisted: POL 330*

Prerequisite(s): Sophomore standing

A survey of military strategy, warfare and command leadership from antiquity and U.S. military history to NATO and today's conflicts, including Ancient Greece, Ancient Rome, Middle-Ages, balance of power wars, Napoleonic Wars, U.S. Civil War, World War I, World War II, Cold War, World War III plans, Korean War, Viet-Nam Wars, NATO, arms control, Yugoslav Civil Wars, Gulf Wars, and Afghan Wars and the War on Terrorism. Offered in alternate years.

HTY 331 - The American Civil War

3 credits *Prerequisite(s): Junior standing or permission of instructor*

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the American Civil War in 1865. In addition to covering important political and military personalities, as well as key battles and campaigns, the social and economic aspects of the Civil War are also discussed.

HTY 335 - Women in American Society

3 credits *Crosslisted: SSC 335*

A comprehensive examination of the socio-historical position of women and of the changing roles of men and women in American society. Major emphasis is placed on socialization of women; cross-cultural comparison of women; women in United States socio-history; women in contemporary United States; women of color; women and economy; family life and motherhood; women and law.

HTY 337 - Legacies of the British Empire

3 credits *Crosslisted: POL 337*

Prerequisite(s): Sophomore standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa, and India/Pakistan. Offered in alternate years.

HTY 339 - Readings in History

3 credits *Prerequisite(s): Junior standing or permission of instructor*

Students will read intensively about some major themes and events of American history and politics. The course is arranged chronologically, divided equally between the 18th and 19th centuries and the 20th century. In addition to discussing the events and ideas of the past, the course focuses on how historians actually do their research and convey their findings to the public. Students will analyze evidence and sources, historical debates, historical interpretation and arguments, and documentation of evidence. This course serves as a preparation for the Senior Seminar, and students are strongly encouraged to take it first.

HTY 340 - British History

3 credits *Crosslisted: POL 340*

A survey of the principal movements, events, ideas and personalities in British history from Roman times to the present.

HTY 341 - The American Revolution

3 credits *Prerequisite(s): HTY 121*

An analysis of the military strategies and operations of each side in the American War of Independence, along with diplomatic and political aspects.

HTY 351 - African American History: From Slavery to Freedom

3 credits This course explores the history of Africans in the Americas including North American and the Caribbean Islands. Topics covered include the African origins of Africans in the Americas, their capture and enslavement, the institution of slavery in the Americas, the slave family and community, resistance and rebellion, free African Americans, the Abolition Movement, the coming of freedom, and the life after slavery.

HTY 395 - Genocide, War-Crimes and Laws of War

3 credits *Crosslisted: POL 395*

Prerequisite(s): Sophomore standing

This course is the second legal-international course and follows up POL 428: International Law and Organizations, but can also be taken independently. It analyzes the global and historic-legal impact of war-crimes, crimes against humanity, and genocide, which violate laws of war and international law, but politico-legal limits weaken prosecuting such crimes by national or international tribunals. Case studies and film clips range from the U.S. Civil War to today, with a brief survey of human rights in the United Nations and the European Union.

HTY 422 - Modern Europe

3 credits *Crosslisted: POL 422*

Prerequisite(s): Sophomore standing

A study of the major currents, events, wars, and ideas in European history from the 1870s to the present, focusing on the main European powers of the time. Offered as needed.

HTY 423 - The United States in the Twentieth Century

3 credits *Prerequisite(s): HTY 121 or HTY 122*

A study of the major currents, events, and ideas in United States history from the rise of big business and progressivism to the present. Offered as needed.

HTY 425 - Internship

1-6 credits *Prerequisite(s): Sophomore standing and ENG 122*

The internship is intended to provide professional historical work experience for history students. It is a 75-300-hour unpaid, supervised internship that may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency and with the approval of the Department of Social Sciences. Interns may work for international organizations, museums, historical societies and associations, and any site related to the study and practice of history. This is a pass/fail course. Offered annually.

HTY 426 - American Foreign Policy

3 credits *Crosslisted: POL 426*

Prerequisite(s): Sophomore standing

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

HTY 427 - History of Ideas

3 credits *Crosslisted: POL 427*

Prerequisite(s): Junior standing or permission of instructor

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

HTY 428 - Far-East Since 1945

3 credits *Prerequisite(s): Sophomore standing*

A survey of the internal development and international relations of the Far-Eastern nations since the end of World War II.

HTY 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of faculty member*

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HTY 430 - Role of the Military in the Modern World

3 credits *Crosslisted: POL 430*

Prerequisite(s): Sophomore standing

An examination of the relationships among the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

HTY 499 - Senior Seminar in History

3 credits *Prerequisite(s): Senior standing in history*

Directed research and the development and presentation of a senior thesis on a significant historical issue. Offered annually.

Human Resources Management

HRA 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

A variable-content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

HRA 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s): Permission of department chair and Dean, and junior standing*

Designed for small student groups to pursue in-depth a particular aspect of human resources administration that is not covered in regular courses. The course is taught in seminar fashion and requires 36 contact hours. Offered as needed.

HRA 330 - Occupational Safety, Health and Security

3 credits *Prerequisite(s): MGT 331*

The course is designed to identify key occupational health, safety, and workplace security theory and concepts. Legal and regulatory issues affecting health-related programs and policies and employers' liabilities. Current practices are reviewed.

HRA 335 - Recruitment, Selection and Placement

3 credits *Prerequisite(s): MGT 331*

Focuses on people as strategic resources whose availability and capabilities influence organizational effectiveness. Strategies for attracting, assessing, acquiring, and withdrawing personnel are studied. Implications of planning and implementing staffing policies are discussed. Offered as needed.

HRA 340 - Organizational Training & Development

3 credits *Prerequisite(s): MGT 331*

Theory and technology of organizational training and development are studied. Learning theory and its applications to training, methodology for training evaluation, and forces shaping future training and development needs are included.

HRA 360 - Total Compensation

3 credits *Prerequisite(s): MGT 331*

An examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation, wage surveys, incentives, pay equity, benefits, and compensation strategy.

HRA 422 - Global Human Resource Management

3 credits *Prerequisite(s): MGT 331 and GBA 440*

This course emphasizes a practical approach to the diverse issues encountered in the field of Human Resources internationally. Students will learn about international HR best practices including understanding cultural differences and norms in the workplace, cross-cultural communication, international employment regulations issues, the role of labor organizations abroad, the role of HR and labor in developing nations, and multicultural and international labor relations.

HRA 425 - Human Resource Internship

3-12 credits Provides students with an opportunity to work with professionals in the areas of human resource management. The faculty-supervised internship experience may take place in a wide variety of human resource settings where students will learn to address and overcome the many macro and micro obstacles that are a natural and integral part of the internship experience such as developing effective relationships and putting classroom theory into practice. Waivers may be granted for HRA 425 with the approval of the department chair. The student requesting the waiver must have significant human resource management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case-by-case basis.

HRA 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

Intensive individual study in a particular aspect of human resources administration that is not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Written request must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HRA 498 - Human Resources Strategic Planning

3 credits *Prerequisite(s): HRA 335, HRA 340, HRA 360, and senior standing*

A capstone course designed to integrate previous core courses through a review of the HR body of knowledge. Course content analyzes the basic understanding and practical tools that HR administrators commonly use to meet an organization's employees' challenges. In addition, this course prepares graduating seniors to sit for the Professional Human Resources (PHR) certification examination.

Humanities

ENG 105 - Introduction to American Culture and University Life

3 credits This course is intended for international students who are entering a U.S. college. It focuses on improving international students' cross-cultural competence and granting opportunities for analyzing complex social, moral, and academic issues that students will have to face while in the United States. In addition, it provides tools and strategies

for students to analyze their own culture and compare it with new ones. As students learn more about themselves and others, the risk of cultural conflict and culture shock is decreased. This course is open only to international students.

HUM 105 - Introduction to American Culture and University Life

3 Prerequisite(s): Admission into the Bridge Program

This course is intended for international students who are entering a US college. It focuses on improving international students' cross-cultural competence and granting opportunities for analyzing complex social, moral, and academic issues that students will have to face while studying in the US.

HUM 110CL - UE: Giants of the Arts

3 credits Giants of the Arts will define those artists who, through the test of time, have been recognized as true masters; whose works advanced their art form(s), who become a significant influence within their field(s), and who continue to influence contemporary artists today. Students will examine how these artists used the components of their art form(s), why these artists are considered great, what their greatest contributions are to our society, and how these artists affect our artists today. Students will also consider the qualities of masterful creative endeavors and contemplate how the artists' gifts to our world improve and deepen our lives.

HUM 115CL - UE: Film: The Arts of Choices

3 credits This course is a University Explorations course that identifies and examines different components of cinema, and how the director can utilize them. Specific directors will be studied in depth, as students probe and identify key stylistic choices a director employs to make good films. By grasping how the director tells a story, and how a film communicates ideas and thoughts, students will gain a deeper understanding and appreciation of how film truly is an art of choices.

HUM 215HM - UE: Breaking the Code: Language, Culture, and Communication

3 credits Prerequisite(s): ENG 121

Human language shapes all human experiences; it is central to our understanding of the world and one another. The course will introduce students to the phenomenon of human language in the context of personal development and social interaction. The discussed topics will include the nature of human language, language structure, language acquisition, biological and social dimensions of language, and linguistic variations in diverse cultural and social contexts. The course presentations and discussions will address the influence of language and its use in the way people construct worldviews, cultural values, and social relationships.

Interdisciplinary Studies

IDS 115HM - UE: The Imagined West: Myth of the American West in Art, Literature and Philosophy

3 credits The romance of the frontier and the lure of the American West has long captured the imagination of writers, artists, and philosophers, and contributed significantly to our understanding of America today. This course introduces students to the myth of the American West and its philosophical and practical implications through artistic and literary representations. Using a variety of written and visual texts, students will investigate the importance of bioregional and cultural boundaries; additional topics include the elusive location of the frontier, the impact of colonizing forces, and questions of public land usage and ownership.

IDS 210HM - UE: Once Upon a Time: Readings in Folklore and Culture

3 credit Prerequisite(s): ENG 121

This course enables students to explore cultures around the world through the lens of folklore. These stories have helped shape their originating cultures by preserving political ideologies, standards, ethics and belief systems. Students will read a variety of folklore (folktales, fairy tales, legends, myths, etc.) as a means to analyze the cultures from which they originated.

IDS 310 - The Creative Process

3 credits *Prerequisite(s):* ENG 122

The Creative Process is an interdisciplinary course that will explore creativity both through theory and practice. We will study what historical and contemporary theorists, philosophers, and researchers have said about creativity and we will study what creative people in the arts, sciences, and business report about their own creative process. To strengthen our understanding of the various theories of creativity and to enhance our own creativity, we will become scholar-practitioners who actively explore and test these theories in our own work. This course is writing intensive and reflects the University's core values of integrity, community, responsible stewardship and, most especially, personal development.

IDS 315 - Medicine and Embodiment

3 credits This course is an interdisciplinary study of the body as it has been portrayed in the visual, literary, and performed arts. Through its focus on embodiment in the arts, this course will offer opportunities to analyze such topics as Addiction, Disability, Epidemics, and Trauma. Of further interest is understanding how ill health, interpreted artistically, exposes issues of class, race, gender, and national identity.

IDS 320 - Monuments and Memorials: War, Peace, and Remembrance in the Visual Arts

3 credits What is the purpose of a memorial? A monument? What impact do these works have on us and the way we think about history? To answer these questions, we will study formal memorials and monuments on public lands from around the world and throughout time. We begin our survey with a study of what is meant by the term "collective memory" and then move to the question of what exactly a monument is and what a memorial is and how the two differ. Along the way we will discuss the role and purpose of memorials and monuments and how these works are shaped by socio-political ideas. The class concludes with students designing a memorial or monument that interacts with the history of memorialization and anticipates future demands on this medium.

IDS 412 - Black Women Creators: Edmonia Lewis's World

3 credits *Prerequisite(s):* ENG 122

The daughter of a Chippewa mother and Black father, sculptor Edmonia Lewis (1844-1907) is an intriguing figure in part because her career was so unlikely. Her life as a professional artist began in Boston at a time when many of her brethren were enduring slavery, removal, and war. Lewis would go on to become one of the most renowned artists of a group of female American expatriate sculptors living in Rome. In this class, we will study Lewis's sculpture as well as the art, literature, racism and sexism that motivated and restricted her art and life.

IDS 415 - Vincent van Gogh's World

3 credits From the Salon des Refuses in 1863 through the first Impressionist showing in 1874 to Cezanne's death in 1906, art underwent a massive change in style and content. Vincent van Gogh's World will investigate this era via the lens of its most famous artist: Vincent van Gogh. In this class, we will study Van Gogh's art and letters as well as the art and literature that inspired him and the sociopolitical milieu in which he moved. We will explore how Van Gogh's physical and mental challenges ultimately culminated in his suicide and will branch out to research how syphilis, absinthe and laudanum impacted the work of various artists and authors, such as Gauguin, Manet, and Toulouse-Lautrec. We will explore how 19th century paints may have caused or exacerbated Renoir's rheumatoid arthritis and how the Franco-Prussian War unsettled Parisian cultural life, including claiming the life of Bazille and turning Monet into a draft dodger. Further, we will discover how childbirth and childrearing practices frequently curbed the artistic production of female artists. Finally, we will study the far-reaching influence of Van Gogh on early Modern art styles.

IDS 425 - Internship in Interdisciplinary Studies

3 or 6 credits *Prerequisite(s):* Prerequisite: Permission of the Department of Interdisciplinary Studies and Experiential Learning The internship in Interdisciplinary Studies is intended for students who wish to gain professional experience related to an interdisciplinary field of study. The internship can be taken for 3 or 6 credits. Students must submit an internship application in order to be considered for this internship. A 3-credit internship requires students to work at

least 150 hours at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus. A 6-credit internship requires students to work at least 300 hours at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus. Students are assigned a Pass (P) or a Fail (F) grade for this course.

IDSE 310 - Interdisciplinary Approaches: Service & Therapy Animals

3 credits The majority of households in the United States report having at least one companion animal. This course provides an overview of how human-animal interactions (HAI) and the human-animal bond (HAB) can impact animals, society, and work with interdisciplinary helping professions. Topics include: the social, physical and emotional/psychological impacts of HAI with interdisciplinary helping professions; educational benefits, therapeutic roles of animals; ethical and animal welfare considerations; and the connection between violence toward people and violence toward animals. While being taught from an interdisciplinary helping professions perspective, the content of this course is widely applicable across education, human services, social work, and criminal justice professions.

IDSE 405 - Interdisciplinary Creative Photovoice

3 credits This course covers methods of qualitative participatory action research using photovoice techniques as they relate to interdisciplinary social justice practice with an emphasis on critical thinking, evidence-based practice and empirical evidence. For this course, community social justice issues will serve as a running theme and focus throughout. Readings, presentations, and between-session assignments support person-centered learning and provide hands-on experience working with photos and text. By the end of this training, participants will have a solid understanding of a popular approach to participatory action research methodology, social justice, community assessment and engagement, its ethical considerations, approaches to interpreting photos and text, and strategies for problem-solving with strengths building outreach. Participants will leave this course with hands-on experience and insights on adapting Photovoice methodology to interdisciplinary practices, community organization, and research implementation intended to engage and benefit students, faculty, administrators, and communities with social issues of importance.

International Studies

IST 101 - Introduction to International Studies

3 credits This course introduces students to the field of modern international studies, which pulls in the perspectives of several related disciplines, including history, political science, economics, and language studies. Students will study and be tested on foundational international relations concepts like comparative political frameworks, systems theory, and diplomatic studies. As students grapple with these core concepts they will be simultaneously introduced to key topics in international studies, such as migration, economic inequality, war, global health, and the environment. The course will also serve as the beginning of IST students being assessed on their study of contemporary international relations through reflective writing and in-class discussions

IST 360 - Markets, War, and Empire

3 credits *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295 , or ECO 202. IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.

This course explores the making of the modern international community through a study on empire, economic imperialism, and military conflicts. Students will analyze the emergence of the modern imperial system through World War II, and will consider how that history shapes contemporary international relations today.

IST 361 - Energy Geopolitics

3 credits *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295, or ECO 202. IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.

This course explores how energy technologies have shaped and continue to shape the modern international community. Students will gain an understanding of modern nuclear weapons development, dating back to World War II, culminating with a study of contemporary nuclear weapons concerns, including their proliferation and the role they play in geopolitics. This course also addresses the making of the modern global energy market, beginning with the role

oil has played in shaping contemporary international relations, along with, more recently, the importance of renewable energy and the global race to lead the transition away from fossil fuels.

IST 362 - Terrorism and the Cyber Age

3 credits *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295, or ECO 202 IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.

This course explores the emergence of modern terrorism around the world and its growing connection with cyber warfare in the 21st century. Students will gain an understanding of several modern strains of terrorist activity, past and present, stretching from the white power movement in the United States, to the emergence of Al-Qaeda in the Middle East, and, finally, to the role Boko Haram plays in Nigerian and international politics today. Students will learn how terrorist groups adopted and increasingly rely on the internet to communicate and network their affiliates, and will explore how other forms of cyberwarfare affect international stability among the major world powers today.

IST 363 - Contemporary Topics in International Studies

3 credits *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295, or ECO 202. IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.

This course addresses current issues involving the modern international community. The course is prearranged to address global migration patterns and problems as well as the challenges involved in promoting global health. With the approval of the program director, instructors may also choose to amend course subjects to reflect pressing global crises - such as, a pandemic or a global economic meltdown.

IST 499 - Senior Seminar

3 credits *Prerequisite(s):* Senior Standing. Students need to have completed all other IST courses before enrolling in IST 499.

This is the capstone course for the IST major. Students will explore career options related to the field of international studies and will conduct an extensive research project that pulls together their previous coursework and career interests.

Liberal Studies

LBS 120HM - UE: Stories of Resistance: Power and Identity in the U.S

3 credits Stories of resistance are at the core of our collective and individual cultural identities. This course will introduce students to cultural studies through analyzing a variety of experiences of individuals, communities, and movements that challenge various institutions of power and assert an independent identity. Modules will focus on written and visual representations of four themes: gender and sexuality, race and ethnicity, place and the environment, and military conflicts.

LBS 201 - Critical Thinking in the Liberal Studies

3 credits *Prerequisite(s):* ENG 122

This is an online course that develops critical and analytical skills necessary to engage in courses in the liberal studies major. Through readings reflecting representative disciplines included in the major, students will begin to improve their ability to think effectively and express themselves through clear, cogent writing.

LBS 320 - Investigating National Parks: An Interdisciplinary Study of America's Best Idea

3 credits *Prerequisite(s):* ENG 122

This course will investigate the history, purpose, and environmentalism behind "America's Best Idea": the national parks system. Through investigating three significant regions and related national parks, students will consider the following questions: how were specific parks developed, and why? Who inhabited the parks before they were public

lands? What impact have national parks had on indigenous peoples? How have writers and artists engaged with and responded to specific parks?

LBS 330 - Mathematical Inquiry

3 credits *Prerequisite(s): MAT 131*

Topics include rigorous thought, number contemplation, geometry and contortions, meaning from data, and uncertainty.

LBS 498 - Exploration in the Liberal Studies

3 credits *Prerequisite(s): Senior standing and completion of 24 hours in the major*

Explorations in the Liberal Studies is the capstone course for the Liberal Studies major. This course will provide an in-depth study of a single text and its connections to the disciplines studied in the major. Students will base a senior research project on a theme or issue related to the text, taking a particular perspective from the social sciences, the natural sciences, the humanities/fine arts, or business, allowing students to apply and integrate their earlier learning in the liberal studies courses.

Management

MGT 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

A variable-content course in management designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MGT 301 - Principles of Management

3 credits *Prerequisite(s): ENG 122 and second-semester sophomore standing*

An introductory course in management as a discipline and a process. Major topics include the evolution and scope of management, decision making, planning and strategy, organizing and staffing, leading, and control and change. The importance of management in the global environment and ethical considerations of management decisions are also included.

MGT 309 - Introduction to Logistics Management

3 credits *Prerequisite(s): MGT 301*

An introduction to the field of logistics management, the management of products and services within the firm. Included will be a review of the entire field and its application in the business world. Included are purchasing, logistics throughput, manufacturing and quality management and improvement, demand management, packaging and materials handling, cargo transportation, distribution, warehousing and inventory management, logistics analysis, and international logistics within the global firm.

MGT 312 - Introduction to Project Management

3 credits *Prerequisite(s): GBA 334, MAT 201, and MGT 301*

This course defines a project and assists project managers in accomplishing goals efficiently and effectively by applying knowledge, skills, tools, and techniques. Quantitative and qualitative skills are developed. Human behavior, organizational knowledge, and negotiation are qualitative skills, and Program Evaluation and Review Techniques (PERT), Critical Path Method (CPM), risk analysis, budgeting and cost estimation, event sequencing, and auditing are quantitative skills. Students are taught how to manage inputs and product outputs while gaining buy-in from stakeholders before commencement.

MGT 315 - Project Risk Management, Cost Analysis, and Decision Making

3 credits *Prerequisite(s): MGT 312*

This course is an in-depth analysis of the steps involved in identifying, analyzing, evaluating, and controlling project costs and risks, and making decisions to effect project completion. State-of-the-art tools and techniques for identifying, measuring, and monitoring costs and risks in the project management environment are examined. Cost estimating, cost budgeting, activity-based costing, and cost control techniques are emphasized. Decision analysis and decision tree techniques are studied to include expected value, minimax, and maximin criteria. Also covered will be areas of flawed decision-making, including such topics as groupthink, the domain of losses, the domain of gains, the Abilene paradox, the Milgram experiments, and the Asch effect. The course covers how a comprehensive risk management approach can enable a project team to make the correct decisions to manage issues proactively and costs that could adversely impact the success control and completion of a project.

MGT 320 - Entrepreneurship I

3 credits *Prerequisite(s): ACC 201, ACC 202, and MGT 301*

This course introduces the student to the process used in the creation of an effective business plan. The economic, social, and cultural impact of entrepreneurship in the United States will be investigated. The analytical tools necessary to evaluate business strategies and creating a market-based competitive advantage will be stressed. Topics such as forms of ownership, franchising, and the analysis of purchasing an existing business will be covered. The student will be taught the basis of developing a financial plan, managing cash flow, and integrating the marketing plan with the financial and legal analysis to produce a business plan.

MGT 322 - Project Teamwork and Leadership

3 credits *Prerequisite(s): MGT 312*

Project Teamwork and Leadership examines the human factors in project management. The primary goal of this course is to understand, predict, and manage human performance in a team environment. This course evaluates management styles, leadership skills, and conflict resolution, emphasizing the critical importance of positive, mutually beneficial interactions among the team and critical partners as they pursue a common goal. Topics include exerting influence beyond team boundaries, motivating a diverse workforce, facilitating team decisions, resolving interpersonal conflicts, managing difficult people, strengthening team accountability, and communications.

MGT 327 - Management Information Systems

3 credits *Prerequisite(s): MGT 301 and COM 140*

A study of important uses of information technology in organizations. Issues studied include information requirements and flow, system design and analysis methodologies, the generation and accumulation of data for decision making, and the implementation and control of information systems.

MGT 331 - Management of Human Resources

3 credits *Prerequisite(s): ENG 122*

This course is designed to identify and explore the various human resource functions that create a cohesive framework leading to the achievement of organizational effectiveness through enlightened human resource systems management. This is a basic course for operating managers as well as human resource managers.

MGT 342 - Transportation and Distribution Management

3 credits *Prerequisite(s): MGT 309 and GBA 334*

An introduction to the field of transportation and distribution management, including logistics interfaces with transportation and distribution, distribution systems and cost and service optimization, packaging and materials handling, and the special characteristics, advantages, and limitations of the different modes of transportation.

MGT 350 - Entrepreneurship II

3 credits *Prerequisite(s): MGT 320*

This course builds on the material learned in MGT 320 and focuses on the actual management of an ongoing new business. Detailed materials are presented in marketing, finance, location and layout, purchasing, quality management, vendor analysis, inventory control, human resources, management succession, and risk management.

MGT 377 - Procurement, Purchasing and Vendor Management

3 credits *Prerequisite(s): MGT 309*

This course is an introduction to the field of procurement, purchasing, and vendor management, including an overview of inbound logistics and its relationship to purchasing processes and strategies, including cost and price considerations, vendor assessment, legal aspects of a purchasing contract, inbound quality issues, and materials management.

MGT 410 - Quality Improvement and Management

3 credits *Prerequisite(s): MGT 309 and GBA 334*

This course is an extensive coverage of quality management, to include an understanding of quality principles; the integration of quality management, logistics management, and project management; knowledge of the effect of variation in manufacturing and service industries; quality assurance and acceptance management; the understanding and proficiency in the mechanics of statistical process control; and the follow-on statistical experimentation and testing to improve manufacturing and service processes.

MGT 412 - Organizational Behavior and Development

3 credits *Prerequisite(s): MGT 301*

Organizational behavior is simply the study of human behavior in organizations. The overriding goal of this course is to understand, predict, and control human behavior. Therefore, it is necessary to study both individual and group behavior from a theoretical standpoint. Topics to be addressed include leadership, motivation, communication, decision making, and organizational culture.

MGT 417 - Logistical Inventory Control and Materials Management

3 credits *Prerequisite(s): MGT 309 and GBA 334*

This course focuses on the role of materials management in modern organizations, the methods of forecasting demand, the assessment of economic lot sizes, and the procedures for optimizing ordering systems and inventory levels.

MGT 422 - Project Management Implementation

3 credits *Prerequisite(s): MGT 312*

This course will cover specific activities that integrate project management principles with project event management, taking project events from pre-award to closure. Students will investigate and evaluate different methods for measuring project performance, including Program Evaluation and Review Techniques (PERT) to ascertain probabilistic project completion times and Critical Path Method (CPM) approaches that investigate cost management and project acceleration techniques. The course will also cover team member selection and evaluation, project reporting processes, project event conflict and risk management, and coordinating project events across the enterprise and along the supply chain. This course exposes students to approaches, methods, and systems to ensure management success under demanding cost, schedule, and performance requirements.

MGT 425 - Management Internship

3-12 credits

Prerequisite(s): Junior standing and permission of faculty advisor, faculty internship coordinator, and department chair

Placement is in a small business or major corporation. The intern applies various analytic techniques to the operation of

a business. Business supervision provides a variety of assignments for a thorough acquaintance with organizational functions. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum. The internship may be 3 to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

Option 1: The student may retake the courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;

Option 2: Student must complete a three-credit 300-400 level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT 231), which is required by many graduate programs. Offered as needed.

MGT 430 - Business, Government, and Society

3 credits *Prerequisite(s): MGT 301*

This course is a study of interrelationships among business, government, and society. The complex, continuously evolving and closely linked business-government-society system will be studied. Academic theory and actual management concerns at the strategic, global, national, regional, and local levels are covered in the course.

MGT 441 - Labor Relations

3 credits *Prerequisite(s): MGT 331*

This course is a study of conflict resolution in public and private institutions. Procedures, agencies, legal framework, and major economic issues involved in labor management relations are also examined. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

MGT 492 - Logistics Specialization Portfolio

3 credits *Prerequisite(s): MGT 312, MGT 342, MGT 377, MGT 410, and MGT 417*

This course uses the case-study method to integrate the various subcomponents of effective logistics management: transportation, distribution, inventory management, warehouse management, quality management, project management, procurement, export/import documentation, export/import finance. The course culminates in a formal report and executive presentation. This course, as the logistics specialization capstone course, has also been tasked to participate in the Common Body of Knowledge (CBK) review materials process that will culminate in taking the National Education Testing Service (ETS) Test for Business.

MGT 495 - Project Management Applications

3 credits *Prerequisite(s): MGT 309, MGT 312, MGT 315, MGT 318, MGT 322, MGT 410, and MGT 422*

This course builds upon prior project management classes with an emphasis on practical application. Students must demonstrate the ability to apply successfully the project management process in two ways: first, with real data in case analysis representing a range of industries and a continuum of successful and poor implementation, and subsequently, with a specific project under the guidance of a faculty member.

Marketing

MKT 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

A variable-content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MKT 110 - Marketing Career Development

1 credit To provide students with a general background on marketing concepts and principles through current events in marketing. Students will interact with practitioners and develop a career path while in college and beyond to broaden their marketing understanding.

MKT 301 - Principles of Marketing

3 credits *Prerequisite(s): ENG 122 and second-semester sophomore standing*

A basic course in the marketing of goods, services, and ideas including planning, pricing, promotion, and distribution. Attention is directed to international marketing, marketing ethics, and managing the marketing function. Offered every semester.

MKT 308 - Personal Selling

3 credits *Prerequisite(s): MKT 301*

This course provides the foundation for successful selling concerning legal issues, preparation, prospecting, approach, presenting, closing, and follow-up. Consumers' purchase decisions, interpretation of body language, and overcoming objections are studied. Students will make their presentation to a buyer from another country. Offered fall semester.

MKT 310 - Integrated Marketing Communication

3 credits *Prerequisite(s): MKT 301*

This course provides an introductory understanding of integrated marketing communication and promotion, including strategic planning and tactical execution of a communication plan. Emphasis is on developing and launching an integrated communications, branding and advertising plan targeting multiple segments and employing both traditional and new media. Offered spring semester.

MKT 315 - Marketing Certificates

2 credits *Prerequisite(s): MKT 301*

Students will prepare for and pass two marketing certifications under the guidance of a faculty expert and working in groups of two or more when possible. Free course material is provided by the organization issuing the certification. Students will have readily prized certifications to procure internships and job upon graduation.

MKT 324 - Marketing Research

3 credits *Prerequisite(s): MKT 301, MAT 201*

From problem formulation and objective setting, this course details how to undertake primary and secondary research—that is, exploratory, descriptive, and causal research. It details focus groups, questionnaire design, measurement scales, sampling procedures, sampling and non-sampling error, data collection, editing, analysis, and synthesizing data into a cogent, succinct report. Offered spring semester.

MKT 327 - Data and Web Analytics

3 credits *Prerequisite(s): MKT 301*

The course explains what web analytics is and provides key instructions on how to design a comprehensive web analytics strategy. It focuses on how to apply analytical techniques correctly, how to assess the effectiveness of social media and multichannel campaigns, how to optimize success by leveraging experimentation, and how to employ the proper tools and tactics for listening to your customers.

MKT 332 - Non-Profit and Social Marketing

3 credits *Prerequisite(s): MKT 301*

This course provides the students with an initial opportunity to explore the growing experience of non-profit marketing. The course related project and on-site activities will provide students with first hand experiences of

developing marketing materials and plans for a non-profit organization. These will be faculty supervised projects since many non-profits have limited marketing resources and capabilities. The experience will be with local non-profit organizations in the Saint Leo Stakeholder Community.

MKT 336 - Retailing

3 credits *Prerequisite(s): MKT 301*

Presents retail in its multi-facets as a part of the total interactive marketing channel. Consequently, this course is designed to introduce students to the world of retailing from a managerial/operational viewpoint. This incorporates the study of the key components of retailing, including but not limited to, retail mix, retail marketing strategies, store layout and design, changing technologies and impact on design, merchandising and related topics. An emphasis will be placed on the e-tail and other evolving trends within the retail environment.

MKT 345 - Social Media Marketing

3 credits *Prerequisite(s): MKT 301*

This course covers the key techniques and methods on how to manage marketing operations online. It focuses on presenting cutting-edge business strategies that generate value by applying and adjusting marketing techniques in the online environment and utilizing social media. The purpose of the course is to prepare the students to expand a company's marketing activities online and to coordinate both traditional and social media marketing strategies in a way that maximizes a company's long-term competitive advantage. Offered spring semester.

MKT 370 - Gamification

3 credits *Prerequisite(s): MKT 301*

The course provides a comprehensive presentation to the latest gamification techniques in marketing. As markets become more integrated and competitive, capturing the attention, engagement, and ultimately the loyalty of existing and potential customers is more critical than ever. Gamification techniques can be one of the sources of achieving these goals and of creating a sustainable, positive brand image and competitive advantage.

MKT 371 - Digital Storytelling

3 credits *Prerequisite(s): MKT 301*

The course provides a comprehensive presentation of the latest digital storytelling techniques in marketing. As markets become more integrated and competitive, capturing the attention, engagement, and ultimately the loyalty of existing and potential customers is more critical than ever. User-generated digital content can be one of the sources of achieving these goals and of creating a sustainable, positive brand image and competitive advantage.

MKT 372 - Marketing Innovation and New Product Development

3 credits *Prerequisite(s): MKT 301*

The course's focus is on innovation and using innovation to develop and market new products. The stages of new product development are covered, from idea generation to product launch.

MKT 383 - Consumer Behavior

3 credits *Prerequisite(s): MKT 301*

This course studies consumers' purchase and consumption patterns and their implications on marketing decisions. The consumers' decision process is detailed, including need recognition, search, prepurchase evaluation, consumption, and satisfaction, with an emphasis on individual consumer differences, the psychological process, and environmental influences. Offered fall semester.

MKT 425 - Marketing Internship

3-12 credits

Prerequisite(s): Junior standing and permission of faculty advisor, faculty internship coordinator, and department chair

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion, and/or distribution. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum. The internship may be 3 to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of a 2.5 GPA overall and in the major. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

Option 1: The student may retake courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;

Option 2: Student must complete a three credit 300-400 level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT-231), which is required by many graduate programs.

Offered as needed.

MKT 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of department chair and Dean*

Intensive individual study in a particular aspect of marketing not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

MKT 497 - Data Driven Strategic Marketing

3 credits *Prerequisite(s): MKT 301*

The course integrates all key marketing principles and concepts within a framework that provides the metrics and tools to assess their effectiveness. A comprehensive set of metrics to assess product decisions, pricing, promotion, distribution, and online marketing is covered in a hands-on fashion that trains students to both design and evaluate marketing strategies based on data, and relevant criteria. It is an applied, quantitative, data driven approach to marketing strategies that reflects the cutting-edge practices in the field.

MKT 498 - Marketing Policies and Strategies

3 credits *Prerequisite(s): MKT 301 and nine additional marketing credits*

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decisions. Offered spring semester.

Mathematics

MAT 003 - Basic Algebra

3 semester hours *Prerequisite(s): MAT 002 with a grade of C or higher, or mathematics placement*

This course does not satisfy any degree requirements in mathematics or elective credit for an associate's or a bachelor's degree. This course is designed to help students build a foundation for algebra. Topics include basic operations and order of operations with integers, fractions, decimals, percentages, and all real numbers; algebraic expressions including polynomials, solving and graphing linear equations and functions, linear inequalities, basic exponents, and systems of equations. This is a pass/fail course.

MAT 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MAT 110 - Introductory Algebra with Applications

3 credits This course is designed to provide basic algebra skills as well as a beginning background on functions that will enable students to advance to Intermediate Algebra, Finite Mathematics and beyond. Topics include review of basic algebra, solving and graphing linear equalities and inequalities and systems of two linear equations, analyzing and graphing linear equations in two unknowns, polynomials and exponents, and introduction to the concept of functions. Special attention will be given to applications for all the topics covered in the course.

Note: This course does not satisfy the University Exploration requirement for mathematics.

MAT 128 - Intermediate Algebra

3 credits *Prerequisite(s): MAT 003 or MAT 110 with a grade of C- or higher or mathematics placement.*

This course does not satisfy a LINK (general education) requirement in mathematics. This course is designed to provide intermediate algebra skills as well as a beginning background on functions that will enable the student to advance and succeed in College Algebra and beyond. Topics include algebraic concepts with emphasis on factoring polynomial expressions and solving polynomial equations, solving linear inequalities, understanding set notation including interval notation, manipulating rational expressions and solving rational equations, definition of functions and graphs of basic functions, manipulating rational exponents, and radicals and solving radical equations. Offered every semester.

MAT 131 - UE: College Mathematics

3 credits Topics include critical thinking, number theory, measurement, percentages, geometry, counting methods, probability, and statistics. Offered every semester.

MAT 141 - Finite Mathematics

3 credits *Prerequisite(s): MAT 003 or MAT 110 with a grade of C- or better, mathematics placement*

Topics in mathematics that are especially applicable to business such as linear models, linear programming, mathematics of finance, and probability.

MAT 151 - College Algebra

3 credits *Prerequisite(s): MAT 128 with grade of C- or higher or mathematics placement*

Topics include solving higher order polynomial and rational equations and inequalities, logarithmic as well as exponential equations. Graphs and zeros of functions, operations on functions, graph transformations, graphing and understanding the properties of polynomial, rational, inverse, logarithmic and exponential functions. Offered every semester.

MAT 152 - Trigonometry

3 credits *Prerequisite(s): C- or better in MAT 151 or mathematics placement*

Topics include trigonometric functions, trigonometric identities and equations, the laws of sines and cosines, complex numbers, polar coordinate system, and DeMoivre's Theorem. Intended as a preparation for the first course in calculus, MAT 235. Offered every semester.

MAT 201 - Introduction to Statistics

3 credits *Prerequisite(s): C- or better in MAT 141 or MAT 151 or higher, or mathematics placement*

Development of the fundamental statistical methods, including graphs, measures of central tendency and variation.

Inferential statistics includes a basic review of the concepts of probability, binomial probability, normal distribution, CLT, confidence intervals, hypothesis testing, regression analysis, and correlation. Use of statistical software packages. Applications to business, social science, education, and environmental science.

MAT 235 - Calculus-with Analytic Geometry I

3 credits *Prerequisite(s): C- or better in MAT 152 or mathematics placement*

Topics include limits, derivatives, continuity, applications of derivatives, and indeterminate forms. Offered every semester.

MAT 236 - Calculus II

3 credits *Prerequisite(s): MAT 235*

This is a second semester course in a four course calculus sequence. Topics include introduction to integrals, the Fundamental Theorem of Calculus, techniques and applications of integration, improper integrals, some differential equations, parametric equations, and polar curves. Offered as needed.

Offered as needed.

MAT 251 - Introduction to Discrete Mathematics

3 credits *Prerequisite(s): MAT 235*

This is a course to introduce students to sound mathematical reasoning. Topics include but are not limited to logic, algorithms, counting techniques, mathematical reasoning, relations and functions, graphs, and trees. Offered as needed.

MAT 301 - Applied Statistics

3 credits *Prerequisite(s): MAT 201*

This course covers a variety of statistics problems involving applications to real world problems within the framework of the programming language R. Data will be analyzed using R to determine if it is normal and investigated using contingency tables. In addition to learning more about datasets and how they can be handled in R, this course gives a more in depth coverage of confidence intervals for a variety of situations, hypothesis tests of various types, ANOVA and related conclusions, and some basic regression techniques and related hypothesis tests about the coefficients of the models.

MAT 310 - Operations Research

3 credits *Prerequisite(s): MAT 235*

This course will emphasize optimization techniques for decision making using non-integer linear programming including: the simplex method and its variants, sensitivity analysis, duality theory, transportation problems, networks, and various computer techniques supporting these methods.

MAT 320 - History of Mathematics

3 credits *Prerequisite(s): ENG 122 and MAT 235*

This is a course to introduce students to the history of mathematics. Topics covered include early Western mathematics, other mathematical traditions, and modern mathematics through the development of calculus.

MAT 326 - Introduction to Graph Theory

3 credits *Prerequisite(s): MAT 251* This course is an introduction to graph theory where students will investigate the fundamental concepts of graphs, digraphs, trees, circuits, paths, cycles, connectivity, Eulerian and Hamiltonian graphs. Students will use tools of graph theory to solve problems ranging from optimization, networks, tournaments, map coloring to match making problems.

MAT 330 - Data Visualization

3 credits *Prerequisite(s):* MAT 201

This course provides an introduction to the concept of big data within the context of programming with the statistical language of R and through the use of spreadsheets. Topics covered in the class will include big data and what it is and how it is used, cluster analysis and network graphs, naïve Bayesian analysis, introduction to artificial intelligence and regression analysis, supporting topics from spreadsheets, and the R programming language.

MAT 331 - Probability and Statistics

3 credits *Prerequisite(s):* MAT 236

Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers, and central limit theorem. Offered as needed.

MAT 335 - Introduction to Numerical Analysis

3 credits *Prerequisite(s):* MAT 235

This course explores the numerical techniques used in many areas of mathematics and related programming algorithms. Topics covered include error bounds of numerical methods, solving nonlinear equations, approximation using polynomials, solving linear systems numerically using both direct and indirect methods, techniques for both numerical integration and numerical differentiation.

MAT 337 - Calculus III

3 credits *Prerequisite(s):* MAT 236

This is the third course in a 4-course calculus sequence. Topics include sequences, series, analytic geometry, vector analysis, and partial differentiation. Offered as needed.

MAT 338 - Calculus IV

3 credits *Prerequisite(s):* MAT 337

This is the fourth course in the four course Calculus sequence. The course focuses on vector valued functions, multiple integrals and their applications, line and surface integrals, theorems of Green, Stokes as well as applications. Offered as needed.

MAT 340 - Regression Analysis

3 credits *Prerequisite(s):* MAT 201

This course will explore a variety of regression techniques from linear to nonlinear methods that can be used to model and classify data. Topics include preprocessing of data in the R programming language, overfitting and tuning of models, linear and nonlinear regression, regression trees and linear and nonlinear classification methods such as logistic regression, neural networks, and support vector machines.

MAT 350 - Big Data: Be Data Smart

3 credits *Prerequisite(s):* MAT 201, MAT 235, and MAT 251

This course provides an introduction to the concept of Big Data within the context of programming with the statistical language of R and through the use of spreadsheets. Topics covered in the class will include big data and what it is and how it is used, cluster analysis and network graphs, naïve Bayesian analysis, introduction to artificial intelligence and regression analysis and supporting topics from spreadsheets and R.

MAT 351 - Number Theory

3 credits *Prerequisite(s): MAT 251 - Introduction to Discrete Mathematics*

Elementary properties of integers, the congruence relation, quadratic residues, certain quadratic forms, classical Diophantine equations, and fields of algebraic numbers. Offered as needed.

MAT 361 - Linear Algebra

3 credits *Prerequisite(s): MAT 235*

Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues, and Euclidean n-space. Offered as needed.

MAT 411 - Differential Equations

3 credits *Prerequisite(s): MAT 235*

Linear equations of first order and higher, simple non-linear equations, Laplace Transform, and systems of linear equations. Offered as needed.

MAT 421 - Differential Equations II

3 credits *Prerequisite(s): MAT 411 with a minimum grade of C-*

In this course students explore advanced topics about ordinary differential equations: numerical methods including Euler's and Runge-Kutta, application of second order differential equations, series solutions, phase plane stability analysis of 2D systems, and Sturm-Liouville boundary value problems.

MAT 423 - Advanced Calculus

3 credits *Prerequisite(s): MAT 337*

This course provides students with deeper understanding of formal proofs and theorems, as well as finding counterexamples for relevant questions. Topics include but are not limited to the study of the structure of real numbers and Euclidean space, the topology of Euclidean space, limits of sequences, continuous mappings, and derivatives. Offered as needed.

MAT 425 - Mathematics Internship

3 - 12 credits *Prerequisite(s):* Permission of Dean and Department Chair

Students will have the opportunity to gain insight into the areas of business or government where their mathematical skills are going to be utilized. Students will be able to apply their problem solving, computing, analyzing, organizing and communication skills. Offered as needed. This is a pass/fail course. May be repeated for credit up to 12 credit hours limit. Up to 6 credits maybe applied toward the Major Electives.

MAT 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s):* *Permission of faculty member and Dean*

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

MAT 497 - Preliminary Research Seminar

1 credit *Prerequisite(s):* *At least junior standing as a mathematics major*

Prerequisite/Corequisite: MAT 499

This course is designed for junior or senior mathematics majors to have the opportunity to prepare for their senior research project as well as to begin the process of entering the job market or apply for graduate school. This course will

require students to 1) consider pursuing graduate degrees by researching different programs, understanding the application process and the demands of passing the GRE and the GRE subject test, 2) prepare for the process of attaining a job post-graduation, by creating a resume and cover letter, participate in a mock interview, and 3) conduct literature review and identify the senior research project. The students will be enhancing their written and verbal communications skills by preparing and giving power point presentations both individually as well as in teams. This serves as the prerequisite for MAT 499 - Senior Research Project, the capstone course in mathematics. In MAT 497, a proposal for a mathematics research paper will be written and submitted to the faculty mentor. This research will continue on in MAT 499.

MAT 499 - Senior Project in Mathematics

3 credits *Prerequisite(s): Senior standing as a mathematics major*

This is the mathematics capstone course, which is designed to have students experiment with research ideas. In this course, students are expected to come up with a research project in any interested area of mathematics with the guidance and supervision of a full-time faculty member in the Mathematics Department. Offered as needed.

MGF 1100 - College Mathematics

3 Topics include critical thinking, number theory, measurement, percentages, geometry, counting methods, probability, and statistics.

Note: Florida Statewide Course Numbering System

MGF 1106 - Finite Mathematics

3 *Prerequisite(s): MAT 110 with a grade of C- or better, mathematics placement*

Topics in mathematics that are especially applicable to business such as linear models, linear programming, mathematics of finance, and probability.

Note: Florida Statewide Course Numbering System

STA 2021 - Introduction to Statistics

3 *Prerequisite(s): C- or better in MAT 141 or MAT 151 or higher, or mathematics placement.*

Development of the fundamental statistical methods, including graphs, measures of central tendency and variation. Inferential statistics includes a basic review of the concepts of probability, binomial probability, normal distribution, CLT, confidence intervals, hypothesis testing, regression analysis, and correlation. Use of statistical software packages. Applications to business, social science, education, and environmental science.

Note: Florida Statewide Course Numbering System

Music

MUS 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 110CL - UE: Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World

3 credits In this course students will explore the development of American popular music beginning with its roots in African American slave music, continuing through minstrelsy, vaudeville, Tin Pan Alley, American Musical Theatre, Blues, Jazz, Rock and Roll, Alternative, and Hip Hop. Students will practice critical listening skills as they are exposed to many genres of popular music, and will explore the social, economic, and philosophical paradigms that gave rise to each genre in the American experience of music.

MUS 210CL - UE: Making Sense of the Sound: The Art of Listening Well to Great Music

3 credits In this course students will develop critical listening skills through increasing their understanding of musical structure and cultural context and making connections between musical masterpieces of the past and the music enjoyed in the present. The focus of the course is European and North American music.

MUS 321 - Music History I

3 credits *Prerequisite(s):* MUS 210CL

MUS 321 Music History I examines the musical development, form, notation, style, and genres of the early centuries of Western civilization including the Medieval (450-1450), Renaissance (1450-1600), and Baroque (1600-1750) eras. This course will analyze musical works of all genres from these historical eras to evaluate the cultural, economic, political, and religious traditions associated with them. The course also examines the lives of the composers and musicians who created this music.

MUS 322 - Music History II

3 credits

Prerequisite(s): MUS 321

MUS 322 Music History II examines the musical development, form, notation, style, and genres of the later centuries of Western civilization including the Classical (1750-1820), Romantic (1820-1900), and Twentieth-Twenty First Centuries (1900-present) eras. This course will analyze musical works of all genres from these historical eras to evaluate the cultural, economic, political, and religious traditions associated with them. The course also examines the lives of the composers and musicians who created this music.

MUS 331 - Music in World Cultures

3 credits This course provides an introductory survey of traditions and transformations of music in global perspective. The course examines music that is representative of a variety of world cultures. Within this framework, we will explore everything from folk and classical genres to contemporary styles of world beat, jazz, popular, and experimental music.

MUS 332 - Music in the Modern Church

3 credits *Prerequisite(s):* MUS 210CL , MUS 321 , or Permission of the Instructor

After a brief overview of the development of Christian worship students will explore and analyze worship music in the 21st century in traditional and contemporary Catholic and Protestant worship settings culminating with planning the music and liturgy in a worship service appropriate for the assigned faith tradition.

Philosophy

PHI 100-400 - Special Topics

1-3 credits *Prerequisite(s):* *Permission of faculty member and Dean/Center Director*

A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry

3 credits This course examines definitions, assumptions, and arguments central to religious existence via the lens of several key classical and contemporary philosophers. Students will develop and refine their ability to think impartially and objectively about personal religious commitments, understand alternative religious points of view, and formulate

and defend informed arguments and objections with respect to the subject matter. Topics include faith and reason, arguments for the existence of God, the problem of evil, and responses to religious diversity.

PHI 210 - UE: Thinking and Doing Ethics

3 credits The purpose of this course is to draw on a rich set of proposals concerning right action and good character that have been developed over two millennia and across various cultures in order to stimulate deliberation and mindful action. The course will emphasize comprehension of the right and the good through active deliberation about cases. It will also provide participants with the option to reflect on the right and the good in their personal experience with past or concurrent service or service learning activities.

PHI 309 - History of Philosophy I: Ancient to Medieval

3 credits A survey of the Western philosophical tradition from its beginnings in Greek thought to the Middle Ages; it includes the reading and analysis of fundamental texts by main figures of the period such as Plato, Aristotle, Augustine, Anselm, and Aquinas.

PHI 310 - History of Philosophy II: The Modern World

3 credits A survey of Western philosophical thought from the sixteenth to the nineteenth centuries; it includes the reading and analysis of fundamental texts by significant figures of the period such as Descartes, Hobbes, Locke, Hume, Kant, Hegel, Kierkegaard, and Nietzsche.

PHI 324 - Bioethics

3 credits Bioethics considers moral questions related to biology and medicine. Students will learn how to address complex dilemmas through the careful application of moral principles and through dialogue with contemporary scholarship in the field. Issues considered in the course include the testing and manipulation of genetic material, the patient-physician relationship, distribution of healthcare resources, end-of-life decision-making, patient confidentiality, and reproductive technologies, among others. Special consideration is given to the impact of new technologies that alter the structure, function, and/or lifespan of living things.

PHI 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s): Permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

Physics

PHY 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member*

A variable-content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed. A course fee may apply.

PHY 221 - General Physics I

3 credits *Prerequisite(s): MAT 152 or corequisite with approval of instructor*

Corequisite(s): All students registered for this course must also be registered for PHY 221L.

This is a course that covers the fundamental concepts and laws of physics. Topics considered include mechanics, heat, and wave motion. Three hours of lecture are scheduled each week.

PHY 221L - General Physics Laboratory

1 credit *Prerequisite(s): MAT 152 or corequisite with approval of instructor*

Corequisite(s): All students registered for this course must also be registered for PHY 221.

The laboratory course provides students with experience in the application of the fundamental concepts and laws of mechanics, heat, and wave motion. One three-hour laboratory period is scheduled each week. A course fee may apply.

PHY 222 - General Physics II

3 credits *Prerequisite(s): PHY 221 and PHY 221L*

Corequisite(s): All students registered for this course must also be registered for PHY 222L.

This is a continuation of PHY 221. This portion of the course covers the fundamental concepts and laws of electricity, magnetism, optics, and modern physics. Three hours of lecture are scheduled each week.

PHY 222L - General Physics II Laboratory

1 credit *Prerequisite(s): PHY 221 and PHY 221L*

Corequisite(s): All students registered for this course must also be registered for PHY 222.

This laboratory course provides students with experience in the application of the fundamental concepts and laws of electricity, magnetism, optics, and modern physics. One three-hour laboratory period is scheduled each week. A course fee may apply.

PHY 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s): Permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed. A course fee may apply.

PHY 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of faculty member and Dean*

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed. A course fee may apply.

Political Science

POL 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member*

A variable-content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. The topic to be covered is announced in advance of registration. Offered as needed.

POL 110HA - UE: Revolution Now! Democracy in Troubled Times

3 credits This course investigates the rise and spread of democracy. Democracy as a form of government and social movement will be traced from its ancient origins in Greece and Rome to the American and French Revolutions of the 18th Century, through its evolution and diffusion during the 19th and 20th Centuries to its position of global dominance at the beginning of the 21st Century. Democratic values, norms and behaviors will be examined through the use of historic video footage and core texts. Attention will be paid to governmental systems in the U.S., Western Europe, the BRIC countries, and our neighbors Canada and Mexico, and to the emerging democracies in the Middle East and Asia. Acquiring basic academic skills will be emphasized, as students are awakened to the significance of world historical events and the excitement of following current affairs.

POL 121 - Introduction to Politics

3 credits An introduction to politics by an examination of the perennial questions of politics, contemporary political events, issues, and different political orders.

POL 223 - American Federal Government

3 credits An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties, and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected. Offered annually.

POL 224 - American State and Local Government

3 credits An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today. Offered annually.

POL 227 - Latin America and the Caribbean

3 credits *Crosslisted: HTY 227*

A survey of the principal movements, events, ideas, and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th-century developments. Offered annually.

POL 231 - Political Inquiry

3 credits *Prerequisite(s):* POL 223

This course provides the student with an introduction to how political science research is done. Students will learn about the intersection of political phenomena and the scientific method. Measurement, research design, sampling, and empirical methodology will be emphasized. Students will not only be introduced to exemplary political research written by experts in the field, but they will also be tasked with exploring and analyzing questions on their own.

POL 233 - Modern Middle East

3 credits *Crosslisted: HTY 233*

A survey of the Middle East's historical, political, religious, ethnic and economic forces, from its Islamization to the World Wars, Arab-Israeli conflicts, geo-economic regional oil resources, post-Cold War conflicts, "Arab Spring" instabilities and Islamist terrorism (Al Qaeda to ISIL). Offered annually.

POL 295 - International Relations

3 credits An analysis of the relations among subnational, national, and supranational factors and foreign policy formation. Problems and developments of international politics and organizations. Offered in alternate years.

POL 301 - College Preparation

1 credit *Crosslisted: HTY 301*

This course helps the student to navigate the transition from undergraduate life to graduate school, professional school, or full-time employment.

POL 303 - Media Politics

3 credits This course is designed to introduce students to the place where the world of media and politics intersect. Special attention will be placed on the transitioning role of media, from the professionalized sources of the 20th century towards the citizen run blogging and microblogging of the 21st. We will examine questions of perspective, bias, polarization, engagement, and messaging in order to gain a stronger grasp on the question of politics and the media.

POL 304 - Campaigns and Elections

3 credits *Prerequisite(s):* POL 223

The success of representative Democracy relies on the input of informed citizens. This class will take a contemporary approach to the study of campaigns and elections. Modern campaign strategies will be studied in detail, from microtargeting to mass advertising techniques. Students will also be exposed to campaign law, from voter ID requirements to campaign finance. Finally, students will be asked to assess the normative implications of the electoral process in America and prospects for reform. Coursework will include exams, papers, participation, and reading will be essential.

POL 306 - Congress - American Legislative Process

3 credits *Prerequisite(s):* POL 223

Congress is the chief lawmaking body of our federal government. The purpose of this course is to give students an in depth understanding of Congressional behavior. Topics covered include the electoral connection between Congress and constituents, the committee-based organizational structure of the House and Senate, and the role that parties play in shaping outcomes. Finally, students will be able to use what they have learned to carry out a Congressional simulation and discuss the prospects for reforming our nation's legislature. Grades will be based on participation, exams, and a research paper.

POL 311 - Political Philosophy I

3 credits *Crosslisted: PHI 311*

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas, with a special emphasis on topics pertaining to justice and natural law. Selections may vary. Offered in alternate years.

POL 312 - Political Philosophy II

3 credits *Crosslisted: PHI 312*

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx, and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary. Offered in alternate years.

POL 323 - Comparative Politics

3 credits A study of various political systems, parties, electoral laws, and national politics, with particular emphasis on the Soviet Union/Russia, United Kingdom, France, Germany, Italy, selected European states, China, Japan, Israel, and regional countries from the Middle East, Africa, Asia, and Latin America, all through a comparative analysis with the United States. Offered in alternate years.

POL 324 - Politics of Developing Nations

3 credits An analysis of the relations between the United States and developing nations of the Third World, including their national politics and economic development since World War I. Offered in alternate years.

POL 326 - United States Constitutional Law I

3 credits *Prerequisite(s): POL 223*

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation, and economic due process. Offered in alternate years.

POL 327 - United States Constitutional Law II

3 credits *Prerequisite(s): POL 223*

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech, and freedom of religion. Offered in alternate years.

POL 330 - Wars and Strategy from Antiquity to NATO

3 credits *Crosslisted: HTY 330*

Prerequisite(s): Sophomore standing

A survey of military strategy, warfare and command leadership from antiquity and U.S. military history to NATO and today's conflicts, including Ancient Greece, Ancient Rome, Middle-Ages, balance of power wars, Napoleonic Wars, U.S. Civil War, World War I, World War II, Cold War, World War III plans, Korean War, Viet-Nam Wars, NATO, arms control, Yugoslav Civil Wars, Gulf Wars, and Afghan Wars and the War on c. Offered in alternate years.

POL 332 - Terrorism

3 credits *Crosslisted: CRM 332*

This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. A special emphasis will be on the impact of weapons of mass destruction—e.g., nuclear/radiological, biological, and chemical means—on the changing face of terrorism throughout the world.

POL 334 - International Political Economy

3 credits *Crosslisted: ECO 334*

Prerequisite(s): Sophomore standing

An exploration of the linkages between politics and economics in international affairs. Emphasis is on developments since 1945 and such topics as political risk analysis in international business, interdependence, and U.S. economic foreign policy. Offered as needed.

POL 339 - Readings in Political Science

3 credits *Prerequisite(s): Junior standing or permission of instructor*

Students will read the most recent literature being produced in the discipline of political science, immersing themselves in the political landscape of the 21st century. This is a seminar style course, where students are expected to practice deep reading skills, compose reflective papers, and collegially criticize one another's work. This course serves as a preparation for Senior Seminar, and students are strongly encouraged to take it during their junior or senior year, prior to enrolling in Senior Seminar in Political Science.

POL 340 - British History

3 credits *Crosslisted: HTY 340 - British History*

A survey of the principal movements, events, ideas and personalities in British history from Roman times to the present.

POL 361 - Legal Issues in Counter-Terrorism

3 credits *Crosslisted: CRM 361*

This course provides a comprehensive overview of legal issues attendant to international terrorism. In particular, students will examine the "War on Terror" and the tension between approaches based on criminal law enforcement versus a military or warrior basis. A special emphasis will be placed on the interrelationship between United States law and international law and agreements. The course will address current efforts in counter-terrorism, with special emphasis on recent federal prosecutions for terrorist acts or aiding terrorist organizations.

POL 395 - Genocide, War-Crimes and Laws of War

3 credits *Crosslisted: HTY 395*

Prerequisite(s): Sophomore standing

This course is the second legal-international course and follows up POL 428: International Law and Organizations, but can also be taken independently. It analyzes the global and historic-legal impact of war-crimes, crimes against humanity, and genocide, which violate laws of war and international law, but politico-legal limits weaken prosecuting such crimes by national or international tribunals. Case studies and film clips range from the U.S. Civil War to today, with a brief survey of human rights in the United Nations and the European Union.

POL 422 - Modern Europe

3 credits *Crosslisted: HTY 422*

Prerequisite(s): Sophomore standing

A study of the major currents, events, wars, and ideas in European history and politics from the 1870s to the present, focusing on the main European powers of the time. Offered as needed.

POL 424 - International Political Economy

3 credits *Crosslisted: ECO 424*

Prerequisite(s): Junior standing or permission of faculty member

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence, and U.S. economic foreign policy.

POL 425 - Internship

3-6 credits *Crosslisted: HTY 425*

Prerequisite(s): Junior or senior standing

The internship is intended to be offered to students who have no previous professional political or historical work experience. It is a 150-300-hour unpaid, supervised internship that may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency. Interns may work for campaign organizations; at the local offices of state or national elected officials; with municipal, county, or state agencies; public interest organizations (NGOs); international organizations; museums; and historical societies and associations. This is a pass/fail course. Offered annually.

POL 426 - American Foreign Policy

3 credits *Crosslisted: HTY 426*

Prerequisite(s): Sophomore standing

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

POL 427 - History of Ideas

3 credits *Crosslisted: HTY 427*

Prerequisite(s): Junior standing or permission of instructor

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

POL 428 - International Law and Organizations

3 credits *Prerequisite(s): Sophomore standing*

A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars, and space law. Offered in alternate years.

POL 430 - Role of the Military in the Modern World

3 credits *Crosslisted: HTY 430*

Prerequisite(s): Sophomore standing

An examination of the relationships among the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

POL 499 - Senior Seminar in Political Science

3 credits *Prerequisite(s): Senior standing in political science*

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme. Offered annually.

POS 2112 - American State and Local Government

3 An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

Note: Florida Statewide Course Numbering System

Psychology

PSY 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in psychology that is designed for a specific class level: freshman (100) through senior (400). This course may explore such topics as specific counseling theories, the aging process, or other special topics. The topic to be covered is announced in advance of registration. Offered as needed.

PSY 110HA - UE: Psychological Well Being: How to be Sane in an Insane World

3 credits This course uses psychological approaches to physical, cognitive, and emotional well-being. The scientific method will be used as a lens to view adjustment issues. Topics include personality and self-development, positive psychology, sex and gender, and relationships. Emphasis is on application via personal assessment and stress management techniques.

PSY 161 - Introduction to Psychology

3 credits This introductory course in psychology is designed for students who are majoring in psychology and represents a survey of the core areas in psychology including the physiological bases of behavior, cognition and learning, motivation and emotion, personality and social influences, and mental disorders and their treatment among other major areas of the field. Students are exposed to the broad spectrum of theories used in understanding human behavior and mental processes and learn foundational knowledge necessary for students to excel in the psychology major.

PSY 202 - Foundations of Psychology Seminar

3 credits *Prerequisite(s): PSY 161 - Introduction to Psychology*

Corequisite(s): PSY 205 - Research Methods I

This course is a required three-credit course designed to be completed during the freshman or sophomore year. The course addresses the practical skills and knowledge needed by majors to successfully complete their psychology degree. Course content includes such topics as the scientific inquiry process in psychology, introduction to Internet and literature searches, American Psychological Association writing format, introduction to software used by psychologists, preparing the resume, and conducting a successful job search or application process to graduate school. Offered annually

PSY 205 - Research Methods I

3 credits *Prerequisite(s): PSY 121 or PSY 161; MAT 131 completed or taken concurrently*

The first of two courses in understanding research methods in psychology and the statistical techniques that are used to analyze psychological data. The course will focus on ethical research practice, reviewing the psychological literature, basic nonexperimental research designs (observation, relational research), and descriptive and correlational statistical analyses. Students will gain experience in reading, researching, proposing, conducting, analyzing, interpreting, and reporting scientific research.

PSY 305 - Research Methods II

3 credits *Prerequisite(s): PSY 205*

A continued examination of research methods in psychology, with emphasis on experimental design and inferential statistical analysis. Students will enhance their experience in researching, reading, proposing, conducting, analyzing, interpreting, and reporting scientific research.

PSY 315 - Psychology of Criminal Behavior

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course will provide an introduction to personality theories and learning styles in the context of psychological theories of criminal and aggressive behavior. Historical and contemporary theoretical conceptualizations of criminal behavior are explored, including behavioral, social learning, cognitive, psychoanalytic, psychodynamic, developmental, biological, and socio-cultural perspectives. Selected topics may be considered including alcohol and crime, sex crimes, juvenile delinquency, and women and crime.

PSY 321 - Psychological Tests and Measurements

3 credits *Prerequisite(s): PSY 121 or PSY 161 and PSY 205*

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality, and occupational preference.

PSY 322 - Physiological Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions.

PSY 325 - Developmental Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

A survey of the major areas in human development with an equal emphasis placed on child, adolescent, and adult development. Examines developmental changes over the course of development and the processes underlying these changes. All major areas are reviewed, including biological, cognitive, language, personality, emotional, moral, social, and career development.

PSY 327 - Abnormal Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course offers a review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology, and treatment. Emphasis is on the DSM classification.

PSY 328 - Social Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161 and PSY 205*

A study of the perceptions, attitudes, personality, motivations, relationships, and behavior of the individual as a function of social situations. The course emphasizes theory, research, and application. It is a course that is highly desirable for students in social work, education, pre-law, pre-med, prenursing, public administration, marketing, and management.

PSY 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s): Permission of faculty member and Dean*

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

PSY 330 - Forensic Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

Forensic psychology is the application of the science and profession of psychology to questions and issues relating to law and the legal system. This course will introduce students to the specialty area of forensic psychology. Particular emphasis will be on the applied aspects of the field.

PSY 331 - Interviewing and Counseling Skills

3 credits *Prerequisite(s): PSY 121 or PSY 161 and sophomore standing*

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

PSY 332 - Psychology of Aging

3 credits *Prerequisite(s): PSY 121 or PSY 161*

The purpose of this course is to provide an orientation to aging processes in adulthood and later life. Students will be introduced to basic theoretical models, research methods, and current information on the psychology of adulthood and aging and shown how these concepts can be applied to understanding and helping older adults. An emphasis is placed on strategies for successful aging.

PSY 334 - Child and Adolescent Development

3 credits *Prerequisite(s): PSY 121 or PSY 161*

A survey of the major areas in human development with an emphasis placed on child and adolescent development. The course examines developmental changes from conception to adolescence and the processes underlying these changes. All major areas are reviewed, including biological, cognitive, language, personality, emotional, moral, and social development.

PSY 335 - Psychology of Gender

3 credits *Prerequisite(s): PSY 121 or PSY 161*

A seminar discussing psychological and other literature that attempts to explain the personality and behavior of both women and men from the perspective of gender. Equal attention is given to men's and women's issues. Topics covered include the social constructivism of gender, equity in the workplace, victimization, biological factors and gender

differences in personality and development, interpersonal relationships, cultural influences on gendered behavior, and child-rearing practices.

PSY 336 - Military Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course provides a survey of the major areas in military psychology. Principal topics covered are leadership training, persuasion and propaganda, human factors engineering, selection, classification and assignment, optimizing human performance under adverse conditions, ethnic diversity and gender issues, clinical and consulting activities, and careers in military psychology. The course introduces the student to the application of psychological principles, theories, and methods to the military environment.

PSY 337 - Human Sexuality

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course provides a survey of the major areas of human sexuality. Principal topics covered are sexual and reproductive anatomy, the sexual response, sexually transmitted diseases, pregnancy, birth control and childbirth, gender identity and gender roles, sexual development, sexual behaviors and attitudes, love and relationships, sexual dysfunctions, sexual disorders and sex therapy, sexual values, religion and sex, and communicating about sex.

PSY 338 - Industrial and Organizational Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course examines both sides of industrial and organizational psychology to include an overview of legal issues in employee selection, job analysis, research design, selection tools, performance evaluation, designing and evaluating training, employee motivation and satisfaction, as well as leadership and other organizational development issues. Because of the nature of the topic, this class will be more methodological than the average psychology class. Group discussion and activities focusing upon application of social psychology, personality psychology, psychological assessment, and experimental methods are critical to success in the course.

PSY 339 - Social and Cultural Foundations of Behavior

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course explores social and cultural issues in psychology as they relate to the application of psychological theories and principles to diverse groups. Special attention is given to racial/ethnic minority issues and cultural diversity, a key component of which is developing an understanding of personal cultural development and how this pattern of development influences perceptions of interactions with others and general human behavior.

PSY 341 - Psychology of Parenting

3 credits *Prerequisite(s): PSY 121 or PSY 161*

A comprehensive introduction to parenting with emphasis on the developmental process of children's and parents' growth and their changing relationships over time. Covers theories and research with a focus on application to practical parenting issues.

PSY 343 - Close Relationships

3 credits *Prerequisite(s): PSY 121 or PSY 161*

This course provides an introduction to the exciting area of close relationships. Parent-child relationships, friendships, and romantic relationships will be examined from social psychological and interdisciplinary perspectives. The course will include discussion of theories as well as empirical research. In addition, students will have the opportunity to share their relationship experiences in the form of a relationship journal. Students are encouraged to share through course discussions which will operate in a confidential manner. Topics covered include but are not limited to relationship conflict, breakups, sexuality, attraction, communication, and love. The goals of this course are to increase students' multicultural awareness, and to help students develop an awareness of how psychological concepts and research can be applied in personal relationships.

PSY 344 - Psychology Origins: History and Systems

3 credits *Prerequisite(s): PSY 161 - Introduction to Psychology*

This course is a review of the evolution of the history and major systems of psychology including behaviorism, physiological psychology, psychoanalysis and the humanistic and cognitive movements. Particular attention will be given to the philosophical origins of the discipline. The course develops in students not only an understanding of how psychology emerged as an independent discipline, but also how other scientific and cultural events helped shaped what psychology is today. This will allow the students to better understand the diverse people, ideas, and schools of thought that have shaped psychology through the ages and how psychology applies to the world in which we live.

PSY 347 - Human Behavior in Crisis

3 credits *Prerequisite(s): PSY 121 or PSY 161*

A survey of crisis theory and intervention strategies for major situational and developmental life crises. The course provides a model for single-session intervention and ongoing crisis counseling for individual responses to crisis events such as sexual assault, domestic violence, substance abuse, disaster trauma, and death. This course is an upper-level elective course and is recommended for students in psychology, criminal justice, human services counseling, sociology, social work, and nursing.

PSY 401 - Introduction to Community Counseling and Mental Health

3 credits *Prerequisite(s): PSY 121 or PSY 161*

Issues unique to community counseling are explored, including the role of community counselors, diverse client populations, theory and techniques of community needs assessment, principles of community intervention, and settings in which community counselors function.

PSY 405 - Research Methods III

3 credits *Prerequisite(s): PSY 305*

This course is designed as the methodological capstone course in psychology. Students will pursue, in-depth, a specific topic or problem relevant to a particular area of interest in psychology. Each student will present his or her project both orally and in written format, and will participate in discussion and analysis of other student papers as well. Because this is the methodological capstone course, students must be able to demonstrate their ability to write the major paper on a topic in psychology, present this paper orally, and complete a norm-referenced and competency-based assessment of their mastery of psychological principles and concepts.

PSY 412 - Cognitive Psychology

3 credits *Prerequisite(s): PSY 305 completed or taken concurrently*

An examination of higher-level thought processes including such topics as attention and perception, memory, language, reasoning, concept formation, and problem solving. Theories of cognitive functions are examined with an emphasis on research findings and methodologies.

PSY 422 - Psychology of Learning

3 credits *Prerequisite(s): PSY 305 completed or taken concurrently*

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning, and memory.

PSY 423 - Educational Psychology

3 credits *Prerequisite(s): PSY 121 or PSY 161*

Understanding the applications of psychological principles to the educational process. Offered as needed.

PSY 425 - Internship in Psychology

6-12 credits *Prerequisite(s): Senior standing in psychology; a minimum GPA in the major of 2.5; PSY 331, PSY 327, PSY 427; approval of the Psychology Internship Committee; and APA student affiliate membership.*

Corequisite(s): PSY 426

Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours (6 credits) to 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals, and other human service agencies. Grading is pass/fail. Offered in spring semester. Students must apply for the internship one year before they plan to participate.

PSY 426 - Internship Seminar

3 credits *Corequisite(s): PSY 425*

Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practice through discussion, written assignments, readings, and case presentations. Assists students in identifying, clarifying, and developing specific professional goals. Offered in spring semester.

PSY 427 - Personality Theory

3 credits *Prerequisite(s): PSY 121 or PSY 161 and junior standing*

This course offers a survey of the major thoughts and thinkers in the area of personality. Students will receive an overview of the development and current status of major personality theories of the past and present. The textbook readings will be supplemented with primary readings.

PSY 428 - Counseling Principles and Practices

3 credits *Prerequisite(s): PSY 327 and PSY 331*

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed. Offered in alternate years.

PSY 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of faculty member and Dean*

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

PSY 431 - Childhood Disorders

3 credits *Prerequisite(s): PSY 327*

The study of the causes, symptoms, and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

PSY 432 - Psychology of Motivation and Emotion

3 credits *Prerequisite(s): PSY 205*

The purpose of this course is to familiarize the student of psychology with the major physiological, cognitive, behavioral, environmental, and humanistic factors which motivate behavior. Major emphasis will be placed on how humans differ in motive characteristics, the effects of environmental demands and stimulation, and the motivational processes underlying complex behavior.

PSY 433 - Sensation and Perception

3 credits *Prerequisite(s): PSY 121 or PSY 161*

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development, and altered states of consciousness.

PSY 435 - Practicum in Psychology

3 credits *Prerequisite(s): PSY 331, PSY 327, PSY 427; senior standing; minimum GPA in the major of 2.5; APA student affiliate membership; and approval of the Psychology Internship/Practicum Committee*

This course is designed to give students the opportunity to gain practicum experience in psychology. The course combines seminar experience and is less intensive than PSY 426: Internship Seminar.

PSY 437 - Research Practicum

1 credit *Prerequisite(s): PSY 205 - Research Methods I*

This course provides hands-on learning opportunities in psychological research gained by assisting a professor and/or other student team-members in that professor's research laboratory. Students will work independently or in groups on aspects of a professor's research project and will complete measureable outcomes of success in the class, determined by the instructor. Students must meet minimum GPA requirement of a 2.50, junior standing and gain the instructor's approval to take the course. GPA or classification requirements may be waived if a writing sample and interview with the instructor determine that the student is qualified to take the course. Request for enrollment must be made to faculty member teaching the course. May be repeated for credit. Enrollment is limited. Weekly meetings with faculty member.

PSY 443 - Political Psychology

3 credits *Prerequisite(s): PSY 161*

This course offers a survey of the emerging field of political psychology. This course will explore this interdisciplinary subject that seeks to explain the psychological underpinnings of political behavior. Many subject areas in psychology, such as personality, social, and cognitive psychology, will be applied to help explain political behavior. Subjects explored will include the psychology of voting, race, genocide, nationalism, terrorism, and international security.

PSY 444 - Psychology of Religion

3 credits *Prerequisite(s): PSY 161*

This course is a survey of the current empirical research on religion and spirituality from different psychological perspectives, including, but not limited to, biological and evolutionary theory and social/cognitive theory. This course is designed to engage students in critical thinking activities, while exploring the wide range of scientific research on the psychological underpinnings of religion. Some of the great thinkers in the field including Erich Fromm, Sigmund Freud, William James and Carl Jung will also be explored to provide historical and philosophical context for these issues.

PSY 499 - Senior Seminar: Current Issues in Psychology

3 credits *Prerequisite(s): Senior standing in psychology with a minimum of six psychology courses including PSY 305.*

This capstone course serves to synthesize a variety of peer reviewed research that is currently relevant in the field of Psychology within contemporary society. Students will utilize the knowledge obtained during their college experience to critically examine current perspectives and research in psychology. This seminar experience will cover four major areas in the field of psychology; Applied, Social/Personality, Biological and Cognitive Psychology. Students are introduced to current contemporary thought in each of the four areas through the critical examination of recent peer-reviewed articles. Through introduction to historical developments, students will understand how the field's history has shaped current perspectives. Combining up-to-date research with critical analysis, this course provides a platform for building the critical thinking skills necessary not only for graduate research, but also for the emerging global job market.

PSY 1012 - Introduction to Psychology

3 This introductory course in psychology is designed for students who intend to major in psychology and represents a survey of the core areas in psychology including the physiological bases of behavior, cognition and learning, motivation and emotion, personality and social influences, and mental disorders and their treatment, among other major areas of the field. Students are exposed to the broad spectrum of theories used in understanding human behavior and mental processes and learn foundational knowledge necessary for students to excel in the psychology major.

Note: Florida Statewide Course Numbering System

Religion

REL 010 - Christian Spiritual Vision

0 credits This course involves an introduction to the field of theology as an academic discipline with a body of writing, methods, and interpretations. It is concerned with how to successfully study theology, including basic library research methodology and critical thinking. Students will build a basic understanding of the whole of theology through an introduction of its parts: Old Testament and New Testament literature, Who is Jesus?, What is the Church?, Grace and the Sacraments, Christian Morality, Social Justice, Judaism and the Church, the Islamic religion and the Church, and Catholic theology in a global context. *(Course offered for the Prison Ministry Programs)*

REL 011 - Catechesis and Religious Education

0 credits

This course explores theory and practice of catechesis, including such topics as theological foundations of catechesis and evangelization, learning theory and catechesis, the catechetical process and methods, adult faith formation, media and technology in catechesis, cultural contexts, and means of communication. Students will also explore how Christian evangelization is influenced by different cultural contexts. *(Offered for the Prison Ministry Programs)*.

REL 012 - Credible and Responsible Ministry in the Prison and Detention Setting

0 credits This course explores the Catholic social teaching, social justice issues and pastoral issues that set the framework for participation in the Church's mission of evangelization through ministry in jails and prisons. *(Offered for the Prison Ministry Programs)*

REL 013 - Social Skills in the Prison Setting

0 credits This course provides the essential beginning knowledge, values, and skills about the interpersonal communication expertise necessary for lay volunteers and deacons to serve in a prison ministry. It includes components of Catholic Social Teaching, the values, ethics and practice principles of the helping professions, and opportunities for self-reflection and growth in the use of self in service to others. *(Offered for the Prison Ministry Programs)*

REL 100-400 - Special Topics

1-3 credits *Prerequisite(s): REL 123, REL 124, REL 201, or REL 223HM; permission of faculty member and Dean/Center Director*

A variable-content course in religion that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts

3 credits The New Testament record of the development of Christianity from a sect within Judaism to becoming a world religion. This course will examine the foundational texts of Christian Scripture with attention to historical context, the intentions of the authors and the way the texts were edited.

REL 115 - UE: Is God Silent? How to Read Scriptures to Build a Life of Love

3 credits This course explores the Bible as an incredible dialogue between God and humanity. The course engages the idea that the Bible is God's dialogue with us, and it explores the challenge of interpreting the meaning of this dialogue for living a life of love today. Students will discover not only the history of the biblical narratives but also how these extremely influential stories relate to the larger story of the person of Jesus Christ. Finally, these stories will be shown as central to Jesus' challenge that we love God and love our neighbors as ourselves.

REL 120HA - UE: The Politics of Jesus: History and Social Challenge

3 credits This is a historical, political, literary, and theological examination of Jesus in his social context. The course provides students with a study of the relationship of Jesus to his society, culture, and political institutions. What was Jesus' relationship to the social and religious world of his day? Does Jesus' engagement of political power have relevance for contemporary society and how students live today?

REL 123 - Christian Spiritual Vision

3 credits *Prerequisite(s):* This course involves an introduction to the field of theology as an academic discipline with a body of writing, methods, and interpretations. It is concerned with how to successfully study theology, including basic library research methodology and critical thinking. Students will build a basic understanding of the whole of theology through an introduction of its parts: Old Testament and New Testament literature, Who is Jesus?, What is the Church?, Grace and the Sacraments, Christian Morality, Social Justice, Judaism and the Church, the Islamic religion and the Church, and Catholic theology in a global context. *Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 124 - Introduction to the Old Testament

3 credits A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.
Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 125 - UE: Searching for Light in the Darkness: Faith, Reason, and the Quest for God

3 credits What is the relationship between faith and reason? Does human life have meaning? Does God exist? What is love? Is hope possible? This course provides a glimpse into the science of the study of God through the exploration of philosophical questions in the light of influential texts in the Catholic intellectual tradition. While the course assumes the model of faith seeking understanding, the course does not presume the individual faith of any student. By engaging these texts through discussion, analysis, and writing, students will gain an introductory grasp of the academic discipline of theology.

REL 215HA - UE: Who Would Jesus Kill? Religious Ethics of War and Peace

3 credits Jesus told his followers to "love your enemies" and "turn the other cheek" when struck. So why do so many of his followers carry weapons and wage war? If Christians are called to be like Jesus, then shouldn't we ask, "Who would Jesus kill?" This course examines the various Christian traditions regarding war, peace, and the use of violence. By looking at the moral principles and the history underlying pacifist, holy war, and just war perspectives, the course encourages students to assess their own assumptions and commitments. Further, the use of primary source arguments and case studies enable students to make informed claims about Christian views of war. Lastly, the course places these arguments in conversation with contemporary Jewish and Muslim debates about violence, war, and peace.

REL 223HM - UE: World Religions: East and West

3 credits Roman Catholicism's Second Vatican Council (1962-1965) affirmed the innate dignity of all persons, espoused global solidarity, and recognized God's presence and universal saving designs (a religious sense, truth, holiness and ethical conduct) in other religions and, thus, emphasized discussion and collaboration with members of other religions. Through such an ecumenical lens, this course offers a study of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam, and provides an introduction to Jainism, Shinto, Sikhism and Bahai.

The course will not only introduce students to the world's major religions via consideration of their respective founders, seminal figures, sacred texts, central teachings, core beliefs, ethic and values system and history but, also, by examining how each of the religions, respectively, view the human condition; human inclination towards transcendence; and ethical responsibilities and tasks. Offered annually.

REL 230 - Islam: The Straight Path

3 credits An investigation of Islam, including its beliefs and practices, its social dimensions, the Islamic resurgence, and contemporary issues of particular relevance to the United States.

REL 305 - Prayer and Mindfulness

3 credits In this course students will deepen their understanding and practice of prayer by engaging the course material and exercises. The course is specifically focused on prayer and mindfulness and is associated with a Living Learning Community at Saint Leo. This course is an appropriate elective for students interested in mindfulness, spirituality, and personal religious experience. The course may be repeated for credit

REL 325 - The Gospels of Matthew, Mark, and Luke

3 credits A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus, and their theological significance.

REL 327 - The Life and Writings of Paul

3 credits The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, and early Christian worship. Offered in alternate years.

REL 330 - Christian Morality

3 credits *Prerequisite(s): REL 123, REL 110RS or REL 210RS*

Christian morality is concerned with the ethical principles grounding Catholic morality and charged with envisioning an "ethics of being" in the Christian context. The course examines the theoretical foundations of morality (ethics), the practical level of human conduct, rule-keeping, virtues, and attitudes. Offered every semester.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 331 - Religion and Personal Experience

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS, or REL 223HM*

A study of the place of personal experience in the discovery of religious meaning. May use autobiographical accounts and investigate methods of enhancing consciousness and nurturing spiritual growth. Offered annually.

REL 335 - The Torah

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

Source, form, and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

REL 338 - Poetry and Wisdom Literature

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences, and institutional settings that created these writings.

REL 345 - Christian Social Justice: A Roman Catholic Perspective

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace, and justice.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 351 - Theological, Moral, and Spiritual Aspects of Marriage and Sexuality

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

REL 366 - Asian Studies

3 credits *Crosslisted: PHI 366*

Selected topics in Asian thought, with emphasis on problems thinkers and movements.

REL 401 - The Catholic Tradition

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

An investigation of the Catholic tradition in critical dialogue with contemporary culture with a view to understanding how a Catholic modernity can be an authentic and inspiring alternative to secularism, materialism, and the technological world view. Offered annually.

REL 424 - Death and the Meaning of Life

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This covers people's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered. Offered annually.

REL 425 - Internships in Religion

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This course is designed to offer the student opportunities beyond the classroom (a hands-on experience) in the areas of community service, religious education, youth ministry, bereavement ministry, and chaplaincy while making a difference.

REL 426 - The Gospel of John and Related Writings

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

REL 427 - Ecclesiology

3 credits *Crosslisted: THY 527*

Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM

Within the framework of systematic theology, ecclesiology examines the nature of the church and its emerging challenges. This course considers both classic insights and new directions in ecclesiology, including reflections on the

nature and exercise of ministry in the Church. Central to the course is a critical examination of two documents of the Second Vatican Council: The Dogmatic Constitution on the Church (*Lumen gentium*) and The Pastoral Constitution on the Church in the Modern World (*Gaudium et spes*). In many respects, the entire course is an extended dialogue with these two foundational documents.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 431 - Liturgy

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

A study of Christian worship and sacramental theology. Offered as needed.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 432 - Christian Spirituality

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction. Offered as needed.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 450 - History of Christianity

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This is an inquiry into theological, spiritual, and institutional history of Christianity from the time of Jesus until the present.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 455 - American Catholicism: Theology, Spirituality, Culture, and History

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This course will be a more in-depth look at the life and history of the Catholic Church in America, including its particular contributions to theology, spirituality, and liturgy. This course will also examine the cultural challenges to and misunderstandings of faith in the American Catholic context.

REL 470 - Christology

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This course will take students on a systematic investigation of the life, person, and work of Jesus of Nazareth. Participants will survey and analyze the revelation of Jesus in scripture, historical perspectives in Christology (including controversies, councils, and significant individuals), and contemporary perspectives.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 480 - Theology and Spirituality of Ministry

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This course examines the biblical and historical understandings of the theology and spirituality of ministry. It then looks at contemporary challenges and issues in ministry. The final outcome looks to articulate an apostolic as well as personal theology and spirituality of the minister. This course will include reflection on the student's ministry experience.

Note: Designated courses for the Undergraduate Certificate in Pastoral Studies.

REL 498 - Senior Seminar

3 credits *Prerequisite(s): REL 123, REL 110RS, REL 210RS , REL 330 , REL 345, or REL 470*

Each year the seminar will be developed around specific 400-level subject matter or topics, but designed to model research at greater depth and committed to writing across the curriculum due to the research focus. A course will be

offered from one of the five fields of theology on a five-year cycle annually. This seminar will involve an extensive research paper and may culminate with an oral presentation on Academic Excellence Day.

Science

SCI 110SC - UE: Evaluating the Predictions of Global Warming

3 credits *Prerequisite(s):* MAT 003 or MAT 110 or placement in MAT 110 or higher

This course presents the science behind the mechanisms that effect global climate change to enable critical analysis of the potential severity of rapid climate change on the atmosphere, the oceans and the biosphere. It includes an overview of chemistry, physics, ecology, the carbon cycle, solar system science, and how these tools will allow critical analysis of climate model forecasts and the effects of greenhouse gasses.

SCI 115SC - UE: Is Evolution True? Your Inner Fish

3 credits Are we humans just "souped-up" fish?! How did the human animal come to be what it is? What evidence of our evolution lies within our own bodies? How are we like fish? Worms? Even bacteria? Through paleontology (fossils), genetics, molecular biology, comparative embryology and comparative anatomy - we will reconstruct the history and examine the evidence for the building of human bodies through evolutionary adaptations. Is evolution true? We will explore the evidence ranging from biogeography to geology, from molecular biology to physiology, so you can decide.

SCI 120SC - UE: Human Ecology

3 credits We individual humans, as well as all of human civilization, are totally interdependent with the global ecological system - dependent upon clean air, pure water, a stable climate, healthy forests, healthy grasslands, healthy ocean ecosystems, and fertile soil with its teeming microscopic life. Individual humans and human civilizations are subject to the laws of physics, the rules of chemistry and ecological principles - there are no exceptions! In what ways do we humans depend upon the ecosystems of Earth? In what ways does human society affect the ecosystems of Earth? What can we learn from nature's laws about how to live on Earth sustainably? What is a healthy human ecology? What is the future of human civilization and its relationship to the ecosphere?

SCI 125SC - UE: Science of Cooking

3 credits This course aims to introduce students to topics in biology and chemistry through an examination of the many facets of the science of cooking. Students will learn and use methods of scientific discovery / inquiry, as well as disciplinary methods of chemistry, biology, and physics, to better understand the molecular basis of and importance of science in food, nutrition and cooking.

SCI 215SC - UE: Science in Science Fiction

3 credits *Prerequisite(s):* MAT 003 or MAT 110 of placement in MAT 128 or higher and ENG 121

This course investigates the science behind popular science fiction literature and film. Students will sharpen their critical thinking skills to investigate science fiction plot devices to determine if they are compatible with fundamental principles in physics, chemistry, and biology. Is it possible to travel faster-than-light? Will suspended animation prolong our time in this universe? Science topics discussed include: motion, acceleration, time dilation, energy, characteristics of living things, cloning, evolution, Earth's cycles, and climate. Students will also discuss the ethics of these new technologies in consideration of the university's guiding core values.

Social Science

SSC 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in social science that is designed for a specific class level: freshman (100) through senior (400). Topic to be covered is announced in advance of registration. Offered as needed.

SSC 320 - Applied Social Research & Evaluation

3 credits *Prerequisite(s): SOC 201 and MAT 131*

This course shows students how to use social research to inform decision-making. It covers the basic methods of social research, the design and purposes of applied research, and the uses of evaluation. Students will learn to assess the validity of existing research and to interpret it to guide decision-making as professionals.

SSC 327 - Cultural Anthropology

3 credits *Crosslisted: ANT 327*

An introduction to cultural anthropology and an application of anthropological principles, data, and concepts, combined with the cross-cultural perspective, to a disciplined examination of other cultures and U.S. culture and its social problems. The course emphasizes that knowledge gained from an understanding of other cultures can contribute to the solution of those societal problems. Also, emphasis is placed on learning to appreciate cultural diversity. Offered spring semester in odd years.

SSC 328 - Drugs, Society, and Human Behavior

3 credits *Crosslisted: CRM 328*

An interdisciplinary examination of the nature of commonly used psychoactive substances with the human nervous system. Included are the history and patterns of their use, as well as the medical, legal, psychological, and sociological consequences of their abuse. Current practices and strategies for drug education and treatment are covered. Offered spring semester.

SSC 350 - Foundations of Modern Social Sciences

3 credits This course is a study of the development of Western social science thought from the end of the 18th century to the beginning of the 20th century. In this course, we will explore the development of Western thinking and ways of knowing from the perspectives of the social sciences, including anthropology, economics, history, political science, psychology, and sociology. The course allows students to examine the major contributions to the intellectual ferment of ideas that helped reshape the Western world's concepts of human nature.

Sociology

SOC 100-400 - Special Topics

1-3 credits *Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in sociology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the Native American or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

SOC 110HA - UE: The McDonaldization of Society

3 credits What can a fast-food chain teach us about society? Following George Ritzer's theory of McDonaldization, this course examines the pros and cons of living in a rationalized world where standardization, predictability, and control prevail. As students learn the sociological concepts of bureaucracy, consumer society, social structures, social

change, and social interaction, they will develop their sociological imagination to reclaim a place for creativity, meaning, individuality, and free will in the late modern world.

SOC 110HM - UE: Building a Multiracial Society

3 credits Are multiracial societies necessarily colorblind, and should they be? This course explores how colorblindness in multiracial societies can be analyzed through sociological theories and research methods. Students will read multiracial perspectives; analyze race and colorblindness in their everyday lives; and prepare themselves for entering a multiracial/global world, using their critical thinking skills to separate myth/ideal from data/evidence.

SOC 121 - Introduction to Sociology

3 credits A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction, and the structure and organization of social groups.

SOC 201 - Globalization

3 credits *Prerequisite(s):* ENG 122

This course provides an overview of the new questions raised by the process of globalization in our social, economic, political, and cultural life. It places an emphasis on the search for social justice and encourages students to think critically about the causes and consequences of globalization as they prepare to become leaders of the 21st century.

SOC 222 - Social Problems

3 credits *Prerequisite(s):* ENG 122

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs, and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SOC 321 - Methods of Social Research I: Quantitative Methods

3 credits *Prerequisite(s):* One course in mathematics (MAT 131 or above)

The first of two courses in the research methods sequence. This course covers techniques and methods of quantitative social research as they relate to sociological theory construction: hypothesis testing, research design, measurement, quantitative data collection methods (surveys), and statistical data analysis. This course also covers descriptive and inferential methods of statistical analysis, emphasizing measures of central tendency and dispersion; construction of graphs and tables; and univariate, bivariate, and multivariate analysis, including tests of statistical significance. Students will use SPSS to apply statistical techniques.

SOC 322 - Methods of Social Research II: Qualitative Methods

3 credits *Prerequisite(s):* Completion of SOC 321 and approval of the student's IRB proposal

The second of two courses in the research methods sequence. This course covers techniques and methods of qualitative social research as they relate to sociological theory construction and sociological practice: in-depth interviewing, observation, focus groups, unobtrusive research methods, and case studies. Also covered are review of the social science literature, conceptualization, sampling, ethical issues in qualitative research, analysis of qualitative data, reporting of research findings and program evaluation. This course requires the proposal of a qualitative research project compliant with IRB requirements.

SOC 323 - Sociological Theory

3 credits *Prerequisite(s):* SOC 121

This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention.

SOC 329 - Directed Study: Readings or Research

3 credits *Prerequisite(s):* Permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

SOC 330 - Environmental Sociology

3 credits *Prerequisite(s):* ENG 122

Examines the causes and consequences of human disruptions of the environment, as well as how social groups respond to such consequences, including environmental and indigenous social movements and the debate over sustainability. A critical sociological perspective brings the dimension of power to the environmental debate by examining who benefits from environmental degradation or conservation and who is harmed; how environmental issues are socially constructed; how the discourse on the environment, science, and technology shapes our common understanding of environmental issues; and the role of the media, the state, and various interest groups in framing the environmental debate. It considers environmental issues at the local and global levels.

SOC 331 - Global Social Change and Development

3 credits *Prerequisite(s):* ENG 122

Focusing on the dynamics of global development and globalization, this course examines the roots and nature of social change in the contemporary world. It reviews various theories of social change, as well as the social, cultural, technological, political, and economic dimensions of global change. It also provides students with an opportunity to investigate how they may become agents of change themselves.

SOC 332 - Social Interaction in Everyday Life

3 credits *Prerequisite(s):* ENG 122

An examination of how individuals interact in interpersonal, work, and family situations. Furthermore, an examination of the effects of culture and social structure upon the behavior, thoughts, and identities of individuals, including a consideration of how the individual exists in society and how society exists in the individual. Offered fall semester of odd years.

SOC 333 - The Family in Cross-Cultural Perspective

3 credits *Prerequisite(s):* ENG 122

The course provides an overview of the nature of intimate relationships and family life, comparing various cultural groups within the United States and around the world. It examines issues related to the selection of romantic partners, marriage rituals, non-traditional living arrangements, the raising of children, the rules for separation, and other social issues that families face.

SOC 334 - Sex and Gender

3 credits *Prerequisite(s):* ENG 122

This course analyzes the social construction of sex and gender from a sociological perspective. The course covers the development of sociological theories of gender and up to date research on sex and gender inequality in all major social institutions, including family, education, work, health and media. Cross-cultural comparisons with selected nations are also considered.

SOC 337 - Exploring Sustainability

3 credits *Prerequisite(s):* ENG 122 or permission of instructor

This course explores the definition, dimensions, and importance of sustainability for our future. Students will explore issues related to sustainability in various areas of human activity, such as agriculture, energy, transportation, industry, or tourism. They will learn about the social, cultural, political, and economic obstacles or challenges to overcome to

make human activities more sustainable. They will examine examples of sustainable actions. This course is offered in conjunction with a study trip in which students will discover sustainable strategies and practices in other areas of the globe. 3 credits

SOC 343 - The Social Ladder: Diversity and Inequality in America

3 credits *Prerequisite(s): ENG 122*

This course examines how our social class, race, ethnicity, and gender all intersect to shape the challenges and opportunities we face. Students will learn to identify the types, causes, and consequences of social stratification and critically assess the role of inequality, especially privilege versus poverty and deprivation, in the United States and in their own lives.

SOC 345 - Deviance and Social Control

3 credits *Prerequisite(s): ENG 122*

Providing an overview of the social aspects of deviance and deviant behavior, the course examines the definition of deviance and its social and cultural roots. It includes a review of the sociological theories that explain deviant behavior, the process of becoming deviant, the consequences of deviance; an analysis of various types of deviant behavior; and a critical assessment of the mechanisms that society uses to address deviance.

SOC 348 - Medical Sociology

3 credits *Prerequisite(s): ENG 122*

A critical examination of health, illness, and healthcare from a sociological perspective, the course examines how health, disease, and treatment are socially defined; how social stratification of race, class, gender, and age affects health and illness; and how power influences the structure of healthcare and healthcare professions. In addition to physical illness, the course includes mental health and disability. Issues are considered from a US and global perspective.

SOC 349 - Sociology of Aging

Prerequisite(s): ENG 122

A critical examination of aging and the course of life from a sociological perspective. The course examines how aging and the course of life are socially defined; how social stratification of age affects health, illness, caregiving, and choices/chances in life's course; how power influences aging; the social and economic outlooks of an aging society; and current issues of entitlement, retirement, end of life, and stratified life course experiences. Issues are considered from an American and global perspective.

SOC 350 - Race and Ethnic Relations

3 credits *Prerequisite(s): ENG 122*

A critical examination of race, ethnicity, and their persistence in institutions from a sociological perspective, the course examines how race and ethnicity are socially and politically defined; how sociological theories have traditionally and contemporarily analyzed racial and ethnic inequalities; the most up-to-date research on the extent of racial/ethnic inequalities across several key social institutions; and social justice/social change efforts to reduce racism, along with social and political barriers to such efforts. Issues are considered from an American and global perspective.

SOC 424 - American Popular Culture

3 credits *Crosslisted: HTY 424*

Prerequisite(s): HTY 121 or SOC 121

This course focuses on the rise of American popular culture beginning shortly after the end of WWII and continuing to the present. The course makes use of multiple access points from music to film to TV to poetry to social networking to examine the ways that popular culture in US society changed and by extension how American pop culture has transformed the world.

SOC 425 - Internship in Sociology

3 - 6 credits *Prerequisite(s): Permission of instructor*

This course is designed to allow students supervised practical experience in a local government, nonprofit, or business organization. Students will discover how their training as sociologists transfers into a professional context. The internship may be taken for 3 to 6 credits, over one or two semesters, each credit hour requiring 50 hours of practical experience per semester. This is a pass/fail course.

SOC 427 - Practicing Sociology

3 credits *Prerequisite(s): ENG 122 and Junior or Senior standing*

This course serves as an introduction to the practice of sociology in a variety of settings. It is designed to expose students to the professional worlds of sociologists. Students will learn how sociological concepts, skills and tools may be used to analyze and change contemporary social behavior and issues. They will become familiar with the uses of the discipline through a review of sociology in practical affairs, simulations, case studies, and from professionals. 3 credits

SOC 429 - Advanced Directed Study and Research

1-3 credits *Prerequisite(s): Permission of faculty member and Dean*

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

SOC 499 - Senior Seminar in Sociology

3 credits *Prerequisite(s): SOC 322, SOC 323, IRB approval of research project and senior standing.*

Corequisite(s): SOC 496

The Senior Seminar in Sociology is designed as the capstone course in Sociology. As they approach graduation, students will review their knowledge in Sociology and conduct directed empirical research. They will carry out a research project to explore an area of sociology that they are interested in, and report the results in a senior thesis. They will be responsible for conducting one class presentation on one of the main areas of Sociology covered in the syllabus. As a co-requisite for the course, they will complete the Comprehensive Exam in Sociology. The course is designed to help students synthesize their knowledge in the major, reflect on how their sociological imagination has developed, and plan for their future as a sociologist. This course requires an approved IRB application.

SYG 1000 - Introduction to Sociology

3 A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction, and the structure and organization of social groups.

Note: Florida Statewide Course Numbering System

Directory for Correspondence

University office hours are 8 a.m.-5 p.m., Monday through Friday, unless otherwise posted. Members of the University staff are available at other times by appointment.

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