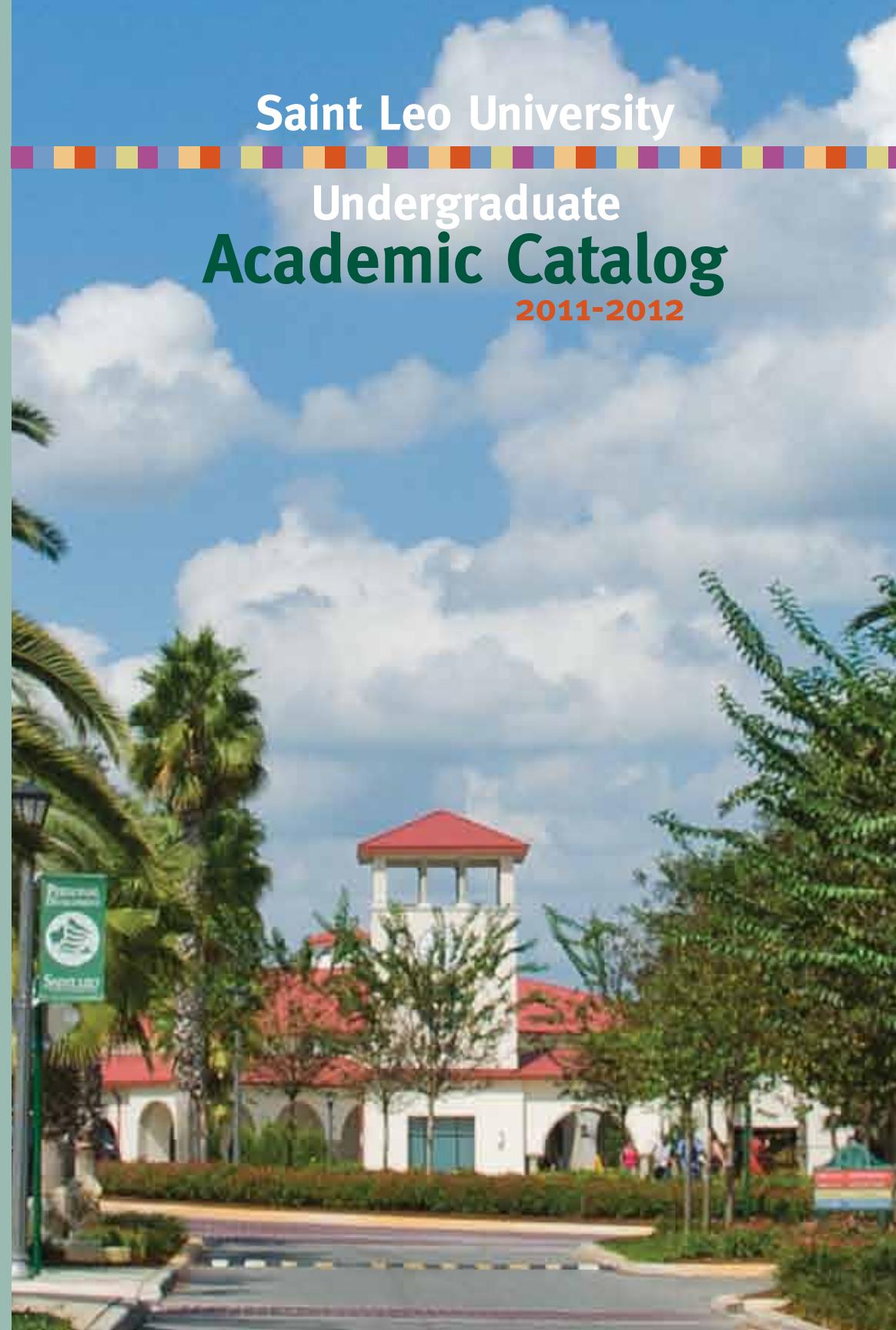




Saint Leo University ■ Undergraduate ■ 2011-2012



Saint Leo University

Undergraduate

Academic Catalog

2011-2012

Saint Leo University

Undergraduate Catalog

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).

The University is an Affirmative Action Equal Opportunity employer.

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President's Message



We are delighted you are pursuing a Saint Leo University degree. Your decision to improve your life, your base of knowledge, your values, and your skills is one of the most significant decisions in your life. Our 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.

However, Saint Leo University is not just about policies and procedures. While these are necessary, our University is, most of all, about people with a mission to educate and prepare other people to make a good living and a better life for themselves and their communities. Benedictine monks and nuns founded Saint Leo University. We emphasize today the core Benedictine values of community, respect for all, and responsible stewardship, along with the values of excellence, personal development, and integrity. We work hard in all of our many locations to fulfill our mission and establish environments that manifest these values.

Saint Leo University is a larger and more complicated University than people generally realize. Our enrollment ranks us among the five largest Catholic institutions in the United States. We ranked fourth in the nation for the number of African Americans graduating with a bachelor's degree in business, management, or marketing. We serve more than 16,000 students in California, Florida, Georgia, South Carolina, Mississippi, Texas, and Virginia, and around the world through our 17 centers and our online degree programs. We do so with the same commitment to our Catholicism, to the liberal arts and sciences as the basis of all learning, to student learning and development, and to our values. Saint Leo University puts students first in all of its considerations and promises a commitment to quality in all of its programs. Our aim is to make you a more compassionate, concerned, committed, competent, and confident human being.

Our catalog also details many of the opportunities available to students within and outside the classroom. Please review them carefully with your faculty or academic advisors, who are critical components of our student-first practices.

Welcome to Saint Leo University. We are glad you are here.

A handwritten signature in black ink, appearing to read "Arthur F. Kirk, Jr." The signature is fluid and cursive, with a large, stylized 'A' at the beginning.

Arthur F. Kirk, Jr.

President, Saint Leo University

1: The University

MISSION STATEMENT

Saint Leo University is a Catholic, liberal-arts-based university serving people of all faiths. Rooted in the 1,500-year-old Benedictine tradition, the University seeks balanced growth in mind, body, and spirit for all members of its community. On its home campus and many extension centers, Saint Leo University offers a practical, effective model for life and leadership in a challenging world, a model based on a steadfast moral consciousness that recognizes the dignity, value, and gifts of all people.

To accomplish its mission, the University community creates a student-centered environment in which love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives, and care for all of God's creations.

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.

HISTORY OF THE UNIVERSITY

Saint Leo University is a Catholic, coeducational liberal arts university offering the associate's, bachelor's, and master's 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, Fla." 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 its 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's 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 over 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 Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's, master's, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404/679-4500 for questions about the accreditation of Saint Leo University. Saint Leo University's Donald R. Tapia School of Business received initial accreditation by the International Assembly for Collegiate Business Education (IACBE) in September 1999. Saint Leo University's degree program in social work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW level). Saint Leo's undergraduate Sport Business program and MBA Sport Business Concentration are accredited by the Commission on Sport Management Accreditation (COSMA). Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Coun-

cil 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 licensed by the Nonpublic Postsecondary Education Commission organized under the Georgia Department of Education. Address: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; telephone 770/414-3300.

Saint Leo University Sumter Office, South Carolina, is licensed by the South Carolina Commission on Higher Education. Address: 1333 Main Street, Suite 200, Columbia, SC 29201; telephone 803/737-2260. (Licensure indicates only that minimum standards have been met; it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.)

The State Council of Higher Education in Virginia (SCHEV) has certified Saint Leo University (33701 State Road 52, P.O. Box 6665, Saint Leo, FL 33574-6665) to operate in Virginia (Fort Eustis Center, U.S. Army Education Center, 1500 Madison Avenue, P.O. Box 4326, Fort Eustis, VA 23604; Fort Lee Center, 700 Quarters Road, Bldg 12400, P.O. Box 5220, Fort Lee, VA 23801-0220; Langley Center, P.O. Box 65519, Langley AFB, VA 23665; and South Hampton Roads Center, 1481 D. Street, Bldg. 3016, JEB Little Creek-Ft Story, Virginia Beach, VA 23459).

ACADEMIC ORGANIZATION AND LOCATIONS

The Saint Leo University academic degree programs are organized under the Vice President for Academic Affairs. Three Deans for the School of Arts and Sciences, Donald R. Tapia School of Business, and School of Education and Social Services, along with the Directors of Graduate Programs and the Library, report to the Vice President for Academic Affairs. The Vice President of Continuing Education and Student Services supervises the Assistant Vice President of Distance Learning; Registrar; Director for Academic Student Support Services; Assistant Vice President for Student Services; Associate Vice President of Continuing Education; and the Assistant Vice Presidents of the Central, Florida, and Virginia regions. The Vice President of Enrollment and Online Programs supervises the Director of the Center for Online Learning.

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

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

Degree programs are offered to adult students through the Division of Continuing Education and Student Services at the following regional Continuing Education Centers:

California

San Diego Education Center

Marine Corps Air Station Miramar Education Office

Naval Base Coronado Education Office

Naval Station San Diego Education Office

Florida

Gainesville Education Center

Starke Education Office

Key West Education Center
Lake City Education Center
 Madison Education Office
 Trenton Education Office
Northeast Florida Education Center
 Mayport Naval Station Education Office
 Orange Park Education Office
 Palatka Education Office
 Saint Augustine Education Office
Ocala Education Center
 Leesburg Education Office
 Lecanto Education Office
Tallahassee Education Center
 Eglin Education Office
Tampa Education Center
 HCC SouthShore Education Office
 MacDill Education Office
 Saint Petersburg Education Office
Weekend and Evening Education Programs
 Brooksville PHCC Education Office
 New Port Richey PHCC Education Office
 Spring Hill PHCC Education Office

Georgia

Atlanta Education Center
 Gwinnett Education Office
 Marietta Education Office
 Morrow Education Office
Savannah Education Center

Mississippi

Columbus Education Center

South Carolina

Shaw Education Center
 Sumter Education Office
 Joint Base Charleston–Naval Weapons Station Charleston Education Office
 North Charleston Education Office

Texas

Naval Air Station Corpus Christi Education Center

Virginia

Fort Lee Education Center
South Hampton Roads Center
 Chesapeake Education Office
 Naval Air Station Oceana Education Office
 Joint Expeditionary Base Little Creek–Fort Story Education Office
 Naval Station Norfolk Education Office
Virginia Peninsula Education Center
 Fort Eustis Education Office
 Langley Education Office
 Newport News Office

These Continuing 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, these Continuing Education Centers also offer instruction in some workplace locations. See Chapter 2 for a breakdown of programs and degrees offered at each center, and see Chapter 7 for a directory of address, telephone, and e-mail information.

MAJORS/MINORS/SPECIALIZATIONS

School of Arts and Sciences

Associate of Arts in Liberal Arts

Bachelor of Arts

Majors:

English with specializations in:

- Advanced Literary Study
- Dramaturgy
- Professional Writing

English with minor in Secondary Education

History

International Studies

Liberal Studies

Mathematics

Political Science

Psychology

Sociology

Theology/Religion

Bachelor of Science

Majors:

Biology

Biology with minor in Chemistry

Biology with minor in Education

Environmental Science

Environmental Science with minor in Chemistry

Medical Technology with minor in Chemistry

Psychology

Minors:

Anthropology

Art

Biology

Chemistry

Dramaturgy

Engineering

English

Ethics and Social Responsibility

History

Homeland Security Certificate/Minor

Interdisciplinary Arts

International Studies

Mathematics

Middle-East Studies Certificate/Minor

Music

Music Ministry

Philosophy

Political Science

Psychology

Sociology

Theology/Religion

Special Areas of Study:

Honors

Pre-professional Studies

 Dentistry

 Law

 Medicine

 Veterinary

Undergraduate Certificate in Pastoral Studies

Donald R. Tapia School of Business

Associate of Arts in Business Administration

Bachelor of Applied Science

Major:

Business Administration

Bachelor of Arts

Majors:

Accounting

Business Administration with specializations in

 Accounting

 Logistics

 Management

 Marketing

 Project Management

 Technology Management

Communication Management

Human Resources Management

International Hospitality and Tourism Management

Management (offered only at University College)

Marketing (offered only at University College)

Sport Business (offered only at University College)

Minors:

Accounting

Economics

Human Resources Management

International Hospitality and Tourism Management

Management

Marketing

Marketing and Sales in Sport

Risk Management in Sport

Bachelor of Science*Majors:*

Computer Information Systems
Computer Science
Health Care Management

Minors:

Computer Programming
Information Security
Management Information Systems

Special Areas of Study:

Undergraduate Certificate in Information Security

School of Education and Social Services

Associate of Arts in Criminal Justice
Homeland Security Certificate

Bachelor of Arts*Majors:*

Criminal Justice
Criminal Justice with specializations in
 Criminalistics
 Homeland Security
Elementary Education (grades K-6)
Human Services

Middle Grades Education with specializations in (grades 5-9)
 English
 Mathematics
 Science
 Social Science

Minors:

Criminal Justice
Education
Leadership

Special Area of Study:

Florida Coaching Endorsement

Bachelor of Applied Science*Major:*

Criminal Justice

Bachelor of Social Work*Major:*

Social Work

Graduate Degree Programs*Master of Business Administration*

 Accounting Concentration
 Graduate Certificate in Accounting
 Health Care Management Concentration

Graduate Certificate in Health Care Management
Human Resource Management Concentration
Graduate Certificate in Human Resource Management
Information Security Management Concentration
Graduate Certificate in Information Security Management
Marketing Concentration
Graduate Certificate in Marketing
Sport Business Concentration

Master of Science in Criminal Justice

Master of Science in Criminal Justice Administration
Corrections Specialization
Critical Incident Management Specialization
Forensic Psychology Specialization
Forensic Science Specialization
Legal Studies Specialization
Graduate Certificate in Criminal Justice Administration

Master of Science in Critical Incident Management

Master of Education

Educational Leadership Concentration
Exceptional Student Education Concentration
Instructional Leadership Concentration
Reading Concentration

Master of Science in Instructional Design

Education Specialist (Ed.S.)
Educational Leadership
Higher Education Leadership

Master of Social Work

Advanced Clinical Practice Concentration

Master of Arts in Theology

Graduate Certificate in Theology
Undergraduate Certificate in Pastoral Studies available for diaconate students

EDUCATIONAL AND LEARNING GOALS

1. We expect students to demonstrate **intellectual growth:**

- Think critically and independently
- Make informed decisions
- Commit to lifelong learning
- Engage in problem solving
- Exercise reasoned judgment
- Develop quantitative skills
- Learn experientially
- Understand how living things and physical systems operate
- Prepare for graduate study

2. We expect students to demonstrate **effective communication skills:**

- Speak thoughtfully and respectfully

- Listen carefully
- Read critically
- Write clearly
- Present information well

3. We expect students to demonstrate **deepened spiritual values**:

- Understand Catholic and Benedictine values and traditions
- Commit to act in concert with one's values
- Respect differences in belief systems and values
- Show compassion and empathy
- Understand the relationships among humans, living things, the universe, and God
- Balance one's life

4. We expect students to **respond aesthetically**:

- Appreciate the beauty and balance in nature
- Develop creativity
- Demonstrate sensitivity
- Visualize creative potential

5. We expect students to **prepare for an occupation**:

- Strive for excellence
- Develop an international perspective
- Become competent in managing people/tasks, responding to change, planning innovation, collaborating, applying technology, and acting fiscally responsible

6. We expect students to demonstrate **social responsibility**:

- Act with integrity
- Exercise personal responsibility
- Respect all living things
- Work for diversity both locally and globally
- Build community
- Commit to resource stewardship

7. We expect students to demonstrate **personal growth and development**:

- Develop self-understanding
- Learn to manage self
- Deal with ambiguity
- Exercise flexibility
- Strengthen confidence and self-esteem
- Learn persistence
- Care for self and physical and spiritual well-being
- Develop leadership
- Foster a work ethic

8. We expect students to demonstrate **effective interpersonal skills**:

- Value successful relationships
- Participate effectively in group work
- Cooperate
- Engage in philanthropy
- Volunteer

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

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo University students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they receive outside assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The University will hold students responsible for safeguarding their work against plagiarism by others. For example, papers left on hard drives or flash drives are easily copied, and when two or more students submit papers that are essentially the same, it is often impossible to determine which version was written first and which was plagiarized. In cases of this nature, the actions of all involved will be reviewed by the appropriate Academic Standards Committee, and appropriate sanctions may be awarded to one or all students.

Questions of academic honesty are of great importance to Saint Leo University. Infractions are addressed by the Office of Academic Affairs. When there is a reason to suspect that a student has violated either the University's policy on academic honesty or the faculty member's specific codes as outlined in the course syllabus, the faculty member must discuss the charges and the evidence with the student. Without taking any punitive action, the faculty member will as soon as possible submit a written report of the suspected violation as follows:

1. For students enrolled in University College, the report goes to the Academic Standards Committee.
2. For students enrolled in the Graduate Programs, the report is sent to the Vice President for Academic Affairs, who in turn forwards it to the Graduate Academic Standards Committee.
3. For students enrolled in the Division of Continuing Education and Student Services, the report goes to the Center Director.
4. For students enrolled in the Center for Online Learning, the report goes to the Director of the Center for Online Learning.

The report of the faculty member will normally include these points:

1. The faculty member's charge against the student.
2. The evidence supporting the faculty member's charge.
3. A summary of the discussion between the student and the faculty member, including any admission or denial of guilt by the student.
4. A copy of the course syllabus.

Upon receipt of the faculty member's report, the Undergraduate Academic Standards Committee, the Graduate Academic Standards Committee, or an ad hoc committee appointed by the Continuing Education Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing. The Committee will also enclose copies of the faculty member's report.

A student is not permitted to withdraw from a course while the infraction is under investigation. The student is required to attend the hearing. If the student does not attend the hearing, the Committee will render a default judgment with appropriate sanctions.

After reviewing the evidence and hearing the argument of both parties, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The sanctions for academic dishonesty, such as cheating on an examination, plagiarism, forgery of academic documents (including signing another's name), copying of computer programs or information and similar offenses, are as follows:

1. The minimum sanction for the first offense is a zero for the test or assignment, but the usual sanction is an F in the course in which the violation took place. No provision will be made for the student to receive a W.
2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension or dismissal of the student from Saint Leo University.

The student may appeal the decisions of the Committee to the Vice President for Academic Affairs, who may accept or modify any finding, conclusion, or suggested sanction in the Committee's recommendation and issue the final decision of the University as soon as practical. The final authority rests with the Vice President for Academic Affairs.

It is the personal responsibility and obligation of each student to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the faculty member.

A new Online Academic Honor Code reporting system was established in fall 2007 for University Campus students, and instances of academic honesty may result in sanctions applied by the faculty member in the classroom. Students will be notified via the Online Academic Honor Code reporting system, and they will have the opportunity to appeal the allegation and/or decision.

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, Continuing Education Center offices, the Office of Student Affairs, or the Office of Finance and Accounting. Students attending Continuing Education Centers make their initial contact with their Academic Advisor or the Center Director, who will provide any needed coordination with the Assistant 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 to the Vice President identified in each area within 15 days of the last contact with a University employee. The Vice President will review the student's appeal and render a final decision in writing within 10 days.

For students who are enrolled in a Continuing Education Center in Virginia, after all appeals are completed with the University, a student not satisfied with the University's decision may forward an appeal to the State Council of Higher Education for Virginia (SCHEV). The appeal must be in writing and sent to The Director, Private and Out-of-State Postsecondary Education, James Monroe Building, 101 North Fourteenth, Richmond, Virginia 23219. The appeal must be submitted no later than 30 days following the decision by the appropriate University Vice President.

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 121	3	D	(1.00)	3.00	(3 × 1)
HTY 121	3	F	(0.00)	0.00	(3 × 0)
ENG 121	3	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 school Dean or the Vice President 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 if for a University Campus student or to the Center or Graduate Director if 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:

a. 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.

b. 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. The assigned 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President for Academic Affairs. Upon reviewing the appeal and faculty review, the Vice President 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 school Dean or the Vice President for Academic Affairs, is still in process.

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 University College students are maintained by Student Affairs. Disciplinary records of Division of Continuing Education and Student Services students are maintained by the Division of Continuing Education and Student Services. 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 which 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 which the person had in obtaining the information.

The University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, 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 or in the Regional Continuing Education Center office. 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 Vice President for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a rea-

sonable 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.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's Social Security number, number of transcripts required, and the complete mailing address to which each transcript is to be sent. The University will provide a transcript upon request and upon completion of at least one course with Saint Leo University.

Transcripts should not be requested until the grade report for the preceding term has been received. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. There is a \$7.00 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. 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. All transcript requests should be ordered directly from the Registrar, MC 2278, P.O. Box 6665, Saint Leo, FL 33574.

Rush requests may be faxed to 352/588-8390 and must be paid by credit card only. To order using a credit card, the following information must be provided: type of credit card, account number, and expiration date. Rush and overnight delivery is available for an additional charge of \$32.00. Students may also submit transcript requests using eLion.

Saint Leo University students who transfer the University's credits or degree programs to other colleges or universities are advised to contact the receiving school concerning recognition. The receiving school will make the decision on transferability.

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 \$230 per course. Full-time University College students do not pay a fee for audited courses.

Academic Residence Requirements

To satisfy academic residence requirements for the master's and bachelor's degrees, students must complete a minimum of 30 credits at Saint Leo University. For the bachelor's

degree, a minimum of 15 of the 30 hours required to be taken at Saint Leo University must be in the major. University College students must also be in attendance during the last two semesters. To satisfy academic residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo University.

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.

Student Honor Societies

The *Alpha Alpha Alpha* chapter of Sigma Tau Delta, the international English Honor Society, was chartered in 1990 to brevet distinction upon undergraduates, graduates, and scholars in academia, as well as upon professional writers who have recognized accomplishments in linguistic or literary realms of the English language. To be eligible for membership, a student must have earned at least 45 hours of University credit, completed a minimum of two University courses in English language or literature beyond the usual requirements in first-year composition, and earned a GPA of 3.50 or better overall and in English.

Alpha Mu Alpha is the national marketing honor society for qualified marketing students and marketing faculty. Since its inception in 1937, the American Marketing Association (AMA) has remained committed to the advancement of excellence in the field. It was this commitment that which fostered the establishment of Alpha Mu Alpha in the spring of 1981. All marketing students who are members of the AMA and hold a minimum overall GPA of 3.25 are eligible.

Alpha Phi Sigma is the only national criminal justice honor society for criminal justice majors. The society recognizes academic excellence of undergraduate, graduate students of criminal justice, as well as juris doctorate. The Association of College Honor Societies was organized on October 2, 1925, by a group of college and university teachers, administrators, and representatives of a few well-established honor societies. Its object was then and is now to consider problems of mutual interest such as those arising from the confusion prevailing on college campuses concerning the character, function, standards of membership, multiplicity, and undesirable duplication of honor societies; to recommend action leading to appropriate classification or elimination; and to promote the highest interest of honor societies. Alpha Phi Sigma was granted membership by the Association of College Honor Societies in 1980.

Beta Beta Beta is the national honor society for the biological sciences. The Saint Leo University chapter, Sigma Omega, was chartered in 2003. The society is dedicated to improving the understanding and appreciation of biological study and extending the boundaries of human knowledge through scientific research. Members pledge themselves to promote scholarship in the biological sciences, to promote the dissemination of biological knowledge, and to encourage research. Since its founding in 1922, more than 175,000 individuals have been accepted into lifetime membership in the society, and more than 430 chapters have been established throughout the United States and Puerto Rico. Individuals seeking undergraduate membership in the society must be majors in the biological sciences; are normally at least in the second semester of their sophomore year; have completed at least three courses in the biological sciences, at least one of which is beyond the introductory level; and have maintained a GPA of "B" or better in their major.

The Saint Leo University student honor society *Delta Nu* is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty, and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities, and to encourage a sense of intellectual community among its members. To be

eligible for membership, a student must have acquired 60 credit hours, be able to demonstrate leadership and service to others, and maintain a GPA of 3.50.

The *Iota Gamma* is a chapter of the Phi Alpha Honor Society, which is a national honor society for social work students. The society was chartered in 1962 for the purposes of providing a closer bond among students of social work and promoting humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers. The requirements for membership are social work as a major, sophomore status, completion of eight semester hours or 12 quarter hours of required social work courses, an overall GPA of 3.0, and a 3.25 GPA in required social work courses.

Kappa Delta Pi is the international honor society in education. Founded in 1911, the purpose of the society is to recognize excellence and foster mutual cooperation, support, and professional growth for educational professionals. Membership has included such exceptional educators as John Dewey, Jean Piaget, Howard Gardner, Eleanor Roosevelt, Alfie Kohn, and Albert Einstein. Over 50,000 of the brightest scholars and practitioners are members today. The Saint Leo chapter, Alpha Delta Alpha, was chartered in 2007. To be eligible for membership, students must have a minimum GPA of 3.4 and be recognized for excellence not only in academics but also in service and in educational practice. The motto of KDP is "So to teach that our words inspire a will to learn; So to serve that each day may enhance the growth of exploring minds; So to live, that we may guide young and old to know the truth and love the right."

Lambda Pi Eta is the official communication studies honor society of the National Communication Association. Founded in 1985, the society now has more than 400 active chapters at four-year colleges and universities worldwide. The Saint Leo University chapter, Omega Chi, was chartered in 2011. The name Lambda Pi Eta is represented by the Greek letters L (Lambda), P (Pi), and H (Eta), symbolizing what Aristotle described in his book *Rhetoric* as the three ingredients of persuasion: Logos (Lambda) meaning logic, Pathos (Pi) relating to emotion, and Ethos (Eta) defined as character credibility and ethics. The society's goals are to recognize, foster, and reward outstanding scholastic achievement in communication studies; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity to discuss and exchange ideas in the field of communication; establish and maintain closer relationships between faculty and students; and explore options for graduate education in communication studies.

Phi Alpha is the national honor society for undergraduate and graduate social work students. Established in 1960, there are currently 106 chapters in the United States. The purposes of Phi Alpha are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarships and achievement in social work. To be eligible for membership, one must declare social work as a major, have achieved sophomore status, complete nine semester hours of required social work courses, achieve an overall GPA of 3.0 (on a 4.0 scale), and achieve a 3.25 GPA in required social work courses.

For community college transfer students, Saint Leo has an alumni chapter of *Phi Theta Kappa* (PTK), the international honor society of two-year colleges.

Pi Sigma Alpha is the national honor society for undergraduate and graduate political science students. There are currently over 500 established chapters at American colleges and universities. The Saint Leo University chapter is Omega Epsilon. The society contributes to University life through sponsored campus visits by political leaders, community forums on political issues, and student site visits. In 2002, Omega Epsilon received a national award as one of three outstanding chapters of Pi Sigma Alpha. To be eligible for undergraduate membership, an individual must have completed at least ten semester hours of work in political science, including at least one course at the upper-division level; maintained a GPA of "B" or higher in all political science courses; maintained general scholar-

ship sufficient to be placed within the upper third of one's class; and fulfilled any additional requirements prescribed by the local chapter. Associate memberships are also available to students wishing to participate in chapter activities who do not as yet meet the national requirements.

Psi Chi is the national honor society in psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. *Psi Chi* is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and American Psychological Society. *Psi Chi* functions as a federation of chapters located at more than 875 senior colleges and universities in the United States. The Saint Leo *Psi Chi* chapter was founded in 1997. The national organization's requirements for membership are completion of at least three semesters of college, completion of nine semester hours of psychology courses, registration for a major or minor in psychology, and undergraduate overall cumulative GPA of 3.00 and rank in upper 35 percent of their class (sophomore, junior, or senior) in general scholarship. Students also must have a 3.00 GPA in psychology courses.

Public Safety Honor Society (PSHS) is an international honor society for undergraduate and graduate criminal justice and/or public safety students. Established at Saint Leo University in 2008, the Public Safety Honor Society was formulated through the Society for Public Safety (SPS). The foundation for the Honor Society is enriched by the Global Proclamation of SPS as it is erected by five separate and distinct pillars, which are the supporting braces of five individual walls. Each wall is interconnected to one another and aids in the delineation of responsibilities to provide public safety to all humanity. The pillars—criminal justice, emergency management, fire science, psychology, and maritime—have thus shaped the five sides of the pentagon that formed the symbol of the Society for Public Safety and the Public Safety Honor Society. The organization's vision is to recognize academic excellence and to promote public safety awareness, educational growth, and professional growth. To be eligible for membership, one must declare criminal justice or a public safety program as a major, have completed 60 credits within that program, and maintain a 3.0 GPA on a 4.0 scale.

The National Society of Leadership and Success—*Sigma Alpha Pi*—began with a vision of its founder, Gary Tuerack, who wanted to build a community to truly impact lives in a positive and lasting way. He teamed together a nationwide effort of professional speakers and staff members at universities who believed in the mission of making a long-term positive impact in people's lives and began creating a program designed to offer continual motivation and support, with accountability steps to help people take the necessary actions to achieve their goals. The vision was to create a community where like-minded success-oriented individuals could come together to learn from and support one another. The vision included a supportive group dynamic with presentations from the nation's top presenters along with proven useful tools and strategies for achieving goals. The society began with 131 members at 16 chapters in the first year. As word of mouth spread and the offering improved, the society rapidly continued to grow, and still continues today. The society was chartered at Saint Leo University on April 23, 2008.

Sigma Beta Delta, the international honor society in business, management, and administration, was founded in 1994. The Saint Leo chapter was established in 1994 as one of the founding chapters. *Sigma Beta Delta* was established to encourage and recognize scholarship and accomplishment among students of business, management, and administration and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. *Sigma Beta Delta* espouses three principles: wisdom, honor, and meaningful aspirations. *Sigma Beta Delta* members are challenged to pursue wisdom throughout their lives, to accept honor as a constant companion throughout their lives, and to aspire to goals that will chart them on the path of wisdom and honor throughout their lives. *Sigma Beta Delta* inducts eligible students and qualified faculty based on their sustained scholastic and personal achievement in

business, management, and administration and a dedication to the principles of wisdom, honor, and meaningful aspirations.

Theta Alpha Kappa (TAK), national honor society for religion studies and theology, exists to encourage, recognize, and help maintain excellence within the academic study of religion and theology. It does this primarily by recruiting and chartering local chapters in appropriate, qualified institutions of higher learning—which chapters, in turn, exist to pursue these same purposes in a local context through their various activities and induction of qualified students. Secondly, through its *Journal* and other programs, TAK seeks to pursue these purposes within a national and (hopefully in future) an international context. TAK is held to high standards in supporting and recognizing these scholarly pursuits by its status as a member society in the Association of College Honor Societies, as a related scholarly organization of the American Academy of Religion, as an affiliated society of the Council of Societies for the Study of Religion, and as a nonprofit, educational corporation in the State of New York. In each case TAK has committed itself—through its incorporation papers and constitution—to these purposes and high standards.

Disability 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 Disability Services, which is located in the Student Activities Building. In accordance with federal regulations, the Office of Disability Services is the only authority in the University that may determine and approve accommodations under ADA-AA. 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 the Saint Leo website or visit the Office of Disability Services for a copy of the manual.

University Library Services

University Library Services provides instruction, information resources, and services needed by students pursuing their education and seeking an understanding of themselves, their world, and their Creator. The Daniel A. Cannon Memorial Library faculty and support staff offer direct personal assistance to all students, whether on the University Campus, at Continuing Education Centers, or at the Center for Online Learning. Library acquisitions are carefully selected to support the curriculum and to provide information resources in a variety of formats.

Located on the University Campus and overlooking Lake Jovita, the Daniel A. Cannon Memorial Library provides a welcoming environment for individual and group study and research. The three-level library building houses book, electronic, audiovisual, and instructional materials collections as well as an extensive periodicals collection. Electronic resources complement and enhance traditional print and nonprint information resources. Workstations for accessing the library's online catalog (LeoCatVoyager) and multiple research databases are located throughout the building. Additionally, the fully automated library maintains an education resources center, a media services center, and a student computer lab. The Hugh Culverhouse Computer Instruction Center includes Sprint electronic classrooms and a video teleconferencing classroom. The University Archives are also housed in the library building.

Library faculty regularly conduct classes in information retrieval and library research skills. Because many students will use the library's resources from a distance, an

online orientation to the library and its resources is available to all students wherever they are located. The online orientation includes tutorials on the use of LeoCatVoyager, research databases, Internet search engines, and other selected reference sources, as well as general information literacy issues.

The library web page (<http://www.saintleo.edu/Academics/Library>) offers remote access to the library's resources and services for off-campus students enrolled at Continuing Education Centers or the Center for Online Learning. This web page provides easy access to the library's information retrieval system, libraries of ebooks, and multiple research databases that include many full-text articles.

In addition to serving as the gateway to academic research for both distance learners and University Campus students, the library website includes an Ask-A-Librarian feature as well as links to selected reference sources available on the Internet. Online request forms further aid document delivery and interlibrary loan services, while a toll-free number to the reference desk affords direct person-to-person communication with a librarian concerning reference, database research, bibliographic search, circulation, inter-library loan, document delivery, and course reserve services.

Besides the resources of the Daniel A. Cannon Memorial Library, University Library Services also provides regional librarians for the Continuing Education Centers, as well as a librarian dedicated to serving the University's online program. Additionally, the Daniel A. Cannon Memorial Library establishes cooperative agreements with local libraries and host institutions for use of library resources by students enrolled in Saint Leo University Continuing Education Centers.

University Library Services are further strengthened by participation in networks and cooperatives for interlibrary loan exchanges throughout the United States and globally. The Cannon Memorial Library is a charter member of the Tampa Bay Library Consortium and a participant in Ask-A-Librarian, Florida's newest and largest collaborative online reference service. The library is also an active member of the Florida Library Information Network, ICUF Libraries, LIRN (Library & Information Resources Network), OCLC, and SOLINET.

Computer Usage Guidelines

University-owned or -operated computing resources are provided for use to faculty, students, staff, and authorized associates of Saint Leo University. All faculty, students, staff, and associates are responsible for use of Saint Leo University computing resources in an effective, efficient, ethical, and lawful manner. The following guidelines relate to the use of these computing resources:

1. Computing resources and accounts are owned by the University and are to be used for University-related activities. All access to computer systems managed by University Technology Services, including the issuing of passwords, must have prior approval.
2. Computing resources and accounts are to be used only for the purpose for which they were assigned and are not to be used for commercial purposes or non-University related activities. The continued use of an account after the student enrollment or faculty/staff/associate employment ends is considered a non-University related activity, except for e-mail accounts used by alumni.
3. Individuals must not use an account assigned to another individual, including student accounts, without written permission from either University Technology Services or the division that granted the account. Faculty, students, staff, and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends or nonauthorized individuals to use accounts, either locally or through the Internet, is a violation of these guidelines. It is recommended that account holder change the account password at least once per semester.

4. Data files are confidential. Computing Services or departmental staff may access others' files when necessary for the maintenance of University records, the maintenance of computing systems, validation of online coursework, or during investigation of serious incidents. The latter would require the approval by the appropriate institutional official, or as required by local, state, or federal law.
5. University computing resources may not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene e-mail or graphical displays used to harass or intimidate others are prohibited. Chain letters, mass mailings, and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of University electronic communications resources. Users will abide by applicable federal and state laws.
6. No one should deliberately attempt to degrade the performance of a computer system, including network resources, or to deprive authorized users of resources or access to any University computer system in any way including the intentional distribution of spam or malware.
7. It is a violation of these guidelines to use unauthorized knowledge of a password to damage any computing systems, obtain extra computing resources, take resources from another user, gain access to computing systems, or use computing systems for which proper authorization has not been given—either on-campus or off-campus.
8. Software use must conform to copyright laws and licensing agreements.
9. For the protection of all Saint Leo University computer users, an individual's computer use privileges may be suspended or restricted immediately upon the discovery of a possible violation of these guidelines or other campus policies. Whenever possible, users whose computer access has been restricted or suspended will be notified of the restrictions and the means for resolving the matter. Individuals who violate these guidelines will be subject to sanctions as outlined in the University's Employee Handbook, Student Handbook, or Academic Honor Code. All such cases will be forwarded to the appropriate officer of the University for action.

Application for Graduation

Students must make formal application for graduation in their School office, the Graduate Studies office, or the Regional Continuing Education Center office. A fee is required for graduation, even if the student chooses not to participate in the graduation 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** (see Chapter 4), 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 formal graduation ceremonies with academic regalia at the University Campus and at the Continuing Education Centers. University College, Graduate Program, Center for Online Learning, and Weekend and Evening Program Center students who have met all the requirements of Saint Leo University for receipt of the master's or bachelor's degree and have met all financial obligations may participate in commencement ceremonies on University Campus. Students who have a maximum of two courses left for degree completion at the end of the spring semester may request permission from their School 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.

The Continuing Education Centers have separate graduation and commencement ceremonies, although students receiving a bachelor's degree from a Continuing Education Center can request permission to attend the ceremony on University Campus. Requests are directed to the appropriate Assistant Vice President of the Division of Continuing Education and Student Services through the Center Director.

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 Disability Services, Admission Office, Continuing Education Center, or Graduate Studies Office 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 Chapter 3 of this catalog for admission information for University College.

Students interested in attending Saint Leo University at one of our Division of Continuing Education and Student Services Centers or through the Center for Online Learning (COL) should refer to chapters 3 and 5 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 Division of Continuing Education and Student Services 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 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 Financial Assistance

For information about financial assistance, see Chapter 3.

STUDENT SERVICES

The Division of Student Services 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 Services are designed to assist a student's growth and development as a whole person by assisting all students in becoming more involved with campus activities and organizations. 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 the Division of Continuing Education and Student Services Centers, creates a vibrant student life experience, and generates strong school spirit for all.

Campus Life

As active members of the University community, students are encouraged, individually and collectively, to express their views on institutional policy and matters of general interest to the student body. University College students can participate in the formulation and application of institutional policy, affecting both academic affairs and student services, through standing committees, the Student Government Union, and numerous ad hoc committees and organizations. Any students concerned with an academic issue should contact the department director, School Dean, or Center Director. All issues concerning student life should be directed to the Associate Vice President for Student Services.

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 that 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 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 www.saintleo.edu/Campus-Life/Code-of-Conduct.

Admission to Class

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

Classroom Misconduct

Saint Leo University students are expected to conduct themselves at all times in accord with good taste and observe the regulations of the University and the laws of the city, state, and national government.

All University community members—faculty, staff, employees, students—have the right and obligation to report violations of civil or University regulations to the Vice President of Academic Affairs.

Should a University community member encounter a disruptive student, the student shall be asked politely, but firmly, 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, the appropriate office shall be notified.

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 to the Associate Vice President for Student Services, School Dean, or Center Director.

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.

However, Catholicism is not an ideology we impose but a gift we share. Other 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 Samaritans (community service and social justice outreach), retreats, and mission/service trips, are strictly ecumenical—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). Here at Saint Leo we are family and belong to one another. 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.

Our social justice outreach comes from the Samaritans' volunteer and service opportunities throughout the year as well as from our Spring Break mission/service trips to Haiti, the Dominican Republic, and Mexico.

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 Student Chaplain Program.

- Provides "mini courses" and other learning opportunities to explore and understand the Catholic faith.
- Offers volunteer service opportunities through the Samaritans and through the Spring Break mission/service trips to Haiti, the Dominican Republic, and Mexico.
- 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 sharing.
- Trains and educates liturgical ministers (readers, Eucharistic ministers, ministers of hospitality) to take an active role in Sunday Liturgy and at other schools' Masses.
- Mentors our new E-Ministry (electronic ministry) team, which puts technology and media at the service of University Ministry Liturgy and other events.
- Trains and educates student singers and musicians in "Voices of Christ," our student choir and band, to make Campus Liturgies and "Praise and Worship Nights" a joyful expression of faith.
- Fosters the musical and dramatic talents of our students through "Drama Ministry."
- Invites nationally known 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 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, et cetera.
- Offers the Invocation at all "home" athletic events and provides special retreats and prayers for the various athletic teams.
- Offers monthly Eucharistic Adoration on the first Thursday and Friday of the month.
- Supports efforts to affirm and protect life from conception to natural death through our pro-life "Imago Dei" group.
- Through "Project Rachel," provides support and guidance for those who are suffering remorse after having had an abortion.
- In cooperation with Counseling Services, offers help to women who are pregnant or who are victims of date rape.

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.

The Center is a collaboration of the American Jewish Committee and Saint Leo University. In a world of increasing religious intolerance, misinformation, and misunderstanding, the Center, its Board, and "The Friends of the Center" commit themselves with passionate urgency to move in the opposite direction to build mutual respect, understanding, and appreciation between Jews and Catholics.

Because of our University roots as well as our commitment to community service, the Center offers a variety of interfaith education and dialogue resources and programming to serve clergy, congregations, classrooms (teachers and students at all levels), and the community at large. Examples include the following:

- The CCJS website provides a wealth of information and links to respected and reliable interfaith education and dialogue resources.
- Monthly electronic newsletters feature updates on Center programs and events, educational articles, and information of general interest in the field of Catholic-Jewish relations.
- Study group and programming resources for Jewish and Catholic communities include the respected "Walking God's Paths: Christians and Jews in Candid Conversation" video study program, endorsed by the U.S. Conference of Catholic Bishops and the National Council of Synagogues.
- Lectures and conferences address interfaith topics and featuring individuals of national acclaim in the field of interreligious studies.
- The CCJS sponsors visiting scholars and academic courses related to the field of Christian-Jewish studies.
- The CCJS presents its annual Eternal Light Award recognizing the contributions of outstanding leaders in the field of Catholic-Jewish relations.

These important resources are available to Saint Leo University's more than 14,000 undergraduate and graduate students in both traditional classroom and online formats.

Saint Leo University and the American Jewish Committee have undertaken a project for a collaborative partnership between Jews and Catholics. The Center was established at Saint Leo University in 1998 through a formal Memorandum of Agreement between the University and the American Jewish Committee. The Center concentrates its efforts to promote interfaith dialogue on contemporary problems and to address historical conflicts, as well as to educate the 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.

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INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo University, the Sunshine State Conference, and the National Collegiate Athletic Association (NCAA), Division II. The University offers competition for men in cross-country, soccer, basketball, baseball, tennis, lacrosse, swimming, and golf. The University offers competition for women in cross-country, soccer, volleyball, basketball, softball, tennis, swimming, golf, and lacrosse.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Athletes must earn a minimum of 24 credits per year. After the first year of competition, student-athletes must have at least a 1.8 grade point average. From year two and beyond, they must maintain a 2.0 grade point average. Students must ensure that professors are informed in advance of their scheduled absences (see Chapter 3, page 68). Freshman students must qualify for athletic participation under the NCAA by-law 14.3 as follows: successfully complete a high school core curriculum of at least 14 academic courses including at least three years in English, two years in mathematics, two years in social science, and two years in natural or physical science (including at least one laboratory class if offered by the high school), three years of additional core classes, as well as an 820 combined score on the SAT verbal and math sections or a sum score of 68 on the ACT. Transfer students must meet NCAA regulations, which vary depending on attendance at four-year or two-year institutions. The compliance coordinator at the University will handle transfers on a case-by-case basis.

To provide each University Campus student the opportunity for physical activity, the Marion Bowman Activities Center features a gymnasium with three basketball and volleyball courts, and a fitness center.

In addition to the Marion Bowman Activities Center, there are outdoor, lighted racquetball and tennis courts, lighted baseball and softball fields, a soccer/lacrosse field, and an outdoor basketball court. There is a practice soccer field/lacrosse/intramural field. Two commercial 18-hole golf courses are adjacent to the University Campus.

Recreation

The campus recreation programs enrich the educational experience and promote student/staff/faculty wellness by providing high-quality, satisfying recreational experiences:

1. Intramurals: Structured tournaments are offered in a wide variety of sports. Some of the sports offered are softball, flag football, roller hockey, basketball, soccer, volleyball, and tennis. Students also have the opportunity to attend regularly scheduled officials' clinics for each sport, which provides them the necessary qualifications to work as a referee.

2. Fitness Center: The fitness center contains a full line of free weights, aerobic equipment, and strength training machines. It is open to students, faculty, and staff on a daily basis. The weight room supervisor is qualified to assist participants in establishing a workout routine or assist participants in improving their current workout. The aerobics room is designed to accommodate many types of workout classes.

3. Outdoor Recreation: This is a multifaceted program that offers many opportunities for adventure. Activities may include kayaking, day hikes, overnight camping, indoor rock climbing, canoeing, biking, deep-sea fishing, and horseback riding. The department is also able to supply campers with backpacks, tents, and coolers.

4. Lakefront: Saint Leo University is located directly on Lake Jovita. Canoes, kayaks, and sailboats are available for student use. There are also picnic facilities and a sand volleyball court.

5. Pool: The outdoor swimming pool is open year-round, weather permitting. Lifeguard Training and Water Safety Instructor courses are offered every semester. University students with lifeguard certification are eligible to work at the pool.

6. Facilities: The Marion Bowman Activities Center features a gymnasium with three basketball and volleyball courts.

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.

2: Campuses, Centers, and Degree Programs

UNIVERSITY CAMPUS

University College offers Saint Leo University students associate's and bachelor's degree programs in a traditional campus-based environment at University Campus, Saint Leo, Florida.

This section contains information that applies only to University College students and supplements Chapter 1. Center for Online Learning students and Division of Continuing Education students should consult pages 44-61 of this chapter and then chapters 3, 4, and 5.

Campus Description

The campus of Saint Leo University, known as University Campus, is approximately 35 miles north of downtown Tampa, Florida. Its rolling hills and richly wooded grounds edge on beautiful Lake Jovita. The central Florida location offers many natural advantages that attract people to live, work, and study in the Sunshine State. This pleasing pastoral atmosphere can be exchanged in an hour or so for beaches or two metropolitan areas—Tampa/St. Petersburg and Orlando.

Campus buildings unite the tradition of the past with the objectives of modern education through a combination of Spanish Florida baroque and contemporary architecture.

Saint Francis Hall houses the offices of the President, Academic Affairs, Continuing Education and Student Services, Business Affairs, Human Resources, University Advancement, (Alumni Relations, Development, University Communications), Graduate Studies, and Institutional Research and Assessment.

Across from Saint Francis Hall is Saint Edward Hall. The offices of Graduate Criminal Justice, Student Financial Services, Registrar's Office, Veterans Affairs, and the University's Trane Stop Student Center are located on the first floor. The rest of the building houses faculty offices and classrooms.

Residence halls are situated throughout the 186-acre campus. Located on the west side of the campus is the Marmion (first-year male students) and Snyder (first-year female students) Residence Hall complex. Marmion/Snyder Halls house the Lion's Den. In this large lounge are recreation and cardio-vascular equipment, and a large-screen television. On the east side of campus are four residence halls. Benoit Hall, a traditional women's hall, and Henderson Hall, a traditional men's hall, are located on the University Circle and house both first-year students and upperclassmen. Roderick Hall offers suite-style living for both men and women. Each suite has four single bedrooms, two bathrooms, and a living area. Alumni Hall, located next to Roderick Hall, houses both men and women. All rooms have a private bathroom and a private entrance. Students living in Alumni and Roderick Hall tend to be mostly juniors and seniors. In addition to these six residence halls, there are four apartment buildings near the lake. The apartments have either four singles or two doubles with two bathrooms, a common living room, and either a full kitchen or kitchenette. These facilities also have a common lounge, conference rooms, and laundry room. East Campus is located four miles from main campus. Residents living in East Campus must be at least sophomore status and must have their own transportation to and from campus. East Campus apartments have two bedrooms, two baths, a full kitchen, a common living room, washer and dryer, and a balcony. Finally, two new residence halls are being constructed during the 2011-2012 academic year. These facilities will be state-

of-the-art suite-style housing units for over 300 third- and fourth-year students beginning in Fall 2012.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Mathematics and Sciences; laboratories; science library; and the Heagerty Business Suite. The William G. and Marie Selby Auditorium, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating. Nearby Crawford Hall provides general classrooms.

The Daniel A. Cannon Memorial Library is named in honor of long-time trustees and donors Daniel A. and Elizabeth T. Cannon. The three-level building overlooking Lake Jovita houses the library collections, research stations, media services center, student computer lab, and the University Archives. The Hugh Culverhouse Computer Instruction Center, the Sprint Electronic Classroom, and the Video Teleconferencing Classroom are located on the lower level.

Residence Life, Counseling Services, Career Planning, and Health Services are located in deChantal Hall. There are also a number of faculty offices in this building.

The Campus Security & Safety Office and Marian Hall, which houses the Office of Admission, are found at the main entrance of University Campus.

The Student Community Center is the hub and focal point for campus social activities and provides dining and recreational spaces for students, faculty, staff, and community members for meeting, eating, and socializing. On the ground floor of the Student Community Center is the dining room, with its open-air ceiling into the first floor, which houses the campus bookstore, Lions' Lair snack shop, convenience store, large lounge area, and a series of meeting rooms. The Student Activity Building houses the offices of Student Services, Student Involvement, Greek Life, Multi-cultural Affairs, and Student Government as well as other student organizations on the first floor. The second floor hosts University Ministry and Academic Student Support Services, which includes the Learning Resource Center and the Office of Disability Services. The Clock Tower houses a small multifunctional room used for small-group liturgies. Connecting these three buildings is a beautiful open-air plaza.

The Marion Bowman Activities Center is a facility for teaching and recreation as well as the location of the Department of Intercollegiate Athletics. The main gymnasium is used for intercollegiate sports, lectures, and other educational and social activities. Physical education classrooms, an athletic training room, an aerobics room, a fitness center, and a weight-lifting room are also in the facility. The Recreation Department operates a large heated outdoor swimming pool and sunning deck adjacent to the Activities Center.

Athletic fields provide venues for soccer, baseball, lacrosse, and softball. Numerous courts are also available for tennis, volleyball, racquetball, handball, in-line skating, and basketball.

The waterfront at Lake Jovita provides opportunities for canoeing, sailing, boating, lakeside cookouts, and recreational events coordinated by the Recreation Office.

University College Academic Calendar 2011-2012

Fall 2011 Semester

August

M	15	Opening School Year Mass (8 a.m.)
T	16	International Students—Arrival
W	17	International Students—Orientation
TH	18	New Students—Arrival (a.m.)
TH	18	Matriculation Ceremony (3 p.m.)
TH-M	18-22	New Student Orientation
SU	21	Residence Halls Open for Returning Students

SU	21	Freshman Trip
M	22	Student Advising and Registration (Fall 2011/Spring 2012)
T	23	Classes Begin—Mandatory Attendance*
F	26	Last Day to Add/Drop Courses
September		
TH	1	Mass of the Holy Spirit/Convocation—Abbey Church (11 a.m.) (Classes follow a modified schedule.)
M	5	Labor Day (No Classes/University Offices Closed)
October		
M	31	Registration for Spring 2012
November		
R	3	Focus the Nation (Classes follow a modified schedule.)
F	4	Graduation Applications Due for Participation in May 2012 Commencement
M	7	Feast of Saint Leo
F	11	Veterans Day Observation/Community Service Day (No Classes)
M	14	Last Day to Withdraw from Courses Without Failure
M–F	21–25	Thanksgiving Break
M	28	Classes Resume
December		
M	5	Last Day of Regular Class Schedule
T–F	6–9	Final Exam Schedule
TH	8	Last Day to Withdraw from University Without Failure
SA	10	Residence Halls Close (7 p.m.)

Spring 2012 Semester

January		
SA	7	New Students—Arrival and Orientation
M	9	Returning Students—Arrival
M	9	Student Advising and Registration
T	10	Classes Begin—Mandatory Attendance*
F	13	Last Day to Add/Drop Courses
S	28	Community Service Day
March		
M–F	12–16	Spring Break
M	19	Classes Resume
M	26	Advance Registration for Summer and Fall 2012
April		
F	6	Good Friday (No Classes/University Offices Closed)
SU	8	Easter
TBA	TBA	Homecoming Celebration
M	9	Last Day to Withdraw from Courses Without Failure
TH	12	Academic Excellence Day (Classes follow a modified schedule.)
W	18	Last Day of Regular Class Schedule
R–F	19–20	Final Exam Schedule
M–T	23–24	Final Exam Schedule
M	23	Last Day to Withdraw from University Without Failure
W	25	Residence Halls Close for Non-Graduates (11 a.m.)
W–F	25–27	Senior Days
F	27	Baccalaureate Mass
F–SA	27–28	Commencement

SA 28 Final Grades Due

SA 28 Residence Halls Close for Graduates

*Attendance at the first class meeting in each course is mandatory.

Note: The Academic Calendar is subject to change. The updated version is posted on the Saint Leo University website (www.saintleo.edu) under "Academics/Academic Events."

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.

Special Academic Areas of Study

The University Honors Program

The Saint Leo University Honors Program serves the needs and interests of highly motivated and academically talented students who attend University College, providing them with an opportunity to reach their potential as independent, self-actuated learners and community leaders. Within the Honors Program, students representing a wide variety of intellectual perspectives meet on common ground, frequently debating controversial subjects and exploring personal concerns and interests. For more than twenty-five years, our graduates have relied upon the flexible minds and adaptable skills they developed in the Honors Program to succeed at highly rewarding careers in business, law, medicine, education, professional sports, the fine arts, and the various areas of public service.

The Honors Program consists of an integrated sequence of six interdisciplinary courses, spread over the first three years of college, and an extensive senior year honors project carried out under the nurturing supervision of a distinguished faculty mentor. Because honors core courses substitute for many of the required LINK (general education) courses, the Honors Program may be viewed as an alternative means of satisfying the LINK requirements. As a complement to the honors core courses, the Department of English, Fine Arts, and Humanities provides special honors sections of the freshman composition courses: ENG 121H and ENG 122H.

Honors courses feature a great readings, great discussions strategy for intellectual development that advocates careful attention to the text, shared inquiry through intelligent conversation, critical reflection through writing, and a heightened awareness of the learning process. Informed absorption of great ideas, rather than mere acquaintance with them, is the overall goal. The Honors Program seeks neither to provide a comprehensive treatment of world intellectual achievement nor to undertake a general survey of Western civilization; its purpose is to probe in depth the original minds of a few significant thinkers, doers, and dreamers.

Each Honors course exhibits its own theme or focus, but the entire sequence of core courses is structured and integrated so that knowledge builds over time and academic skills taught in one course are applied directly in the next. The Honors Program strives to reinforce Cardinal Newman's notion that a liberal arts education furnishes a coherent body of knowledge that serves the whole human being and nourishes a "philosophic habit of mind."

The Senior Honors Project offers each senior Honors student the opportunity to design an independent course of study mapped to his or her personal life goals and to pursue that study for a full year under the close personal supervision of a chosen faculty mentor. The results are defended before a panel of experts and then presented to the public, usually during Academic Excellence Day. Completion of the Senior Honors Project provides incontrovertible proof of the student's arrival as a truly independent and self-authoring scholar, and the project itself has frequently proved to be a springboard for success in graduate or professional school.

Through HON 101: Honors Freshman Apprenticeship, first-year Honors students are awarded the opportunity to enter into a faculty-student apprenticeship experience that provides curious students with a behind-the-curtains view of the work and rewards of academic life. Highly motivated sophomore Honors students may participate in the Honors Peer-Mentoring Council, which assists in providing stimulating activities for the Honors Program and smoothing the transition from high school to university for first-year Honors students. Service learning is expected of every Honors student.

The full Honors curriculum consists of an integrated sequence of six courses plus two research courses:

HON 150	The Classical World View	(3)
HON 151	The Christian Vision	(3)
HON 250	The Humanistic Tradition	(3)
HON 251	The Scientific Revolutions	(3)
HON 350	The Human Condition Reexamined	(3)
HON 351	The Modern World View	(3)
HON 498	Honors Research Methods	(1)
HON 499	Senior Honors Project	(3)

Honors courses may be substituted for LINK requirements as follows:

HON 150	PHI 101: The Quest for Wisdom
HON 151	The 200-level Religion and Philosophy Perspective
HON 250	FAS 101: The Integrated Arts
HON 251	One of the Scientific Perspective Courses
HON 350	SSC 101: The Human Behavior Perspective
HON 351	SSC 102: The Global Perspective

Moreover, with the appropriate academic Dean's approval, the Senior Honors Project may be used to satisfy upper-level major requirements.

The minimum requirements for admission to the Honors Program are a high school cumulative GPA of 3.5 and an SAT score of 1060 or the ACT equivalent of 25. If a student international or domestic has the equivalent GPA but does not meet the SAT or ACT requirement, they may petition to apply to the Honors program by writing an essay and taking a separate examination administered by the Honors Director. These Students may also be required to submit a letter of recommendation confirming their aptitude for independent and collaborative work.

Students who complete the first semester or freshman year at University Campus with a minimum cumulative GPA of 3.75 or may seek a recommendation by a faculty member to join the Honors Program, but they must double up on Honors core courses during their sophomore year. Students who transfer from another National Collegiate Honors Council (NCHC) recognized Honors program with a minimum cumulative GPA of 3.5 are automatically eligible for admission.

Junior transfer students holding an A.A. or A.S. degree who have a minimum cumulative GPA of 3.75 are invited to join the Honors Program for the final two years. The two-year Honors curriculum for qualified junior transfers consists of the following courses: HON 350, HON 351, HON 498, and HON 499.

To graduate from the Honors Program, a student must meet all University graduation requirements with a minimum cumulative GPA of 3.25, must also achieve a minimum cumulative GPA of 3.25 in Honors classes, and must complete the Senior Honors Project with grade of B- or better.

Any student who receives a grade of less than a B- in any two Honors core courses (excluding English Honors courses) may no longer register for Honors courses or receive further Honors benefits.

The Saint Leo University Honors Program is affiliated with the National Collegiate Honors Council, an organization of over 700 colleges and universities that serves as the national organization for Honors programs. In addition, Saint Leo University participates in the Southern Regional Honors Council, which is an affiliate of the National Collegiate Honors Council. A description of the Saint Leo University Honors Program may be found in *Peterson's Guide to Honors Programs*.

For further information and application forms, contact the Director of the Honors Program, MC 2127, P.O. Box 6665, Saint Leo University, Saint Leo, FL 33574-6665.

International Education/Study Abroad

Saint Leo University is a global university. We believe that all students can improve their education by gaining an international perspective. The best way for students to understand cultural differences and gain a global perspective is by studying abroad. For those interested in international business or international relations, a study abroad experience is particularly important.

To assist students in finding opportunities abroad that fit their individual academic programs, the University offers students the opportunity to study in France, Italy, Ecuador, Spain, Australia, Ireland, England, Scotland, Greece, and through an unpaid internship in England.

For further information regarding study abroad opportunities, students should contact their academic advisor or the Associate Director of Campus Life for International Services in Student Services.

Internships

Internships can be an important part of the Saint Leo academic experience. Many Saint Leo majors offer students the opportunity to apply theories and principles learned in the classroom to a real-world, real-work setting. Internships provide practical learning experiences that can be a valuable asset in the workplace and can greatly enhance one's chances when seeking employment or admission to graduate programs following graduation.

Students must follow a prescribed series of steps in order to obtain an internship. These procedures may vary depending on the major but must always begin with a discussion with the student's academic advisor, who will guide the student through this process. Procedures ensure that the student is properly prepared to derive the most benefit from this experience and require a written agreement negotiated between the student, his or her internship advisor, and the work site supervisor. This agreement must be completed before the internship can begin. It represents a plan describing the learning objectives for the internship, how those objectives can be achieved, and how the student's success in achieving those objectives is to be assessed.

Depending on the major, internships may be offered fall, spring, and/or summer semesters. Students have pursued internships in the greater Tampa area; Orlando; Miami; New York; Washington, D.C.; London; and Switzerland. Questions about internships can be directed to the student's academic advisor or the Assistant Director of Career Planning.

Learning Enhancement for Academic Progress (LEAP)

LEAP is designed to assist first-time freshman students who do not meet standard admission requirements for University College but who exhibit potential for academic success. A limited number of students are admitted to this structured area of study each year. The central component of LEAP is a four-week summer program immediately preceding the fall semester for which the student has applied. Students will work on success-building skills such as career counseling and leadership training. Students will learn reading and study skills, will acquire time-management strategies, and will become skilled in computer use.

Students will be closely monitored during the fall and spring semesters of their freshman year in order to provide the best support services for student success. LEAP students will abide by the following University rules and requirements:

- Meet weekly with their advisor and with the Director of LEAP as required.
- Abide by all University rules and regulations. A recommendation by the Office of Student Services that there is cause for dismissal from the University for disciplinary violations will be cause for immediate termination of enrollment.
- Achieve a 2.0 grade point average at the end of the fall semester. If a 2.0 is not achieved, a student may register for a second semester only with the approval of the Director and the faculty advisor.
- Make satisfactory academic progress at the end of the spring semester.

Students who meet all the required standards of progress will advance to the sophomore year without condition in any major for which they qualify. Students interested in majoring in elementary education must meet the guidelines established by the State of Florida (see the Elementary Education Major description in Chapter 4).

Pre-Professional Preparation

Basic pre-professional courses leading to graduate study or to entrance into professional schools are offered in a number of fields, including law, medicine, dentistry, osteopathy, nursing, social work, and veterinary science. Pre-professional faculty advisors work closely with students to explore opportunities in professional schools and to select courses that will help students reach their goals.

Students should plan to use the liberal arts as the foundation for more specialized study at another institution and are advised to consult an advisor in their special field of interest for a suggested outline of required subjects as soon in their academic degree program as possible. Students should also consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Pre-Health Professional Advising

Students interested in pursuing careers in medicine, dentistry, osteopathy (including the 4+4 medical school and 3+4 dental school partnerships with Nova Southeastern University, for which there are additional application and admission requirements), nursing, and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry; however, health profession graduate programs do not require the biology major. Students with an interest in optometry, pharmacy, or other pre-professional medical programs should consult with the pre-health profession advisor. All students interested in careers in the health professions should meet with the pre-health professions advisor during their first semester.

Pre-Law Professional Advising

Law schools do not require any particular undergraduate major. Instead, law schools look for students who can write well, think clearly, and solve complex problems. A strong liberal-arts-based program of study that develops critical-thinking skills is the best preparation for law school.

At Saint Leo, our pre-law advisor works with students to select a major; choose electives that will enrich their understanding of the humanities, social sciences, and natural sciences; and prepare for law school selection.

Areas of study that develop analytical skills are particularly valuable, such as philosophy, logic, mathematics, communication, criminal justice, history, and political science. In addition, pre-law students are encouraged to enroll in POL 123: Introduction to Law and the Legal System, POL 326: United States Constitutional Law I, POL 327: United States Constitutional Law II, and GBA 231: Business Law I. All pre-law students are

also encouraged to enroll in an internship experience to help them explore the many dimensions of the legal profession.

Students who are considering a career in law should meet with their academic advisor before the end of their junior year.

Military Science

Army Reserve Officers' Training Corps (ROTC)

Location/Phone: BEH 336 (USF), 813/974-4065

Office Hours: 8 a.m.-5 p.m., Monday through Friday

Website: <http://web.usf.edu/~usfarotc>

E-mail: armyrotc@arotc.usf.edu

or at Saint Leo University: 352/588-8487

The Department of Military Science for Army Reserve Officers' Training Corps (ROTC) was established to select and prepare students to serve as officers in the Regular and Reserve components of the United States Army. The curriculum is designed to develop students' leadership potential and improve students' planning, organizational, and managerial skills.

Army ROTC training is divided into two phases: The first two years constitute the Basic Course, the last two the Advanced Course. The department offers both a four- and a two-year program, each leading to a commission as a Second Lieutenant in the United States Army. The four-year program requires completion of the Basic Course, a five-week field training course, and the Advanced Course. Students with prior active military service or previous training at military schools may be exempt from some or all of the Basic Course. Students with questions concerning the various options should contact the professor of Military Science for more information. Enrollment is open to qualified students at all levels, including graduate students. Offerings are published each semester.

Army ROTC training provides scholarships, pay, uniforms, and textbooks. Scholarships are awarded on a competitive basis in all academic majors. The scholarship pays full tuition, books, lab and other mandatory fees, and certain other academic expenses. All Advanced Course and scholarship students receive a monthly subsistence payment that ranges from \$250 for a freshman to \$350 for a senior. This is in addition to the pay of approximately \$700 while attending the five-week field training course at the Leader Development and Assessment Course at Fort Lewis, Washington.

Additional skills training at the Airborne School, Air Assault School, and the Northern Warfare School is available to both Basic and Advanced Course students during semester breaks. Additional skills training is also available during the academic year, to include first aid, rappelling, orienteering, etc.

Basic Course: The Basic Course consists of four semesters of classroom instruction of one hour each week and a leadership lab. Students incur no military commitment by participating in the Basic Course. In lieu of attending the basic course classroom instruction, a student may attend the four-week Leadership Training Course at Fort Knox, Kentucky, during the summer of the student's sophomore year.

Advanced Course: The Advanced Course consists of four semesters of classroom instruction of three hours each week, leadership lab, physical fitness and field training exercises, and a five-week training phase at Leader Development and Assessment Course. This course is designed to prepare the student who desires to be a Professional Army Officer for duty in the Active Army, Reserve, or National Guard. Additional follow-on training is available to selected cadets at both U.S.-based and overseas active Army units.

Job Opportunities: The newly commissioned officer can be guaranteed Reserve or National Guard duty, or compete for an Active Duty commission. Prior to commission-

ing, the student may request to serve in a number of career fields, including aviation, engineering, medical, law, law enforcement, logistics, and personnel administration.

Requirements for an ROTC Commission: Students who desire to earn a commission as a Second Lieutenant in the United States Army must meet the following requirements: four semesters of the ROTC Advanced Course, successful completion of the Professional Military Education Courses (written communication skills, computer literacy, and military history), attendance at Leader Development and Assessment Course, maintaining and graduating with a minimum of a 2.0 GPA, successful completion of the Army Physical Readiness Test, compliance with the Army height and weight standards, and other requirements of the United States Army.

Air Force ROTC

The Air Force Reserve Officers Training Corps (AFROTC) curriculum includes 12-16 hours of instruction by active-duty Air Force officers over a two- to four-year period. A student who successfully completes the AFROTC program will receive an Air Force commission as a Second Lieutenant and, based on the needs of the Air Force, is offered a position in the active duty Air Force at a starting salary of approximately \$45,000 per year.

AFROTC is routinely offered as a three- or four-year program. The three- and four-year programs normally require a student to successfully complete all degree requirements for award of a bachelor's degree, 14 or 16 course hours of AFROTC classes respectively, and a four-week field-training encampment between his or her sophomore and junior years. Based on the needs of the Air Force, a two-year program may be available. The two-year program gives students who do not enroll in AFROTC during their freshman and sophomore years the opportunity of taking AFROTC. Students should apply for the two-year program by December of the sophomore year. The two-year students complete a six-week field-training encampment in the first available summer.

AFROTC students take a 1.8-hour non-credit leadership laboratory in addition to the academic classes. Students wear the Air Force uniform during these periods and are taught the customs and courtesies of the Air Force. Leadership Laboratory is open to students who are members of AFROTC or are eligible to pursue a commission as determined by the professor of Aerospace Studies. There is also a mandatory weekly physical training program with specific weight and physical standards that must be upheld throughout the entire program.

AFROTC 4-, 3-, and 2-year scholarships may be available for eligible highly qualified applicants. Depending on student qualifications, these scholarships may pay for all tuition, fees, and books, and provide a \$250-\$500 per month tax-free stipend. **Those interested in more information about scholarship criteria should contact the AFROTC Department.**

Students interested in enrolling in the programs can begin registration procedures through the AFROTC office at the University of South Florida, Tampa campus, in CWY 407 prior to registering for the appropriate "AFR" course through Saint Leo University's registration process. Veterans, active-duty personnel, and graduate students are encouraged to inquire about special accelerated programs that may be available based upon the needs of the Air Force. The AFROTC phone number is 813/974-3367.

Other Academic Issues

Course Load and Overload

The typical full-time course load is 5 courses or 15 credits, but full-time University College students may enroll in 12 to 18 credits during the fall and spring semesters.

Students who wish to enroll in 19 or more credits during any term must be in their junior year, have completed a minimum of 15 credits at Saint Leo, have a minimum 2.50

grade point average, and have the written approval of their academic advisor and academic Dean.

A tuition fee is charged at the rate of \$250 per credit for 19 or more credits taken during any semester.

Distance Learning (DL) Internet-Based Courses

Saint Leo offers Internet-based courses through Distance Learning (DL). DL courses must be taken in conjunction with on-ground courses. These courses are designed primarily to meet the needs of adult learners. A Continuing Education student is permitted to take up to two DL courses in a given term. A Continuing Education student may take three DL courses in a given term only by exception, with the permission of the Center Director, and if the student's GPA is 3.0 or higher.

The education of full-time, University College undergraduate students is best accomplished through classroom experiences. At the same time, it is recognized that some University College students have specific needs that can be best met by enrolling in a DL course. University College undergraduate students who wish to enroll in a DL course must have the written approval of their advisor and have completed 30 college credits. University College undergraduate students may not enroll in more than one DL course per 15-week semester and no more than two DL courses during the 8-week summer term. To enroll in a DL course, students should first meet with their academic advisor.

Final Examinations

For courses offered in the University College program, final examinations are scheduled at the end of each semester. Students will not be required to complete four or more final exams on the same day. Students with more than three exams scheduled for a single day will be allowed to reschedule at least one exam. University College students should not plan to leave campus until after the scheduled last day of classes for the fall and spring semesters. The Academic Calendar is located on the Saint Leo website (www.saintleo.edu) under "Academics."

Graduation Awards

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

- The **Clara McDonald Olson Scholarship 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** to the Army ROTC graduate who best demonstrates leadership achievement in both advanced camp at Fort Bragg, N.C., and University Campus ROTC classes and labs at University College. The military sabre is donated by the Alumni Office and the Department of Military Science.

Student Services

The office of the Associate Vice President for Student Services is located in the Student Activities Building. Students with personal and campus concerns and questions should contact this office for assistance and information. The Associate Vice President for Student Services and Student Services staff practice a student-centered education and student-

first philosophy of service. The Student Code of Conduct, which is in place for the safety and well-being of our University campus community, is enforced by the Associate Vice President for Student Services. The Student Services staff is further involved in student life by sponsoring numerous programs and activities, planning and coordinating new student orientation, and providing leadership training and opportunities for student involvement in campus governance.

Learning Resource Center

The Learning Resource Center, located on the second floor of the Student Activities Building, is staffed by both professional and student tutors and provides academic support for any student who matriculates at Saint Leo University. The Center provides tutoring in most subject areas, and students are encouraged to make arrangements for tutoring early in the semester. The LRC uses Tutortrac, an online tutor scheduling system, which allows students to make tutoring appointments from any computer with Internet access. Students may access Tutortrac using a link on the Learning Resource Center web page. Tutoring is voluntary, and the student may request ongoing appointments for the entire semester, request short-term or weekly appointments, or may visit the Center as a drop-in. Tutors are available first to those students who have made appointments, and drop-ins will be seen on a first-come-first-served basis.

The Center also supports student writing whether in the freshman writing classes or in any other course. Tutoring is designed to help students improve the quality of their writing regardless of class standing and rank. Students are encouraged to visit the Learning Resource Center at all stages of the writing process: prewriting, writing, rewriting, and editing.

Mathematics students may use the center for assistance on math-related work and assignments. In addition, the Center computers have several math programs that students may use for additional practice.

In addition, the LRC also provides specific support for historically difficult classes through the Supplemental Instruction (SI) Program. In collaboration with professors, the SI coach attends all classes, takes notes, and schedules one or two workshops per week. In these workshops the SI coach will respond to student questions, provide suggestions for improving study skills specifically relevant to the course, provide practice test opportunities, and encourage group discussion and interaction on the class materials and concepts.

The Learning Resource Center has a computer laboratory with sixteen PCs for student use. All computers have Internet capability, and printers are available for use with student laptops. The Center has a variety of software and video programs that students may use to increase skills in writing, grammar, and mathematics. The Center also has a multimedia projection area, where workshops on study skills, reading, and organizational skills can be scheduled. The Center is open Monday through Thursday from 7:30 a.m. to 10:00 p.m. On Friday the Center is open from 7:30 a.m. to 5:00 p.m., and on Sunday the Center is open from 5:00 p.m. to 10:00 p.m.

Career Planning

The Career Planning Department provides a variety of services designed to contribute to the development of students who are well prepared to enter the workplace or graduate school upon graduation. Internships and off-campus part-time jobs are also available through the department. Individual counseling sessions are available through Career Planning for students who need assistance with career-related issues. Interest and skills inventories may be administered to undecided students. Workshops are conducted regularly throughout the year on such topics as résumé preparation, interviewing and communications skills, decision making, and the graduate school application process. The Career Resource Center, open to all students Monday through Friday when the University is open,

houses information on career planning, non-academic internships and summer employment opportunities, current job vacancy listings, employer publications, and an extensive selection of graduate school catalogs. Computers are available for student use in conducting self-directed interest inventories and preparing résumés and job search correspondence.

Graduate school entrance and application materials are also available in the Career Resource Center, located in deChantal Hall, room 110.

All Saint Leo University students and alumni have access to the Career Planning Department through the University's web page and are encouraged to use the job search and résumé posting services. Workshop materials, schedules of career-related events, and listings of local and national job vacancies can be found on the department's web page.

Career Planning co-sponsors an annual Career Expo each spring, as well as hosts numerous employer and internship interviews that are available to all students and alumni.

Counseling Services

Student Counseling Services is located in deChantal Hall, ext. 8199. The Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m., with evening hours available on an individual, as needed basis.

The Counseling Services offers confidential, short-term professional counseling to individuals as well as groups and couples. Counseling staff work closely with faculty and staff members in a consulting capacity to address mental health and developmental issues as they occur among members of the student body.

The Student Counseling Center website can be accessed from the Saint Leo website (www.saintleo.edu) by selecting "Campus Life," then "Student Services Division," then "Counseling Services." Self-help resources are available to all University students on the Counseling Services website. Whereas the campus community affords a wide variety of resources to help students adjust to university life, the Counseling Center's primary purpose is to provide psychological and developmental support as students pursue academic and personal goals, and to enhance the quality of their experience at Saint Leo University.

Disability Services

(See "Disability Services" in Chapter 1.)

Health and Wellness Center

The Health and Wellness Center is located in deChantal Hall, room 125. The phone number is 352/588-8347. Health and Wellness Center services for routine medical matters and referrals are available to all students Monday through Friday from 9 a.m. to 5 p.m. Students with unusual health records or special needs are urged to maintain the services of their own physicians. In the event the Health and Wellness Center is closed, please go to the nearest Urgent Care and then follow up with us during working hours. For emergencies, contact Security at 8333.

Health Insurance. Saint Leo University mandates that all traditional, full-time, undergraduate students attending University College to carry health insurance. To that end, all full-time, traditional students at University College are automatically enrolled in the student health insurance policy for a fee. The health insurance and fee can be waived if the student completes the online waiver process prior to the appropriate waiver deadline. Students wishing to waive must provide documentation of comparable insurance coverage through a United States-based insurance carrier. Travel medical policies will not be sufficient to waive coverage. Waivers take effect only when information is verified and student coverage is found to be comparable to University coverage. Regardless of coverage, students are encouraged to review the policy documents related to their health insurance coverage. The University is not responsible for any medical bills incurred by the student. Stu-

dents using both the University insurance and private insurance should consult both companies prior to submitting a claim to ease processing.

Accident Insurance. Saint Leo University provides accident insurance for all full-time students attending University College. The basic accident policy provides coverage in the event of an injury up to \$2,000. Benefits include hospital confinement, physicians charges, emergency room, X-rays, and labs.

Absences. When a student is treated in the Health and Wellness Center or referred to outside specialists, he or she is offered a Verification of Health and Wellness Center Visit slip. This is not intended as an excuse for missing class. Responsibility for class attendance and completion of assignments rests with the student. Students are encouraged to communicate directly with their instructors in matters of absences from class. Verification of Health and Wellness Center Visit slips will not be issued at any time other than during the Health and Wellness Center visit. The Health and Wellness Center may recommend non-participation in certain activities for health reasons without the release of privileged information. Extended absences due to health or emergency situations should be brought to the attention of the Assistant Vice President for Student Affairs, ext. 8992.

Health Screening and Immunization Requirement. Saint Leo University is vitally concerned with the promotion of good health for our students. To this end, the University requires all students to complete a Health History Report and a Student Immunization Form. The Health History Report and the Student Immunization form are available online, at Trane Stop, and at the Health and Wellness Center. Both forms must be complete with appropriate signatures. Parents/guardians must sign on behalf of minor children.

Saint Leo University requires students attending the University to provide documentation that they have received the following vaccinations:

1. Measles and rubella immunizations required for **everyone** born after December 31, 1956. Any combination of two doses of measles vaccine and one dose of rubella vaccine within the following parameters will satisfy this requirement.
 - a. MMR. This combination vaccine is often given as a protection against measles, mumps, and rubella. Two doses are required for entry into Saint Leo University. One must have been received at 12 months of age or later and in 1971 or later. The second dose must have been received at least 28 days after the first dose.

OR

- b. Measles (rubeola). Two doses are required for entry into Saint Leo University. One must have been received at 12 months of age or later and in 1968 or later. The second dose must have been received at least 28 days after the first dose.
 - i. Immunity may also be verified by a copy of laboratory (serologic) test known as a titer (IgGrubeola titer). The date of the laboratory test should be noted in the box marked titer, and a copy of the lab report must be attached.
 - ii. Immunity may also be verified by a written, dated statement signed by a physician on his or her stationery that specifies the date seen and stating that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101° Fahrenheit or greater, a cough, and conjunctivitis, and in the physician's opinion is diagnosed to have had the 10-day measles (rubeola).

AND

- c. Rubella (German measles).
 - i. One dose of rubella vaccine is required, given at age 12 months or later and in 1969 or later.
 - ii. Immunity may also be verified by a copy of laboratory (serologic) test known as a titer (IgG rubella titer). The date of the laboratory test should be noted in the box marked titer, and a copy of the lab report must be attached.
2. Diphtheria, tetanus, and pertussis booster.
 - a. Booster must have been administered within the past 10 years.
3. International Students Only: tuberculosis skin test (PPD).
 - a. Documentation of a PPD skin test for tuberculosis administered within six months prior to starting at Saint Leo University. If the PPD is positive, documentation of a negative chest X-ray (CXR) as part of the initial evaluation of the PPD. No further chest X-rays are required unless symptoms develop that could be attributed to TB.
4. Hepatitis B and Meningitis Vaccination Requirements for Student Housing. Students must provide documentation in accordance with Florida Statute 1006.69 in regards to hepatitis B and meningitis vaccinations.

Orientation

All first-year and transfer students in the University College are required to attend orientation programs. These programs are designed to acquaint students with University Campus, academic programs, Student Services offices and services, University policies, and the faculty, staff, administration, and other members of the student body. Participation in the orientation program sets students on a path toward academic and personal success at Saint Leo University.

Residence Life

The purpose of the Residence Life program is to work collaboratively with students, staff, and faculty in the creation of a caring living-learning environment. At Saint Leo University, resident students have the unique opportunity for personal growth within a supportive and safe environment. Residence hall living offers new personal freedoms and therefore new and challenging responsibilities. Through the creation of residence hall communities, University Campus students are encouraged to appreciate and respect the rights and privileges of others while simultaneously living within the established policies of the University. In addition to this greater sense of community and personal responsibility, the University encourages the individual choice of personal lifestyle and behavior, with the realization that **all** students will be treated as mature adults and held accountable for their respective actions.

Saint Leo University considers the residence experience to be an integral aspect of the University College student's holistic education and personal development. Given this philosophy, all full-time University College students (12 or more credit hours) are required to live on University Campus. Exceptions are allowed for those students living at and commuting from family-owned property, married students, veterans, non-traditional students, or senior students who have earned over 90 credit hours. Saint Leo's residence halls are designed for traditional-age students no older than 28 years of age. All requests for housing made by a student older than 28 are reviewed by the Director of Campus Life. The residence halls are staffed by live-in professional staff members who are specifically trained and dedicated to the service of students and the promotion of their growth as indi-

viduals. Assisting the professional staff are undergraduate resident assistants who also provide a valuable resource to the University Campus community. Together, the Residence Life staff provides a wide variety of events, programs, and activities designed to suit the diverse needs and interests of our residents. The staff is accessible and available to assist and challenge residents as they work to create a strong community of contributors and leaders in each residence hall. A Residence Life professional staff person is on duty at the University Campus 24 hours a day while the University is in session.

More-detailed information concerning Residence Life and its services, policies, and programming can be found in the Code of Conduct, which is available electronically to students each academic year on the SLU web page (www.saintleo.edu), under "Campus Life."

Student Involvement

The Student Involvement Office is devoted to the holistic education of all students. The staff encourages student participation in campus events, organizations, and leadership opportunities. The Student Involvement Office includes Student Activities, Greek Life, International Services, New Student Orientation, Study Abroad, Leadership Development, Student Government Union, and Campus Activities Board (CAB). Every month, a student activities calendar is posted throughout campus and on the Web so that students can take advantage of a variety of programs. Co-curricular activities sponsored by Student Involvement are open to all University College students paying the activities fee. The goal is to provide a wide variety of opportunities for involvement and leadership in order to create a vibrant campus life for all students.

Meal Plans

The University provides food service on University Campus during the fall and spring semesters, and resident students enrolled in University College are required to be on the Unlimited meal plan. Students living in the apartments may choose either a five-meal-per-week plan or a ten-meal-per-week plan. East Campus residents may choose either of the meal plan options or choose not to purchase a meal plan.

University Ministry

The following programs and activities are provided to University College students:

The Student Chaplain Program selects students with a proven track record of responsible involvement in the Christian community and who "desire to make a difference in the religious and human dimension of community life here at Saint Leo." The program offers them leadership training and ongoing mentoring in the areas of faith formation, spirituality, listening skills, community building, and peer ministry.

Along with their ministry to commuters, athletes, Samaritans, and others as well as planning for the Spring Break Service trips, Student Chaplains expend a good amount of their energies in the residence halls where they live. One of their key responsibilities is offering mediation and conflict resolution between their residents as well as spiritual and human support in other life concerns. To support their involvement on the University Ministry Team, each Student Chaplain receives a stipend.

The Samaritan Volunteer Program offers students of all faiths and traditions individual and ongoing opportunities to serve others who are poor, marginalized, or needy in any way—for example, Best Buddies, Foster Children, Catholic Charities, Farm Workers, Habitat for Humanity, Big Brothers, and Big Sisters.

Spring Break Service Trips to Haiti, the Dominican Republic, and Mexico take Saint Leo students and faculty to the people of some of the poorest nations in the world, who happen to be as a matter of fact our neighbors and our brothers and sisters. These trips are life-changing as our Saint Leo pilgrims encounter street children abandoned by their parents, orphans, the elderly poor with no one to care for them, and people

their own age who have little or no educational and employment opportunities. Returning students usually say they received more than they gave. More than a few are changed for life! The students do pay part of their way along with support from the University and from the Student Government Union (SGU). They work together in fund-raising to pay the rest of the costs.

The Rite of Christian Initiation for Adults (RCIA) is a scripture- and community-based process of learning more about the Catholic faith and practice. The group meets weekly when school is in session throughout most of the school year. Some come with the intent to be baptized and become a Catholic. Others come to complete their adult faith formation, culminating in their First Holy Communion and/or Confirmation. Because reception of the Sacrament of Confirmation is usually a prerequisite for the Sacrament of Marriage in the Catholic Church, some do RCIA as part of the preparation for their marriage. The Ritual itself, on the first Sunday after Easter, remains a great event in the school year as fellow students, faculty, and friends come out to support and celebrate the faith journey and adult faith commitment of their friends. Past participants have often found that their college years provide the right time to do RCIA, re-look at their Catholic faith, and make an adult faith commitment. Students usually meet on Sunday evenings after Mass, and faculty and staff meet on Tuesdays at noon.

Voices of Christ, our student choir and band, gives students the opportunity to share and develop their choral and instrumental skills at Sunday Eucharist, "Praise and Worship" evenings, and other University events. Drama Ministry likewise offers students a chance to share and develop their drama skills in faith-based plays and skits.

E-Ministry invites students to join a team that uses their skills and enthusiasm for technology and media to enhance Sunday worship and other University Ministry events. E-Ministry is also expanding into working with our University Ministry website and other Internet ministry.

Imago Dei, our pro-life group, affirms and supports efforts to promote and protect life from birth to natural death. Students, faculty, and staff from all faiths gather for prayer and to plan educational events to celebrate the Catholic Church's affirmation of life and its prohibition of abortion and capital punishment.

The Chapel, located in the new Student Center, provides a quiet place for prayer and personal reflection. Weekday Mass and the Office are celebrated here, while the Sunday Student Liturgy continues to be offered in the Benedictine Abbey Church. Eucharistic Adoration takes place every Friday afternoon in the Abbey Church.

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

CENTER FOR ONLINE LEARNING

The Center for Online Learning provides adults an opportunity to earn associate's and bachelor's degrees completely online. The section after this one lists minors, majors, and specializations offered by the University. The chapter's final section outlines the academic programs offered by the University, including those offered by the Center for Online Learning.

DIVISION OF CONTINUING EDUCATION

Degree programs are offered to adult students through the Division of Continuing Education and Student Services at the following Regional Continuing Education Centers. The section after this one lists minors, majors, and specializations offered by the University. The chapter's final section lists the Regional Continuing Education Centers and outlines the academic programs offered at each one.

California

San Diego Education Office

- Marine Corps Air Station Miramar Education Office
- Naval Base Coronado Education Office
- Naval Station San Diego Education Office

Florida

Gainesville Education Center

- Starke Education Office

Key West Education Center

Lake City Education Center

- Madison Education Office

- Trenton Education Office

Northeast Florida Education Center

- Mayport Education Office

- Orange Park Education Office

- Palatka Education Office

- Saint Augustine Education Office

Ocala Education Center

- Leesburg Education Office

- Lecanto Education Office

Tallahassee Education Center

- Eglin Education Office

Tampa Education Center

- MacDill Education Office

- Saint Petersburg Education Office

- SouthShore Education Office

Weekend and Evening Education Programs

- Brooksville PHCC Education Office

- New Port Richey PHCC Education Office

- Spring Hill PHCC Education Office

Georgia

Atlanta Education Center

- Gwinnett Education Office

- Marietta Education Office

- Morrow Education Office

Savannah Education Center

Mississippi

Columbus Education Center

South Carolina

Shaw Education Center

- Sumter Education Office

- Joint Base Charleston–Naval Weapons Station Charleston Education Office

- North Charleston Education Office

Texas

Naval Air Station Corpus Christi Education Center

Virginia

Fort Lee Education Center

South Hampton Roads Education Center

Chesapeake Education Office
Naval Air Station Oceana Education Office
Joint Expeditionary Base Little Creek–Fort Story Education Office
Naval Station Norfolk Education Office

Virginia Peninsula Center
Fort Eustis Office
Langley Office
Newport News Office

These Continuing 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, these Continuing Education Centers also offer instruction in some workplace locations. See Chapter 7 for a directory of address, telephone, and e-mail information.

Majors/Minors/Specializations

School of Arts and Sciences

Associate of Arts in Liberal Arts

Bachelor of Arts

Majors:

English with specializations in
 Advanced Literary Study
 Dramaturgy
 Professional Writing

English with minor in Secondary Education

History

International Studies

Mathematics

Political Science

Psychology

Religion

Sociology

Bachelor of Science

Majors:

Biology
Biology with minor in Chemistry
Biology with minor in Education
Environmental Science
Environmental Science with minor in Chemistry
Medical Technology with minor in Chemistry

Minors:

Anthropology
Art
Biology
Chemistry
Dramaturgy
Engineering
English
Ethics and Social Responsibility

History
Homeland Security Certificate/Minor
Interdisciplinary Arts
International Studies
Mathematics
Middle-East Certificate/Minor
Music
Music Ministry
Philosophy
Political Science
Psychology
Religion
Sociology

Special Areas of Study:

Honors
Pre-professional Studies

Dentistry
Law
Medicine
Veterinary

Donald R. Tapia School of Business

Associate of Arts in Business Administration

Bachelor of Applied Science

Major:
Business Administration

Bachelor of Arts

Majors:
Accounting
Business Administration with specializations in

Accounting
Logistics
Management
Marketing
Project Management
Technology Management

Communication Management
Human Resources Management
International Hospitality and Tourism Management
Management (offered only at University College)
Marketing (offered only at University College)
Sport Business (offered only at University College)

Minors:

Accounting
Economics
Human Resources Management
International Hospitality and Tourism Management
Management
Marketing

Marketing and Sales in Sport Risk Management in Sport

Bachelor of Science

Majors:

Computer Information Systems
Computer Science
Health Care Management

Minors:

Computer Programming
Information Security
Management Information Systems

School of Education and Social Services

Associate of Arts in Criminal Justice
Homeland Security Certificate

Bachelor of Arts

Majors:

Criminal Justice
Criminal Justice with specializations in
 Criminalistics
 Homeland Security
Elementary Education (grades K-6)
Human Services
Middle Grades Education with specializations in (grades 5-9)
 English
 Mathematics
 Science
 Social Science

Minors:

Criminal Justice
Education
Leadership

Special Area of Study:

Florida Coaching Endorsement

Bachelor of Applied Science

Major:

Criminal Justice

Bachelor of Social Work

Major:

Social Work

Graduate Degree Programs

Master of Business Administration

 Accounting Concentration
 Graduate Certificate in Accounting
 Health Care Management Concentration

Graduate Certificate in Health Care Management
Human Resource Management Concentration
Graduate Certificate in Human Resource Management
Information Security Management Concentration
Graduate Certificate in Information Security Management
Marketing Concentration
Graduate Certificate in Marketing
Sport Business Concentration
Master of Science in Criminal Justice
Critical Incident Specialization
Forensic Science Specialization
Graduate Certificate in Criminal Justice Administration

Master of Education
Educational Leadership Concentration
Exceptional Student Education Concentration
Instructional Leadership Concentration
Reading Concentration

Master of Science in Instructional Design

Education Specialist (Ed.S.)
Educational Leadership
Higher Education Leadership

Master of Social Work
Advanced Clinical Practice Concentration

Master of Arts in Theology
Graduate Certificate in Theology
Undergraduate Certificate in Pastoral Studies (for diaconate students)

For more information on the University's graduate programs, see the Graduate Academic Catalog.

Center for Online Learning Degree Programs

Associate of Arts
Business Administration
Criminal Justice
Liberal Arts

Bachelor of Arts
Accounting
Business Administration with specializations in
Accounting
Management
Marketing
Criminal Justice
Criminal Justice with specializations in
Criminalistics
Homeland Security
Human Resource Management

International Hospitality and Tourism Management
Liberal Studies
Psychology
Sociology

Bachelor of Science

Computer Information Systems (CIS)
Health Care Management

Continuing Education Centers and Their Degree Programs

California

San Diego Education Office

Associate of Arts

Business Administration
Criminal Justice
Liberal Arts

Bachelor of Arts

Business Administration with specializations in

Accounting
Logistics
Management
Marketing
Tech Management

Criminal Justice with specializations in

Criminalistics
Homeland Security

Certificate in Homeland Security

Florida

Brooksville Education Office

Bachelor of Arts

Business Administration with specializations in

Accounting
Management
Marketing

Criminal Justice

Eglin Education Office

Bachelor of Arts

*Business Administration with specialization in
Logistics

*Criminal Justice with specialization in
Homeland Security

***Certificate in Homeland Security**

*Pending SACS approval.

Gainesville Education Center**Bachelor of Arts**

Accounting

Business Administration with specializations in

Accounting

Logistics

Management

Marketing

Technology Management

Criminal Justice with specializations in

Criminalistics

Homeland Security

Elementary Education

Human Services

Middle Grades Education

English

Math

Science

Social Science

Psychology

Sociology

Bachelor of Science

Computer Information Systems

Health Care Management

Bachelor of Social Work**Key West Education Center****Associate of Arts**

Business Administration

Criminal Justice

Liberal Arts

Bachelor of Arts

Business Administration with specializations in

Accounting

Logistics

Management

Marketing

Technology Management

Criminal Justice with specializations in

Criminalistics

Homeland Security

Human Resources

Liberal Studies

Bachelor of Science

Computer Information Systems

Lake City Education Center**Bachelor of Arts**

Business Administration with specializations in

Accounting
Logistics
Management
Criminal Justice with specializations in
 Criminalistics
 Homeland Security
Elementary Education
Middle Grades Education
 English
 Mathematics
 Social Science
Human Services
Psychology

Bachelor of Science

Computer Information Systems
Health Care Management

Bachelor of Applied Science

Business Administration

Master of Education

Lake-Sumter Education Office

Bachelor of Arts

Business Administration with specializations in
 Accounting
 Management
Criminal Justice
Elementary Education
Human Services

MacDill Education Center

Associate of Arts

 Liberal Arts
 Criminal Justice

Bachelor of Arts

Business Administration with specializations in
 Accounting
 Management
 Marketing
 Technology Management

Criminal Justice with specializations in
 Criminalistics
 Homeland Security

Human Resources Management
Psychology
Sociology

Bachelor of Science

Computer Information Systems

Bachelor of Applied Science

Certificate in Homeland Security

Madison Education Office

Bachelor of Arts

Business Administration with specialization in

Management

Criminal Justice

Elementary Education

Human Services

Psychology

Mayport Education Office

Associate of Arts

Business Administration

Bachelor of Arts

Business Administration with specializations in

Accounting

Logistics

Management

Technology Management

Criminal Justice with specializations in

Criminalistics

Homeland Security

Bachelor of Science

Computer Information Systems

New Port Richey Education Office

Bachelor of Arts

Business Administration with specializations in

Accounting

Management

Marketing

Technology Management

Criminal Justice with specializations in

Criminalistics

Homeland Security

Middle Grades Education

English

Math

Science

Social Science

Human Resources Management

Psychology

Bachelor of Science

Computer Information Systems

Health Care Management

Bachelor of Social Work

Ocala Education Center**Bachelor of Arts**

Accounting

Business Administration with specializations in

 Management

 Marketing

Criminal Justice

Elementary Education

Human Services

Middle Grades Education

 English

 Math

 Social Science

Psychology

Bachelor of Science

Computer Information Systems

Master of Education**NE Florida (Palatka) Education Center****Bachelor of Arts**

Business Administration with specializations in

 Accounting

 Management

Criminal Justice with specializations in

 Criminalistics

 Homeland Security

Elementary Education

Middle Grades Education

 English

 Math

 Social Science

Psychology

Bachelor of Science

Computer Information Systems

Health Care Management

Master of Education**St. Petersburg Education Office****Bachelor of Arts**

Business Administration with specializations in

 Accounting

 Management

 Marketing

Psychology

HCC SouthShore Education Office**Bachelor of Arts**

Business Administration with specializations in

 Accounting

Management
Marketing
*Criminal Justice
Elementary Education
Human Services
*Pending SACS approval.

Tallahassee Education Office

Bachelor of Arts

Criminal Justice with specializations in
Criminalistics
Homeland Security
Psychology

Tampa Education Center

Associate of Arts

Business Administration
Criminal Justice
Liberal Arts

Bachelor of Arts

Business Administration with specializations in
Accounting
Management
Marketing
Criminal Justice
Human Resources Management
Psychology
Religion

Trenton Education Office

Bachelor of Arts

Business Administration with specialization in
Management
Criminal Justice
Elementary Education
Psychology

Weekend and Evening Programs

Associate of Arts

Liberal Arts

Bachelor of Arts

Accounting
Business Administration with specializations in
Accounting
Management
Marketing
Criminal Justice with specializations in
Criminalistics
Homeland Security
Elementary Education
Human Resources Management

Middle Grades Education

English
Math
Science
Social Studies

Psychology

Religion

Bachelor of Science

Computer Information Systems

Health Care Management

Bachelor of Social Work

Georgia

Atlanta (Gwinnett, Atlanta, Marietta) Education Center

Associate of Arts

Liberal Arts

Bachelor of Arts

Business Administration with specializations in

Accounting
Management
Technology Management

Criminal Justice

Human Resources Management

Religion

Sociology

Bachelor of Science

Computer Information Systems

Health Care Management

Master of Business Administration

Master of Science in Criminal Justice

Master of Arts in Theology

Savannah Education Center

Associate of Arts

Business Administration
Liberal Arts

Bachelor of Arts

Business Administration with specializations in

Logistics
Management
Technology Management

Criminal Justice with specializations in

Criminalistics
Homeland Security
Human Resources Management

Human Resources Management

Human Services
Psychology
Religion

Bachelor of Science
Computer Information Systems
Health Care Management

Master of Arts in Theology

Certificate in Homeland Security

Mississippi
Columbus AFB Education Office
Bachelor of Arts

Business Administration with specializations in
Management
Technology Management
Criminal Justice with specializations in
Criminalistics
Homeland Security
Psychology

South Carolina
Shaw Education Center
Associate of Arts
Liberal Arts

Bachelor of Arts
Business Administration with specializations in
Management
Technology Management
Criminal Justice with specializations in
Criminalistics
Homeland Security
Human Resources Management
Human Services

Bachelor of Applied Science
Business Administration

Bachelor of Science
Computer Information Systems
Health Care Management

Certificate in Homeland Security

Joint Base Charleston–Naval Weapons Station Charleston Education Office
Associate of Arts
Business Administration
Criminal Justice
Liberal Arts

Homeland Security Certificate

North Charleston Education Office

Bachelor of Arts

Business Administration with specializations in

- Accounting
- Logistics
- Management
- Technology Management

Criminal Justice with specializations in

- Criminalistics
- Homeland Security

Human Resource Management

Psychology

Bachelor of Science

Health Care Management

Master of Arts

Theology

Master of Business Administration

Sumter Education Office

Associate of Arts

- Liberal Arts

Bachelor of Arts

Business Administration with specializations in

- Management
- Technology Management

Criminal Justice

Human Resources Management

Human Services

Bachelor of Science

Computer Information Systems

Health Care Management

Texas

Corpus Christi Education Center

Associate of Arts

- Business Administration
- Criminal Justice
- Liberal Arts

Bachelor of Arts

Business Administration with specializations in

- Logistics
- Management
- Technology Management

Criminal Justice with specializations in

- Criminalistics

Homeland Security
Human Resources Management

Bachelor of Science
Computer Information Systems

Virginia
Chesapeake Education Office
Associate of Arts
Business Administration
Criminal Justice
Liberal Arts

Bachelor of Arts
Business Administration with specializations in
Accounting
Management
Marketing
Technology Management
Criminal Justice
Human Resources Management
Liberal Studies

Bachelor of Social Work

Bachelor of Science
Computer Information Systems
Health Care Management

Master of Business Administration

Master of Arts in Theology

Master of Science in Criminal Justice

Ft. Eustis Education Office
Associate of Arts
Criminal Justice
Liberal Arts

Bachelor of Arts
Business Administration with specializations in
Accounting
Logistics
Management
Technology Management
Criminal Justice with specializations in
Criminalistics
Homeland Security
Human Resources Management
Liberal Studies
Psychology
Sociology

Bachelor of Science
Computer Information Systems

Ft. Lee Education Center
Associate of Arts
Liberal Arts

Bachelor of Arts
Business Administration with specializations in
Accounting
Logistics
Management
Technology Management
Criminal Justice with specializations in
Criminalistics
Homeland Security
Human Resources Management
Liberal Studies

Bachelor of Science
Computer Information Systems

Langley Education Office
Associate of Arts
Business Administration
Liberal Arts

Bachelor of Arts
Business Administration with specializations in
Accounting
Management
Marketing
Project Management
Technology Management
Criminal Justice with specializations in
Criminalistics
Homeland Security
Human Resources Management
Liberal Studies
Psychology
Sociology

Bachelor of Applied Science
Business Administration

Bachelor of Science
Computer Information Systems
Health Care Management

Certificate in Homeland Security

South Hampton Roads Education Center

Associate of Arts

Business Administration
Criminal Justice
Liberal Arts

Bachelor of Arts

Business Administration with specializations in

Accounting
Logistics
Management
Marketing
Technology Management

Criminal Justice with specializations in

Criminalistics
Homeland Security

Human Resources Management

Liberal Studies

Psychology

Religion

Sociology

Bachelor of Science

Computer Information Systems

Health Care Management

Notes

3: Undergraduate Policies and Procedures

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.

The LINK (Learning *IN*terdisciplinary Knowledge) General Education Program

For both associate's and bachelor's degree students, a core, interdisciplinary learning experience called the LINK (*Learning INterdisciplinary Knowledge*) Program forms the foundation of a Saint Leo University education.

In this program, students learn through an organization and integration of knowledge rather than through a simple compilation of courses taken. By studying in an integrated environment, they are able to see the complexity of problems confronting them, leading to a rich and meaningful baccalaureate degree. The Saint Leo University general education core includes the following:

- **Foundation Courses** in writing, mathematics, computer science, first-year studies, and wellness; and
- **Perspectives Courses** that provide students with an introduction to a liberal arts education and learning in the arts, the humanities; the social and behavioral sciences; the natural and physical sciences; and religion and philosophy.

For a complete description of the LINK Program, see Chapter 4, pages 117-125.

LINK Assessment: ETS® Proficiency Profile

The LINK Program is assessed regularly and continuously. In addition to course projects, exams, embedded assessments, and surveys, all University College students take the ETS® Proficiency Profile assessment to document student mastery of the skills taught in the LINK Program.

The Proficiency Profile is required for all incoming first-year students enrolled in University College who are entering college for the first time. It is used in advising and to

help develop the LINK Program. All students take the Proficiency Profile again within a general education course in their junior or senior year.

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 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 earn 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 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. 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. 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 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.

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 LINK (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 122 academic credits required for graduation. For students enrolled through Continuing Education or the Center for Online Learning, the total number is 120.

In consultation with their academic advisors, students may choose electives from the courses listed in Chapter 4 under "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, the University offers an online library tutorial, online courses, video teleconferencing 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 Center for Online Learning section of this chapter 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.

Associate of Arts Degree in Business Administration

To earn the associate of arts degree in business administration, students must meet the following requirements:

1. Complete all academic credits required.
2. Complete the two-credit course PED 102: Concepts of Wellness.
3. Complete the required Associate of Arts in Business Administration general education program. See Chapter 4.
4. Complete all the requirements of the business administration major for the associate degree. See Chapter 4.
5. Attain a minimum cumulative grade point average of 2.00.
6. Attain a minimum cumulative grade point average of 2.00 in major courses.
7. Complete such comprehensive examinations as may be required by the University.
8. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
9. Fulfill the academic residence requirements of a minimum of 15 semester hours to be taken at Saint Leo University with 9 of those hours taken in the major.
10. Satisfy all financial obligations.
11. All transfer credits must be received and posted.
12. Apply for degree.

Associate of Arts Degree in Liberal Arts

The Saint Leo University associate of arts degree in the liberal arts has the following objectives:

1. to provide learners with a broad introduction to the liberal arts with a selection of courses from the natural sciences, the humanities, the social sciences, the arts, religion, and philosophy;
2. to enable learners to understand and relate intellectually and emotionally to the world around them;
3. to prepare learners to select appropriate courses for further self-improvement and growth;
4. to introduce learners who are unsure of a major to a broad array of disciplines;
5. to allow learners to supplement this initial broad background in the liberal arts with a brief exploration of a concentration of further and limited intellectual interest;
6. to provide learners with the basic, foundational, intellectual tools needed to complete a bachelor's degree sometime in the future.

To earn the associate's degree in liberal arts, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two-credit course PED 102: Concepts of Wellness.
3. Complete the required Associate of Arts general education program. See Chapter 4.
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the University.
6. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
7. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken at Saint Leo University.
8. Satisfy all financial obligations.
9. All transfer credit must be received and posted.
10. Apply for degree.

Associate of Arts Degree in Criminal Justice

The associate degree in criminal justice is currently offered at select Centers as well as at University Campus. Check with your advisor for information. To earn the associate's degree in criminal justice, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two-credit course PED 102: Concepts of Wellness.
3. Complete the required Associate of Arts general education program. See Chapter 4.
4. Attain a minimum cumulative grade point average of 2.00.
5. Attain a minimum cumulative grade point average of 2.00 in major courses.
6. Complete such comprehensive examinations as may be required by the University.
7. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
8. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken at Saint Leo University with 9 of those hours taken in the major.
9. Satisfy all financial obligations.
10. All transfer credit must be received and posted.
11. Apply for degree.

Bachelor of Arts, Bachelor of Applied Science, 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 two-credit course PED 102: Concepts of Wellness.
3. Complete the required LINK (general education) curriculum.
4. 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. Complete a minimum of 27 hours of coursework at the 300-400 level for the bachelor of applied science degree.
5. Attain a minimum cumulative grade point average of 2.00, excepting certain majors that require a higher minimum GPA—for example, elementary education (2.5).
6. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
7. Complete the ETS® Proficiency Profile.
8. Complete all the requirements of the student's academic school and major.
9. Attain a minimum cumulative grade point average of 2.00 in the major.
10. Complete such comprehensive examinations as may be required by the University.
11. Fulfill the academic residence requirement of a minimum of 30 semester hours to be taken at Saint Leo University.
12. Fulfill the academic residence requirement of a minimum of 15 semester hours in the major to be taken at Saint Leo University.
13. Satisfy all financial obligations.
14. All transfer credit must be received and posted.
15. Apply for degree.

Certificate Programs

To earn a certificate of completion, students must meet the following requirements:

1. Complete all academic credits. There are different credit hours depending on the certificate.
2. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the University.
6. Fulfill the academic residence requirement of a minimum of three-quarters of the credit hours required to be taken at Saint Leo University.
8. Satisfy all financial obligations.
9. Apply for the certificate.

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. **Judgments regarding what constitutes reasonable cause for absence are the prerogative of the individual faculty member.**
3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.

4. Should a student be required to miss a class for reasons beyond his or her control, **it is the student's responsibility to notify the faculty member promptly**. Failure to attend class does not constitute a course withdrawal.
5. 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.
6. 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.
7. 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.**

Attendance Policy for Student-Athletes

Student-athletes are excused from classes when representing the University in an official athletic contest. Student-athletes cannot be penalized and will be allowed to make up any and all work missed due to representing the University; however, student-athletes are expected to make necessary arrangements beforehand and are responsible for all material covered during their absence.

For a home contest, student-athletes will be excused no more than 1½ hours prior to the start of the contest. Student-athletes may not miss class for practices, scrimmages, or off-season contests.

Notification of Missed Class

It will be the responsibility of the head coach or his or her designee of each sport to notify the student-athlete's professors, via e-mail, **one week in advance** of the missed class. The e-mail will be titled "Student-Athlete Absence" and include the following: date, departure time, return date, and travel roster. If there is any adjustment to a travel roster, the coach will notify the professors before departing. The coach will copy the student-athlete on the e-mails. It will still be the responsibility of the student-athlete to meet with the professor prior to the absence and turn in all required work and reschedule any missed assignments.

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 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 the Continuing Education Centers located on military bases only. A copy of official TDY orders must accompany the request for WE.*

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. Veterans receiving VA educational training benefits can repeat a grade of F only in a course that is required to fulfill degree requirements. Prior VA approval is not required. No other grades may be repeated without prior VA approval.

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. Generally, the substitute course must be a higher-level course than the failed course.

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 compete in intercollegiate athletics. The Academic Standards Committee sets these regulations and conditions.

Academic sanctions contained herein conform with 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" in Chapter 1.)

1. The minimum sanction for the first offense is a zero for the test or assignment, but the usual sanction is an F in the course in which the violation took place. No provision will be made for the student to receive a W.
2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension or dismissal of the student from Saint Leo University.

Academic Sanctions

Sanctions are issued annually for University Campus students. Division of Continuing Education students will be reviewed for academic sanctions after they have earned 24 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

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 represent the University in intercollegiate athletics competition. 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. Continuing Education students should appeal to their Center Director. Center for Online Learning students should appeal to the COL Director.

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. The Center Director, with their recommendations, will submit the appeal to the Vice President for Academic Affairs. The final authority to alter the sanction rests with the Vice President for Academic Affairs.

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. Continuing Education students petition through their Center Director. Center for Online Learning students petition through the COL Director. 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. Fulfilling these conditions does not guarantee reinstatement, and a student who is reinstated remains on academic probation.

The Vice President for Academic Affairs determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement.

Veterans Benefits and Academic Progress

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Accredited schools are required by law to have and enforce standards of progress for their programs to be approved for VA benefits. These standards are stated under the Academic Sanctions Policy.

Academic Dismissal

Undergraduate students whose academic standing is so poor that, in the judgment of the University, improvement of the grade point average to 2.00 is unlikely will be academically dismissed. 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 15-week semester term for fall and spring.
- For Continuing Education students in Regional Centers, 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, and Weekend/Evening locations, which follow the traditional two 15-week semester term for fall and spring.
- For the Center for Online Learning, there are six 8-week terms per year.

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

Advisors assist students in understanding and using their ETS® Proficiency Profile assessment score reports. The Proficiency Profile generates a score report that students use when selecting courses to improve their skills related to general education and for planning overall course selection. First-year students enrolled in University College on campus are required to take the assessment and use the results in conversation with their advisors. All students take the Proficiency Profile again within a general education course in their junior or senior year.

All degree-seeking transfer students are provided with a formal evaluation recognizing transfer of credit and specifying associate's 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 per-

sonalized advising. All new students, except those matriculating through Continuing Education Centers or the Center for Online Learning, 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 the Division of Continuing Education and Student Services, and online through the Center for Online Learning. 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.

Course Challenge Examination

Full-time students with a cumulative grade point average of at least 2.50 may seek to earn credit for a course through examination. Permission to take an examination is granted by the Dean in the school in which the course is taught. The student will be charged the usual tuition rate for the course in addition to a \$80 administration fee, which must be paid in advance and is nonrefundable.

To receive credit, the student must achieve a grade of C or above on the course challenge exam. If the student does not achieve a grade of C or above, no entry will be made on the permanent transcript record and no tuition will be charged.

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 202, ENG 225, ENG 226, and ENG 311.

Directed Study

We believe that traditional students learn best in regular classroom settings where a group of students and a faculty member engage in interactive dialogue. The classroom serves as a small learning community that encourages students to expand their own perspectives. This is particularly true in some courses, such as the senior seminar or capstone course. In some cases, however, it is appropriate to deliver a course as a directed study. In these cases, the student will meet with the faculty member on an individual basis, usually once a week, to complete the course requirements.

A request from a student for directed study is approved by the School Dean only when resources are available to accommodate the request. Generally, students pursuing directed studies meet the following criteria:

- The student is in his or her last term of three or fewer courses, and a required course is not being offered in that term at an accessible Saint Leo University location.
- The student is enrolled in his or her last term of three or fewer courses, and a scheduled required course is canceled because of inadequate enrollments.
- The student has a physical disability that prevents him or her from attending a required course held in an inaccessible classroom, and the class cannot be moved to an accessible classroom.

The faculty member develops a course that parallels an already existing course in the catalog. The faculty member shall assess student learning using the same standards for grading and assessment as are used in a classroom course. The course is recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

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.

First-year students enrolled in University College on campus are required to take the ETS® Proficiency Profile—an assessment of college-level competencies. The results are used by academic advisors as well as by Saint Leo instructors—in SLU 100 classes and in the majors. All students take the Proficiency Profile again within a general education course in their junior or senior year.

Completing the Proficiency Profile is one of the benefits of being an SLU student. It provides students with useful feedback about the extent to which they have developed critical skills. It is included as part of the student experience in order to fulfill our commitment to the Core Value of Excellence. The results also inform our continued development of the *Learning INterdisciplinary Knowledge* (LINK) Program to serve future undergraduates.

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.

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 previous semester, 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 Univer-

sity 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 Disability Services, Admission Office, Continuing Education Center, or Graduate Studies Office 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 of this chapter outlining admission information for University College.

Students interested in attending Saint Leo University at one of our Division of Continuing Education and Student Services centers should refer to the section of this chapter outlining those procedures.

Students interested in attending Saint Leo University by taking their entire class-work online through the Center for Online Learning should refer to the section of this chapter 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, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and submit the application fee.

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 Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404/679-4501) to award the associate's, bachelor's, master's and specialist's degrees. 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 that was earned 25 or more years prior to the date of application to Saint Leo University will be considered on a course-by-course, case-by-case basis at the time that the transfer evaluation is prepared. The older the courses are, the less likely they are to be currently applicable.

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

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 30 credit hours at Saint Leo University, 15 of which must be in the major.

Students who transfer to the University are not expected to complete the entire core, for we recognize that other colleges and universities have legitimate alternative means of providing students with a firm basis with liberal arts. Students transferring to Saint Leo University with an associate of arts degree will have LINK (general education)

requirements met with the exception of COM 140: Basic Computer Skills (or successfully pass a PC applications competency examination) and a religious studies course at the 300 or 400 level.

Students who hold a bachelor's degree from a regionally accredited college or university will be considered to have satisfied all LINK (general education) requirements, except for a religious studies course at the 300 or 400 level, 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 30 credit hours at Saint Leo University, 15 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 Continuing Education Center Director, or COL 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.

Military Service Courses and Training

Credit for military courses and training may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The maximum limit upon this category of transcript credit is 39 semester hours.

Criminal Justice Training Experience

Elective course credit for training may be awarded based upon individual evaluations of official criminal justice training certificates and/or transcripts. A total of 15 elective credits may be awarded for the Basic Police and/or Corrections Academy training where that training has received State approval. The Basic Police and/or Corrections Academy training will be calculated in the following manner: 1 to 200 training hours may be considered for 3 elective credit hours, 200 to 400 training hours may be considered for up to 6 elective credit hours, and 400 or more training hours may be considered for a maximum of 15 elective credit hours. Basic Police and/or Corrections Academy training hours cannot be used for anything other than elective credit.

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 credits 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.

Noncollegiate Sponsored Instruction

The University recognizes credit recommendations established by the American Council on Education and published in *The National Guide to Educational Credit for Training Programs*. Credit is also recognized from the Directory of the National Program on Non-collegiate Sponsored Instruction conducted by the Board of Regents of the University of the State of New York. A maximum of 33 hours may be awarded.

Prior Learning Assessment Program

The Prior Learning Assessment Program permits students to demonstrate college-level knowledge of a particular subject and earn college credit.

As of January 2011, Saint Leo University became one of the initial pilot institutions working with the Council of Adult and Experiential Learning (CAEL) to provide students opportunities to participate in a new Prior Learning Assessment (PLA) program. All students admitted to any Saint Leo University undergraduate program are eligible to participate. CAEL, the College Board, and the American Council on Education College Credit Recommendation Service (ACE CREDIT) have collaborated to provide these services on behalf of higher education institutions across the country (<http://learningcounts.org>). Through CAEL, Saint Leo University students can take an online six- week three-credit-hour general elective course designed to help prepare a portfolio to verify knowledge that has been gained through experience learning. The documentation-or portfolio- presented is then evaluated by a college faculty member. If what has been submitted is at the same level as what a successful student in a college-level course could produce, a faculty expert will recommend that college credit 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 sub-tests. Up to 40 credits may be earned through the general examinations. Information on CLEP 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.

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.

Advanced Placement Exam

Transferability Guidelines

Credit awarded with score of 3 or higher

SUBJECT EXAM

Biology

Calculus AB

SLU EQUIVALENCY

BIO 225, BIO 1XX

MAT 231

Calculus BC	MAT 231, MAT 232
Chemistry	CHE 123, CHE 1XX
Chinese Language and Culture	FRL 2XX
Computer Science A	COM 207
English Language and Composition	ENG 121, ENG 1XX
English Literature and Composition	ENG 121, ENG 122
Environmental Science	PSC 1XX
French—Language	FRL 1XX (6 credits)
German—Language	FRL 1XX (6 credits)
Government and Politics/Comparative	POL 223
Government and Politics/U.S.	POL 223
History—Art	ART 123, FAS 101
History—European	HTY 124, HTY 1XX
History—U.S.	HTY 121, HTY 122
History—World	SSC 102
Human Geography	GEO 1XX
Japanese Language and Culture	FRL 2XX
Latin/Vergil	FRL 1XX (6 credits)
Macroeconomics	ECO 201
Microeconomics	ECO 202
Music Theory	MUS 123, MUS 121
Physics B	PHY 221, PHY 222
Physics C—Mechanics	PHY 221
Spanish—Language	SPA 111, SPA 112
Spanish—Literature	SPA 212, SPA 211
Statistics	MAT 201
Studio Art	ART 221, ART 1XX

CLEP Standardized Tests

Transferability Guidelines

Credit is accepted based on the minimum acceptable score recommended by ACE.

TITLE	SLU COURSE
<i>Composition and Literature</i>	
American Literature	ENG 2XX, ENG 320
Analyzing and Interpreting Literature	ENG 122, ENG 1XX
College Composition	ENG 121, ENG 122
English Literature w/Essay	ENG 312, ENG 313
Humanities	FAS 101, HUM 1XX
<i>Social Sciences and History</i>	
American Government	POL 223
Human Growth & Development	EDU 226
Intro to Educational Psychology	PSY 423
Introductory Psychology	PSY 121
Introductory Sociology	SOC 121
Principles of Macroeconomics	ECO 201
Principles of Microeconomics	ECO 202
Social Sciences and History	SSC 1XX, HTY 1XX
History of United States I	HTY 121
History of United States II	HTY 122
Western Civilization I	HTY 123
Western Civilization II	HTY 124

Science and Mathematics

Biology	SCI 102, SCI 1XX
Calculus	MAT 231
Chemistry	CHE 123, CHE 124
College Algebra	MAT 151
College Mathematics	MAT 131
Natural Sciences	SCI 101, SCI 102
Precalculus	MAT 152

Business

Financial Accounting	ACC 201
Info Systems & Computer Applications	COM 1XX
Intro Business Law	GBA 231
Principles of Management	MGT 301
Principles of Marketing	MKT 301

Foreign Languages

French	FRL 1XX
German	FRL 1XX
Spanish Language	SPA 111, SPA 112
Spanish Language (score 50 or above)	SPA 111, SPA 112, SPA 211, SPA 212

DANTES Subject Standardized Tests

Transferability Guidelines

Credit is accepted based on the minimum acceptable score recommended by ACE.

TITLE	SLU COURSE
Art of the Western World	ART 123
Astronomy	PSC 1XX
Business Ethics and Society	PHI 328
Business Law II	GBA 332
Business Math	ELE 1XX
Civil War and Reconstruction	HTY 331
Criminal Justice	CRM 220
Environment and Humanity	ENV 1XX
Ethics in America	PHI 224
Principles of Finance	MGT 325
Principles of Financial Accounting	ACC 201
Foundations of Education	EDU 1XX
Fundamentals of College Algebra	MAT 128
Fundamentals of Counseling	PSY 1XX
General Anthropology	SSC 1XX
Here's to Your Health	BIO 1XX
History of the Vietnam War	HTY 1XX
Human Cultural Geography	SSC 1XX
Human Resource Management	MGT 331
Intro to Business	GBA 105
Intro to Computing	COM 1XX
Intro to Law Enforcement	CRM 422
Intro to the Modern Middle East	HTY 233
Intro to World Religions	REL 223
Lifespan Developmental Psychology	PSY 325
Management Information Systems	MGT 327

Money and Banking	ECO 366
Organizational Behavior	MGT 412
Personal Finance	MGT 1XX
Physical Geology	SCI 101
Principles of Physical Science I	SCI 101
Principles of Public Speaking	SPH 221
Principles of Statistics	MAT 201
Principles of Supervision	MGT 1XX
Rise and Fall of the Soviet Union	HTY 325
Substance Abuse	SSC 328
Technical Writing	ENG 2XX
Western Europe Since 1945	SSC 102

Excelsior Exams (Formerly Regents)

Transferability Guidelines

Credit is accepted based on the minimum acceptable score with a grade of C or higher recorded by Excelsior.

TEST CODE	TITLE	SLU COURSE
REG-459	Abnormal Psychology	PSY 327
REG-554	Adult Nursing	ELE 3XX
REG-460	American Dream Part I	HTY 3XX, HUM 3XX
REG-506	Anatomy and Physiology	BIO 225, BIO 226
REG-410	College Writing	ENG 121
REG-542	Community Health Nursing	ELE 1XX
REG-545	Cultural Diversity	SSC 322
REG-434	English Composition	ENG 121, ENG 1XX
REG-484	Ethics: Theory and Practice	PHI 224
REG-407	Foundations of Gerontology	SSC 1XX
REG-403	Foundations of Nursing	ELE 1XX
REG-486	Human Resource Management	MGT 331
REG-411	Juvenile Delinquency	CRM 370
REG-538	Labor Relations	MGT 441
REG-583	Lifespan Developmental Psychology	PSY 325
REG-565	Literacy Instruction Elementary Ed	EDU 3XX
REG-536	Management in Nursing	ELE 3XX
REG-453	Maternal/Child Nursing AA	ELE 1XX
REG-457	Maternal/Child Nursing BA	ELE 3XX
REG-559	Maternity Nursing	ELE 1XX
REG-558	Microbiology	BIO 425
REG-435	Organizational Behavior	MGT 412
REG-584	Pathophysiology	BIO 1XX
REG-485	Psychology of Adulthood/Aging	PSY 3XX
REG-503	Psychology/Mental Health Nursing	PSY 3XX
REG-509	Religions of the World	REL 223
REG-436	Research Methods in Psychology	SSC 320
REG-537	Research in Nursing	ELE 3XX
REG-412	Social Psychology	PSY 228
REG-408	Statistics	MAT 201
REG-512	World Conflicts	HTY 3XX
REG-487	World Population	SSC 3XX

Examinations and minimum scores acceptable for credit are subject to change.

International Students

Saint Leo University accepts international students in all programs except for those offered at Continuing Education Centers located at military installations. Interested applicants should refer to "International Student Admission Policies" in this chapter.

Special/Transient Students

The University is prepared to enroll a limited number of students who wish to take selected courses for credit but who do not wish to study for a degree. These students must complete a short application, which can be obtained from the Admissions Office at University Campus or from the Continuing Education Center where they wish to attend. Special/transient students need not provide transcripts from previous institutions except in cases where the course(s) the student wishes to take require prerequisites. In that case, a transcript showing successful completion of the prerequisite courses at a regionally accredited postsecondary institution must be submitted. Veterans eligible for VA educational training benefits must be in a degree-seeking status in order to be certified for VA benefits.

A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status should be made upon completion of 12 semester hours at 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 Associate 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 Financial Assistance

Saint Leo University awards institutional, federal, and various state financial aid to eligible students who are enrolled in a degree program and attending at least half time.

Financial aid is any form of assistance that helps to pay college education expenses. Scholarships, grants, loans, and student employment programs are all classified as financial aid. Scholarships are awards based on academic achievement, personal accomplishment, or community service. Scholarships do not require repayment. Grants are awards based on financial need and also do not require repayment. Student employment programs provide part-time employment opportunities to students. Loans are funds borrowed to help pay educational costs and do require repayment of principal and interest after a student is no longer enrolled at least half time.

The upcoming sections describe the various types of available financial assistance, followed by the procedures used to apply for them.

Federal Financial Aid Sources

- **Pell Grant.** Pell Grants are awarded to students who have not earned a bachelor's degree, are enrolled in a degree program, and have exceptional financial need. Awards are based on the expected family contribution (EFC) determined by the Department of Education and enrollment status.
- **Supplemental Educational Opportunity Grant (SEOG).** The Federal SEOG is awarded by Saint Leo University to Pell Grant recipients. Awards are limited based on fund availability and financial need.
- **Stafford Loan Program.** All eligible students may receive a Stafford Loan regardless of financial need. Financial need is used to determine eligibility to receive a subsidized Stafford Loan. Students not qualifying for a subsidized loan may receive an unsubsidized loan. Interest accrues on unsubsidized loans while a student is enrolled in school and during grace periods. When a borrower of any Stafford Loan ceases to be enrolled on at least a half-time basis, a six-month grace period begins; then the loan goes into repayment on principal and interest.

- **Work Study.** The Federal Work Study program provides students with financial need an opportunity to earn money and gain valuable work experience. Funds are limited. Students are paid directly for hours worked.
- **PLUS Loan.** To help meet educational expenses, parents may borrow through the Federal PLUS Loan. This is a low-interest, long-term loan that is approved based on creditworthiness. Parents may borrow up to the difference between educational costs and the student's financial aid.

Grants for Florida Residents

- **Resident Access Grant.** The Florida Resident Access Grant (FRAG) is a tuition- and fee-restricted entitlement program for Florida residents attending Saint Leo University as full-time, degree-seeking students. This grant requires no repayment. It is given to Florida residents regardless of financial need or academic merit. To confirm eligibility, students must complete the FAFSA application.
- **Bright Futures.** The Florida Bright Futures program provides scholarships awarded on the basis of high school academic achievement. The Florida Department of Education determines the eligibility for the Florida Academic Scholars awards, the Florida Merit Scholarship, the Florida Gold Seal Scholarship, and the Florida Academic Top Scholar Scholarship.
- **Student Assistance Grant.** The Florida Student Assistance Grant (FSAG) is awarded by Saint Leo University with funds made available through the state of Florida. Students must be enrolled full time in an undergraduate degree program and meet eligibility standards established by the Bureau of Student Financial Assistance. FSAG funds are limited and awarded based on availability. These awards are not transferable or portable.

Grants for Georgia Residents

The Georgia Department of Education offers grants to assist students who reside in Georgia.

- HOPE: Helping Outstanding Pupils Educationally
- TEG: Tuition Equalization Grant

For further information on these grants, visit our website (www.saintleo.edu), and go to Financial Aid, State Aid Programs.

Institutional Scholarship and Grant Aid

A Free Application for Federal Student Aid (FAFSA) must be filed annually to receive any of these awards:

- **Saint Leo Endowed Scholarships and Donor Scholarships.** Saint Leo is fortunate to offer scholarships made possible through the generosity of various donors. These scholarships are awarded by the Office of Student Financial Services based on specified criteria. Students receiving endowed scholarships are requested to acknowledge this assistance by communicating appreciation to the donor. Endowed and donor scholarships may be used to replace previously awarded Saint Leo grant funds.

Additional Sources

- **State Scholarships.** Applicants who are not Florida residents should check with their state scholarship agency regarding their eligibility for state aid.
- **Alternative Loans.** The Office of Student Financial Services encourages all students eligible for federal loans to maximize their eligibility before borrowing any alternative loans. However, if you must borrow an alternative loan, we recommend that you review many alternative loan lenders and research their policies and loan terms to decide which lender is best for you. We will process an alternative loan with the lender of your

choice. The best way to locate alternative lenders is to do an Internet search for "private student loans." Our office cannot suggest or recommend an alternative lender.

Financial Aid for International Students

Institutional financial aid for international students is limited. Academic scholarships are available to international students on the basis of academic qualifications and will be determined at the time that the student's application for admission is reviewed.

Generally, international students must show evidence of ability to pay all direct and indirect costs of attendance. Indirect costs include expenses not covered by tuition, room/board, and fee charges, and are such things as travel, personal living expenses, living expenses when school is not in session and when the student is unable to return home, and books. United States immigration law requires non-U.S. citizens who are not permanent residents to submit a Declaration and Certification of Finances form as proof that assets are available to cover all costs of attendance.

Educational loans are available to international students through a variety of lending institutions. Virtually all require the signature of a U.S. co-signer. For more information, call, write, or e-mail the Student Financial Services Office.

Note: Financial aid (including scholarships) for U.S. citizens living overseas will be determined as for other U.S. citizens, that is, by academic qualifications and the results of the Free Application for Federal Student Aid (FAFSA).

How Financial Aid Awards and Amounts Are Determined

Financial aid is awarded on the basis of financial need, program requirements, and fund availability. Financial need is calculated using the Free Application for Federal Student Aid (FAFSA). Using the income and asset information reported, a measurement of the family's financial strength is calculated. This calculation is the estimated family contribution (EFC). The estimated family contribution is subtracted from the cost of education to determine the student's financial need. The cost of education is made up of direct and indirect costs. Direct costs include tuition and fees. Indirect costs include estimates for books, transportation, and personal and miscellaneous costs.

Financial Aid Application Process

New Students:

1. Apply for admission. Admission to the University is required in order to receive a financial aid award. In addition, students must also be enrolled in a degree-seeking program in order to receive financial aid.

All Students:

1. Apply for financial aid each year after January 1 at the FAFSA website (www.fafsa.ed.gov). Filing for federal aid is free—do not pay any service offering assistance.

Apply early! Financial aid funds are limited. Filing your FAFSA after January 1 but before March 1 increases the opportunity to receive scholarships and grant funds. The FAFSA can be filed before official admission notification. Filing for financial aid does not affect admission to the University. Estimated tax information is acceptable. Financial aid advisors are available to assist in the completion of the FAFSA.

Contacting the Student Financial Services Office:

By phone: 800/240-7658

By e-mail: finaid@saintleo.edu

Students (and parents of dependent students) can "sign" the Free Application for Federal Student Aid (FAFSA) electronically by requesting a Personal Identification Number (PIN) at the FAFSA website.

- The PIN will be sent to the student, usually within ten days, depending on whether the PIN is sent electronically or via mail.
- Use 2010 tax information for the 2011-2012 year.
- Use 001526 on the FAFSA as the Saint Leo Federal School ID.

2. The FAFSA is processed by a Central Processing Servicer (CPS), who will send each student a Student Aid Report (SAR). Saint Leo will also receive an electronic copy if listed on the FAFSA.

3. After receiving the SAR, review it for accuracy. Corrections can be made online at www.fafsa.ed.gov or by calling the Department of Education at 800/433-4323.

4. The SAR will indicate if the student has been selected for "verification" by the CPS. This will be written on the SAR as "your file has been selected for verification" or "you will need to provide financial documents." If so, and

- You are considered an independent student,
 - Submit a signed copy of your and your spouse's 2010 tax return(s);
 - Submit a completed 2011-12 Independent Verification Worksheet (available at www.saintleo.edu/finaid).
- You are considered a dependent student,
 - Submit a signed copy of your and your parent(s)' 2010 tax return(s);
 - Submit a completed 2011-12 Dependent Verification Worksheet (available at www.saintleo.edu/finaid).
- **Deadlines:** All required documentation must be submitted prior to the last two weeks of your first term/semester. If you fail to submit the required documentation prior to the deadline, your financial aid package will be canceled and no aid awarded.

5. After the SAR has been received and reviewed by the Student Financial Services Office, eligible students will receive an award letter. The award letter indicates what aid the student may receive if all requirements are met. Requirements to receive aid include the following:

Enrollment: All financial aid requires enrollment. Pell and FSEOG grants are adjusted according to enrollment. FSEOG requires at least half-time enrollment.

Florida state aid, such as FRAG and FSAG, requires (1) 12 credit hours enrollment and (2) enrollment for the entire semester (minimum 15 weeks or Fall 1 and Spring 2 or Spring 1 and Spring 2). Stafford loans require at least half-time enrollment for the entire loan period requested.

Eligibility: Any changes in eligibility may result in a reduction or elimination of award. To receive financial aid, a student must meet fundamental eligibility requirements:

- be a citizen of the United States or permanent resident for federal and state funds
- be enrolled as a degree-seeking student
- be making satisfactory progress toward a degree
- be registered with the Selective Service, if required
- be a high school graduate or possess a high school equivalency
- not be in default on a federal student loan*
- not owe a repayment on a federal grant*
- not have exceeded the annual or aggregate federal loan limits

*The National Student Loan Data System (NSLDS) must indicate that a student is not in default or owe a repayment of a federal grant before Saint Leo will award and/or disburse any federal or state funds to the student.

Fund availability: Funding may change during the course of the year because some funds, such as FSEOG and FSAG, have a limited amount of funds available. In addition, Florida and Georgia aid award amounts may change due to State budget adjustments.

6. To apply for Stafford loans:

Saint Leo University participates in the Direct Loan Program. To receive a Stafford Loan, you must complete a master promissory note (MPN) through Direct Loans. Instructions for completing the MPN are on our website at:

- www.saintleo.edu
- Click on Financial Aid.
- Click on Federal and Alternative Loans.
- Click on Master Promissory Note Instructions.

Students who have already received a loan at Saint Leo:

- In order to accept, reduce, or decline the Stafford loans offered on your award letter in estimated status, you must go to eLion at <https://elion.saintleo.edu>. Under the heading Financial Aid, click on Accept (or Reject) My Financial Aid Awards.

7. **Deadlines:** There are federal, state, and other deadlines that must be met in order to receive financial aid. Student Aid Reports must be received prior to the last day of attendance in order to be considered for eligibility. However, students should apply as early as possible, for applications are processed based on the current volume. Students applying for a student loan must accept the loan at least two weeks before the end of the requested loan period in order to be considered for eligibility.

Disbursement of Funds

All students attending Saint Leo University are charged tuition and fees. Students living on University Campus are charged for housing and meal plans. Students receiving financial aid will receive a bill from the University.

Financial aid is disbursed in accordance with the financial aid award letter and after the add/drop period has ended. Awards may be adjusted if enrollment, verification, and academic requirements have not been met.

The Office of Student Financial Services is responsible for disbursing any financial aid funds in excess of tuition, fees, and other costs.

Academic Progress and Financial Aid

This section applies to all Saint Leo University academic merit scholarships, Saint Leo University grants and scholarships, the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Student, State Grants, Federal Stafford subsidized and unsubsidized loans, and the Federal PLUS loan.

Policy Basics

Beginning July 1, 2011, the 2011-2012 Satisfactory Academic Progress (SAP) standards will change in accordance with new federal regulations. The new federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below:

1. Satisfactory academic progress status is based on the student's entire academic record, at all schools attended, regardless of whether the student received financial aid. If a student transfers in coursework from other institutions, we will count all attempted units accepted in the SAP calculation, for both progress and for maximum time frame.
2. Newly admitted transfer students have SAP calculated based on adding their transfer credits to their attempted credits, allowing them to receive aid for the balance of the maximum time frame.

3. SAP is calculated each semester (that includes two combined 8-week modules) after grades have been recorded by the Registrar. An e-mail notice will be sent when a student loses eligibility but may be close to the start of the next semester (or 8-week module).

Two Requirement Categories: Qualitative and Quantitative

Qualitative Requirement: The qualitative requirement sets a minimum cumulative grade point average for the degree level at which the student is classified. Note: This is the cumulative GPA *used to determine SLU academic status* and does not include grades from courses taken at another school.

1. **Undergraduate Students:** Students must maintain academic standing consistent with GPA requirements below. At 60 or more credits attempted, students must maintain a minimum SLU GPA of 2.0 at all times.

Total Number of Credits Attempted	Minimum Cumulative GPA
1-44	1.50
45-59	1.70
60 or more	2.0

2. **Graduate students:** A 3.0 SLU GPA is required at all times.

Quantitative Requirement: The quantitative requirement has two parts, a maximum time frame and a required completion ratio. The requirements are different for undergraduate students and graduate students.

1. Undergraduate Students

a. **Maximum time frame (maximum attempted credit hours):** All undergraduate degrees at SLU require 120 earned credits. Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the *published length of the academic program*. Eligibility ends when the student has *attempted* 180 credit hours, which includes credits attempted at any school prior to and while enrolled at SLU regardless of whether the student received financial aid at the time that he or she attempted them.

b. **No longer eligible:** Once students have attempted 180 credit hours, they are no longer eligible for financial aid as an undergraduate student, including a second baccalaureate degree.

c. **No extended eligibility for changes in major:** There is no added time for a change in major, except if a major is no longer offered and the student is *required* to change.

d. **Completion ratio:** Students must earn at least 67% of all credit hours attempted at any school. This is a cumulative calculation of all attempted and earned credits during all terms, at all schools attended.

2. Graduate students

a. **Maximum time frame (maximum attempted credit hours):** Graduate students must earn their graduate degree within the time limitations set by the Graduate School for their graduate program.

b. **Completion ratio:** Students must earn at least 67% of all attempted credit hours attempted at any school in the graduate program. This is a cumulative calculation of all attempted and earned credits during all terms, at all schools attended.

Policy Details:

When Is SAP Determined?

1. **Initial review:** First-semester, first-time college students are considered to be meeting SAP during the first SLU semester (or two 8-week modules). New transfer stu-

dents must meet the SAP requirements once all final transcripts have been received and reviewed. SAP will be calculated after all final transcripts have been received and recorded by SLU.

2. **End of every semester (two 8-week modules) review:** SAP status is calculated at the end of each semester (two 8-week modules) after grades are posted by the Registrar. Review periods are fall, spring, and summer. For combined 8-week module students, SAP would be checked Fall 1—Fall 2, Spring 1—Spring 2, and Summer 1—Summer 2 or Fall 2—Spring 1, Spring 2—Summer 1, Summer 2—Fall 1, depending on the academic calendar the student started on for BBAY (Borrower-Based Academic Year).

SAP Status

1. **Warning:** – The first time the student falls short of meeting the required completion ratio, the student is placed in **warning status <67% completion**. **NOTE:** *The student will remain eligible to receive financial aid while in warning status.*

After attending one semester (two 8-week modules) on **warning <67% completion** status, the completion ratio must be at least 67% of **all attempted** credits, or the student becomes ineligible for financial aid.

"SAP Cancel"

When the status is "SAP cancel" (ineligible), the student will no longer qualify for financial aid. This status can occur because of the following conditions:

1. If the student has not reached the required 67% completion rate by the end of the Financial Aid Warning Period (one semester or two 8-week modules).
2. When the student reaches the **undergraduate** limit of 180 attempted credits.
3. If an **undergraduate student** does not meet the published GPA requirements.
4. If a **graduate student** does not maintain a minimum GPA of 3.0 after each calculation.

Probation

Probation status can be granted only with an approved appeal for extenuating circumstances and if Financial Aid has determined the student will make SAP standards by the end of the next semester (payment period). If Financial Aid can't determine that the student will make SAP progress by the end of the next semester, the student must be placed on an **academic plan from an SLU advisor** that details what is required for the student to meet the SAP requirements of 67% and/or earn his or her degree.

What happens when the student's status is "SAP Cancel"?

The student is no longer eligible for financial aid, including federal loans, as well as any aid that requires an eligible SAP status.

How is eligibility regained?

1. **Appeal:** If extenuating circumstances during specific terms of enrollment caused the student to not earn all attempted credits or maintain the minimum GPA, the student may file an *SAP Appeal*. Appeal forms are available on the SLU Financial Aid website. Examples of extenuating circumstances include but are not limited to unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, or being a victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis. The appeal should address and document these extenuating circumstances **and** describe how the circumstances have changed so that the student is in a better position to be academically successful. Appeals **must** include supporting documentation. Incomplete appeals or those missing documentation are typically denied. A committee will review the appeal, and the committee's decision is final.

2. Appeal requirements

- a. *The student must provide a typewritten personal statement (not written by someone else on the student's behalf) and attach documentation of extenuating circumstances for specific terms of study with unearned (dropped, failed, incomplete, missing grades, repeated) credits that caused the student to not meet the SAP requirements.*
- b. *The student must explain what has changed that will allow the student to either meet the SAP requirements at the next calculation or meet the requirements of the academic plan.*
- c. *The student must attach an academic plan developed by an academic advisor which ensures that the student will meet the SAP requirements by a specific point in time, if Financial Aid determines that he or she can't meet the SAP requirements by the end of the next semester.*

Academic Circumstances That May Affect Status

1. **Changes in major, double majors, or minors** may cause the student to reach the maximum attempted hours and lose eligibility before earning a degree.
2. **Incomplete grades, missing grades, failing grades, and course withdrawals** all lower the student's completion ratio because they are counted as attempted credits but not earned credits. They also count against the student's maximum attempted hours. Incomplete grades, missing grades, and withdrawals after the add/drop period are counted as attempted credit hours in the calculation.
3. **Courses taken for pass/fail grades** count against both the student's maximum attempted credits and the student's completion ratio.
4. **Repeated courses** count as attempted credit hours each time the student registers for them but reduce the completion ratio because they count as earned credits only once.
5. **Credits taken while enrolled in study abroad programs** count toward the student's maximum attempted credits and completion ratio. Note: Credits count as attempted, but not earned, until the student's official transcript is reviewed and processed by the SLU Registrar. This delay could cause the student to fall into warning or ineligible status for completion ratio.
6. **Remedial courses** do not count as either attempted or earned credits.
7. **Late posted grades or grade changes** will not change the student's status. The student may request a recalculation of SAP after the student has confirmed with the Registrar that the grade change has been posted to the student's academic record.

Withdrawal from the University

In accordance with Federal Title IV regulations, federal financial aid is earned based upon the length of time that a student is enrolled. When a student withdraws from Saint Leo University before 60 percent of the term or semester has been completed, a portion of any federal loans or grants will be refunded to the federal aid program. This applies to students who withdraw, officially or unofficially, from all of their classes. The Federal Title IV refund regulations are separate and distinct from Saint Leo University tuition refund policies. For further information, please contact the Office of Student Financial Services.

Other Financial Information

Finance and Accounting Office Policies

1. The advance payment for each semester is nonrefundable unless the student becomes academically ineligible. After classes begin, laboratory and special fees are nonrefundable.
2. All regular charges are payable as billed.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to

the University. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the University VA-certifying officials at University Campus or a regional Continuing Education Center.

4. Grants and loans administered by the University are credited to the student's account in an amount prorated by semester or term.
5. **Outside scholarships:** A student receiving an outside scholarship or other type of monetary award must present written evidence of the amount and conditions of the award to the University's Student Financial Services Office. When the award is presented to the University, the Student Financial Services Office will credit that amount to the student's account. In certain cases these awards may be posted to the student's account as "pending financial aid," but if the award is not received by the University, it will be removed. In these cases the student is responsible for all charges.
6. Students on the Work Study Program are paid semi-monthly by payroll check for hours worked. A portion of a paycheck may be applied toward their tuition or fees; these funds are not automatically applied to student financial indebtedness.
7. For reasons of nonpayment, the Student Financial Services Office may at times place a student on financial hold. Financial hold could consist of prohibiting registration, campus housing, class attendance, meal plan privileges, and all other student privileges. No transcripts, diplomas, certificates of attendance, or certain other official documents will be released if a student has financial indebtedness to the University. If a student is put on financial hold, the student should immediately contact the Student Financial Services Office at 800/240-7658.
8. **Errors:** The University reserves the right to adjust clerical or computational errors in the aid award.
9. **Unavailability of funds:** Awards are made subject to available funds. The University reserves the right to cancel or modify awards if funds are ultimately determined to be unavailable to the University.

Questions Concerning Charges and Payments

All questions from Division of Continuing Education and Student Services students relating to charges and payments should be directed to the Continuing Education Center. Questions or concerns that cannot be resolved at the Continuing Education Center should be addressed to the Office of Student Financial Services. All questions from Center for Online Learning students relating to charges and payments should be directed to the COL Director. All questions from University College students relating to charges and payments should be directed to the Office of Student Financial Services.

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.

Past-Due Accounts

Any accounts over 90 days past due are subject to being sent to an external collections agency. Transcripts and diplomas will not be released until the account balance is zero.

Personal Property

The University is not responsible for loss or for damage to the personal property of students. In some cases, a homeowner's insurance policy carried by a parent/guardian may provide coverage for this purpose or can be extended to cover the student's personal belongings while living in the residence halls. Students are encouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms. An ATM is available on University Campus.

Refunds

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Questions regarding refunds should be addressed to the Office of Student Financial Services.

ADMISSION PROCEDURES AND REQUIREMENTS FOR UNIVERSITY COLLEGE

Students intending to enroll for undergraduate study at University College may obtain an application from the Office of Undergraduate Admission, Saint Leo University, P.O. Box 6665, MC 2008, Saint Leo, FL 33574-6665 or by calling 800/334-5532. The application is available at the University's website, www.saintleo.edu. The University also accepts the Common Application.

The Office of Undergraduate Admission reviews and admits students based on evidence of satisfactory academic performance, including transcripts of high school and college work, standardized test scores (SAT or ACT), community service, leadership, work experience, special talents, and evidence of good character as demonstrated in letters of reference. Students offered admission are expected to offer a positive contribution to the University community.

Application Timetable

Priority Application

	Term	Decision Due Date	Candidate Announced	Reply Date
First-Year Candidates	Fall	Mar. 1*	Within 2 weeks of completing the application	May 1
	Spring	Nov. 15*		Jan. 1
Transfer Candidates	Fall	Aug. 1*	Within 2 weeks of completing the application	Within 2 weeks of notification of admission
	Spring	Dec. 1*		
International Candidates	Fall	June 1*	Within 2 weeks of completing the application	Within 2 weeks of notification of admission
	Spring	Oct. 1*		

**Applications for admission are accepted and admission decisions are made on a rolling basis. The application due dates are priority dates only.*

Application Procedures for Freshmen

In order for applicants to be considered for admission to Saint Leo University, the following documents must be received in the Office of Admission:

1. **Application form.** Applications submitted according to the priority deadlines outlined in the application timetable will receive priority consideration, but all applications will be processed as quickly as possible regardless of date received. Applications may be obtained from the Office of Admission or from www.saintleo.edu. The Common Application is also accepted.
2. **Official high school transcript.** The transcript should include at least the first marking period senior grades. Final transcripts are required of all admitted students at the end of the senior year, and transcripts may be requested earlier to monitor an applicant's progress. Transcripts must be mailed directly from the institution to the Office of Admission in a sealed envelope and are subject to verification. Final transcripts reflecting the award of a diploma must also be sent directly from the institution in a sealed envelope and are subject to verification. The Office of Admission will confirm all students' transcripts arrive from a high school with a CEEB code, as well as with the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Office of Admission will investigate to confirm the school is recognized by the state department of education or home school association. If the award of a diploma is determined to be invalid, a GED may be required for admission consideration.
3. **High school guidance counselor recommendation.** The recommendation must be sent to the Office of Admission directly from the secondary school counselor. A recommendation letter from a teacher is an acceptable substitute for the guidance counselor recommendation form. Recommendations may be waived at the discretion of the Office of Admission. Can be waived by Associate Vice President of Enrollment.
4. **Application fee of \$40 (nonrefundable).** The fee should be sent in the form of a check or money order made payable to Saint Leo University. Guidance counselors may submit a College Board fee waiver or letter outlining unique circumstances if the application fee presents a financial hardship to the applicant.
5. **Scores from the Scholastic Assessment Test (SAT) or American College Testing Program (ACT).** These scores are required of all domestic applicants and may be submitted directly from either the appropriate testing agency or from the high school guidance counselor. SAT or ACT scores appearing on the official high school transcript will be deemed official. The University is considering only the critical reading and math components of the SAT. The writing portion of the test may be used for placement purposes only.
6. **High school athletes** who wish to participate in University athletics must receive eligibility clearance from the NCAA Eligibility Center Certification Processing, P.O. Box 7136, Indianapolis, Indiana 46207-7136.

Students are encouraged to visit the campus. Interviews are not required, but a visit enables the candidate to talk with an admission counselor, tour the campus, visit classes, and meet faculty and students. Arrangements for visits may be made by calling the Office of Admission at 800/334-5532 or 352/588-8283, or by e-mailing admission@saintleo.edu.

The Admissions Committee recommends, as a minimum, the following distribution of 16 college preparatory academic units:

English	4
Mathematics	3*
History and Social Sciences	3
Natural Sciences	2**
Foreign Language	2
Electives	2

**It is strongly recommended that students successfully complete Algebra I and II and Geometry to be considered for admission to full-time undergraduate study.*

*****In addition to the science requirements listed above, it is strongly recommended that students choosing to major in science complete a course in biology and chemistry in order to be considered for admission to full-time undergraduate study.***

Additionally, first-time-in-college students must have at least a 2.5 GPA in college preparatory academic units upon application to Saint Leo University to be considered for admission. An applicant must have a minimum SAT score of 900 or an ACT score of 19 to be considered for admission. If either of these criteria is not met, admission to the University may still be considered, but the student will be asked to schedule an interview with an admission representative.

Sport Business majors must apply for admission into the major and may do so after meeting the basic minimum requirements as outlined in Chapter 4 for admission into the major. Admission is not guaranteed. Because of the competitive nature of entering the sport business industry, academic progress of students hoping to major in this field is closely monitored during the freshman year.

Early Admission

Saint Leo University welcomes accelerated students to apply for early admission. The University also encourages exceptionally gifted and motivated students to apply whenever it is appropriate.

Generally speaking, early-admission applicants who have accelerated their high school program are eligible to seek admission after completion of their third year in high school. Early-admission applicants must have earned a high school diploma or its equivalent, or have arranged with their high school to be awarded a high school diploma after a freshman year in college, and have completed all of the prerequisite coursework, or the equivalent, as required by Saint Leo University. In special circumstances, well-qualified students may substitute test results, portfolios, or other work products for prerequisite coursework.

An early-admission candidate must meet the general admission criteria established for all freshman students. In addition, early admission candidates must:

1. submit a strong letter of recommendation from a high school counselor, psychologist, faculty member, or other professional person familiar with the student's qualifications;
2. submit a letter of support from the parent(s) or guardian(s); and
3. interview with the Vice President for Enrollment. Interviews with other administrators and/or faculty members may also be required.

In addition, unique students who have superior SAT/ACT test scores, outstanding grade point averages, and/or who have been identified as exceptionally gifted or talented may be considered for early admission at any time after completing the eighth grade. These special students must demonstrate the prerequisite skills and knowledge levels predictive of success through documented performance, an independent study portfolio, and/or test scores.

To be admitted, these extraordinary students must also demonstrate the intellectual, social, and emotional maturity to benefit from higher education, and must be deemed developmentally ready for a college learning experience. Saint Leo University is dedicated to developing a cohort of exceptionally gifted, young students and offering them the opportunity for advanced study in a nurturing, stimulating environment with individualized attention. Admission is granted to such students on a case-by-case basis.

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 the CEEB Advanced Placement Tests, Box 592, Princeton, NJ 08540. The applicant should request to have the test scores sent directly to the Office of Admission from the testing agency. See the "Advanced Placement Exam" chart (pages 78-79) for a complete description of advanced placement credit.

International Baccalaureate

Saint Leo University recognizes the academic rigor and attendant motivation inherent in the International Baccalaureate. Successful completion of the International Baccalaureate Program is received most favorably by the Admission Office. Students earning International Baccalaureate diplomas may be considered for admission as sophomores.

Saint Leo University awards 30 semester hours of credit to students who have completed the IB diploma and have obtained a 5, 6, or 7 in their higher-level subjects. Students who do not complete the full diploma will receive six semester hours of credit for higher-level examinations results of 5, 6, or 7 on a case-by-case basis.

Learning Enhancement for Academic Progress (LEAP)

LEAP is designed to assist first-time freshman students who do not meet the regular admissions requirements for Saint Leo University but who exhibit potential for academic success. A limited number of students are admitted to LEAP each year.

In addition to the regular Saint Leo University application materials, students interested in admission to LEAP are encouraged to submit a personal statement indicating the reasons they want to participate in LEAP and why they will be successful at Saint Leo University given their past academic performance. A personal interview with the director of LEAP may also be required. Inquiries regarding the admission to LEAP should be directed to the Office of Admission, Saint Leo University.

LEAP students must:

1. Attend one, 90 minute, one-credit, required learning lab once weekly throughout the fall semester. Students will be placed in a lab according to their class schedule. Upon successful completion of the fall semester, with a 2.0 or better GPA, Learning Lab attendance will be optional in the spring semester. However if at any time the Director feels a student would benefit academically from regular learning lab attendance, the student will be placed accordingly. If a student does **not** earn a 2.0 or better GPA in fall, lab attendance will remain mandatory in the spring semester. In addition, students are strongly encouraged to use the Learning Resource Center on a regular basis throughout their first year—and beyond—at SLU.
2. Meet weekly with their faculty advisor, and with the director as required.
3. Abide by all University rules and regulations. A recommendation by the Office of Student Affairs that there is cause for dismissal from the University for disciplinary violations will be cause for immediate termination of enrollment.
4. Achieve a 2.0 GPA at the end of the fall semester. If a 2.0 is not achieved, a student may register for a second semester only with the approval of the director and the freshman faculty advisor.
5. Make academic progress at the end of the spring semester in order to continue attendance.

Students who meet all required standards of progress will proceed to the sophomore year without condition in any major for which they qualify. Students interested in majoring in education must meet the guidelines established by the State of Florida.

Home-Schooled Applicants

Saint Leo University recognizes that a growing number of students and families may choose a home-schooling alternative in place of a traditional secondary school experience. In order to assess a home-schooled applicant's likelihood of success at the University, the Office of Admission requires several forms of documentation **in addition to** the standard application materials.

Applicants for admission who have completed some or all of their secondary education in a home-schooling environment will be required to submit the following:

1. **Application form.** Applications submitted according to the application deadlines outlined in the application timetable will receive priority consideration, but all applications will be processed as quickly as possible regardless of date received. Applications may be obtained from the Office of Admission or on our web page: www.saintleo.edu.
2. **Official high school transcript along with a bibliography of all reading material throughout high school, including textbooks.** The transcript should include at least the first marking period senior grades. Final transcripts are required of all admitted students at the end of the senior year, and transcripts may be requested earlier to monitor an applicant's progress. Transcripts must be mailed directly from the institution to the Office of Admission in a sealed envelope and are subject to verification. Final transcripts reflecting the award of a diploma must also be sent directly from the institution in a sealed envelope and are subject to verification. The Office of Admission will confirm all students' transcripts arrive from a high school with a CEEB code, as well as with the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Office of Admission will investigate to confirm the school is recognized by the state department of education or home school association. If the award of a diploma is determined to be invalid, a GED may be required for admission consideration.
3. **Two letters of recommendation** (with at least one of these from an individual outside the applicant's home). The recommendation letters must be sent directly to the Office of Admission. Recommendations may be waived by the Associate Vice President of Enrollment.
4. **Application fee of \$40 (nonrefundable).** The fee should be sent in the form of a check or money order made payable to Saint Leo University.
5. **Scores from the Scholastic Assessment Test (SAT) or American College Testing Program (ACT).** These scores are required of all domestic applicants and may be submitted directly from either the appropriate testing agency or from the high school guidance counselor. SAT or ACT scores must be reported directly to the University from the testing agencies. Scores appearing on transcripts will not be deemed official.
6. **Portfolio of sample work completed.** The portfolio should contain representative writing samples as well as samples of work done for various courses.
7. **Personal interview.** Home-schooled applicants should interview in person or by telephone with an admission counselor.

Readmission

University College students who voluntarily or involuntarily withdraw from the University for one or more full semesters lose degree-seeking status. Students who wish to return to University College are required to submit an application for readmission to the Registrar's Office at least one month before the intended date of their reentry to the University. Students who have attended another institution during their absence from Saint Leo University are required to have all academic transcripts sent to the Registrar's Office, MC 2278, P.O. Box 6665, Saint Leo, FL 33574.

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.

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.

To defer admission, a written letter of request must be submitted to the Associate Vice President for Enrollment. A nonrefundable tuition deposit of \$500 must be submitted at the time the request for deferment is made. All deferment requests must be received 30 days prior to the commencement of the term for which the student was originally admitted.

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. Completed application with nonrefundable \$40 application fee.
2. An **official transcript** from **each** post-secondary institution attended, regardless of the number of credits completed. The transcript must be mailed directly from the institution to the Office of Admission.
3. **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 social standing. Recommendations may be waived by the Associate Vice President of Enrollment.
4. If the candidate has fewer than 24 academic credits* at a post-secondary 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 post-secondary institution.*

To be admitted as a transfer student to Saint Leo University, a student must be in good academic and social 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 to the Admissions Committee for evaluation. Admission of each applicant will be determined by the Transfer Coordinator and the Director of Undergraduate Admission.

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 College or the Division of Continuing Education and Student Services.

Saint Leo University recognizes all international diplomas and credits taken at accredited secondary and post-secondary institutions once all appropriate official documentation and credentials are received and translated (where necessary). Credit is granted in accordance with the National Association of Foreign Student Advisors (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.

English Language Proficiency

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

1. A **minimum** score 550 (paper based) or 79-80 (Web based) on the Test of English as a Foreign Language (TOEFL).
2. A minimum of 6.0 on the International English Language Testing system (IELTS).
3. A minimum of 450 on the verbal component of the SAT.
4. Grades of B or higher in English composition courses where English is the institutional language of instruction.
5. 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.
6. Successful completion of a NAFSA-recognized ESL program.

Application Procedure for International Students

International students are required to submit the following items to complete an application for admission:

1. **Completed application** with nonrefundable **\$40 application fee**. Funds must be drawn on U.S. banks and made payable in U.S. dollars.
2. **Original or certified copies of examination results, diplomas, and course syllabi.** All international transcripts must be evaluated by an evaluation agency. Recommended sources for official transcripts and course evaluations are Josef Silny and Assoc., Inc. (<http://www.jsilny.com/html/foreign.htm>) or World Education Services, Bowling Green Station, P.O. Box 5087, New York, NY 10274-5087. Phone 212/966-6311. Fax 212/739-6100 (<http://www.wes.org>).
3. **Standardized test scores** from either the SAT or the ACT are highly recommended but are not required. The results of these tests will be used in determining scholarship eligibility.
4. **Proof of English Language Proficiency.** English proficiency may be demonstrated by submitting qualifying TOEFL scores or by meeting other approved criteria in lieu of the TOEFL as outlined above.
5. **Letter of recommendation** from a teacher, headmaster, or school counselor.
6. **Completed Declaration and Certification of Finances** indicating there are sufficient monetary resources available to the student to satisfy the costs of attendance at Saint Leo University.

An application for a student visa (I-20) will be mailed to all admitted students upon receipt of the \$500 enrollment deposit.

Enrollment Deposit

Students offered admission to the University must submit a **nonrefundable** \$500 enrollment deposit to reserve their place in the entering class. The deposit will appear as a credit toward tuition costs for the student's first term of enrollment. Saint Leo University adheres to the National Association for College Admissions Counseling (NACAC) guidelines regarding enrollment deposit deadlines.

For students entering in the fall semester, the enrollment deposit is due by May 1. For students admitted after that date, and for students wishing to enroll for the spring semester, the deposit is due within two weeks of the notification of admission.

Deposits can be paid by check or money order, made payable to Saint Leo University. The University also accepts all major credit cards. International students may pay their deposit by international money order or wire transfer.

Once the deposit is received, the University will provide information regarding residence life, on-campus housing, registration procedures, and orientation.

Student Financial Assistance for University College Undergraduate Students

Institutional Scholarship and Grant Aid—A FAFSA must be filed annually to receive any of these awards.

Saint Leo Academic Scholarship—This scholarship is awarded to full-time University Campus students. All students are automatically reviewed for this scholarship at the time of admission. This award is made independent of financial need. The scholarship may be renewed upon continued satisfactory academic performance.

Saint Leo Phi Theta Kappa—A scholarship of \$6,000 is awarded to transfer students who are traditional full-time undergraduate day students at University Campus and who are members of Phi Theta Kappa.

Saint Leo Athletic Scholarships—Scholarships are awarded to outstanding athletes who participate in intercollegiate programs. Additional information can be obtained from the Director of Athletics.

Tuition and Fees

Undergraduate Expenses on University Campus

	Per Semester	Per Year
Tuition	\$9,100	\$18,200
Study Abroad	Based on actual charges	

Tuition Rates

The charge per credit hour is \$480.00 through eleven credit hours. Thereafter, the following applies:

	Credits	Charge
	12-18	\$9,100
	19 and above	\$250.00 per credit hour
	1-11	\$480.00 per credit hour
Study Abroad	12-18	Based on actual charges

Summer Session Tuition Rates

(TBA)

Fees

	Per Semester	Per Year
Student Health Plan		\$675*
<i>*May be waived with appropriate proof of other insurance.</i>		
Student Activity Fee	\$185	\$370
Orientation Fee (one-time fee)		\$300
Tuition Deposit (nonrefundable)		\$500**

***Applied to full charges upon attendance.*

Meal Plan

The University provides a boarding program for all resident students. All resident students are required to be on one of the following meal plans:

	Per Semester	Per Year
Unlimited Meal Plan*	\$2,200	\$4,400

**Price includes sales tax of \$143.93 per semester/\$287.85 per year.*

10 Meal Plan**	\$1,460	\$2,920
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**Price includes sales tax of \$95.51 per semester/\$1191.03 per year.

**This plan is for students living in the new apartments with kitchenettes.

5 Meal Plan***	\$740	\$1,480
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***Price includes sales tax of \$48.41 per semester/\$96.82 per year.

***This plan is for students living in the new apartments with kitchens.

Commuter Meal Plan****	\$90.00 per block of 10 meals
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****Price includes sales tax of \$5.88 per block.

Residence Hall Room Rates	Per Semester	Per Year
Marmion/Snyder Double Room	\$2,360	\$4,720
Marmion/Snyder Double Single	\$3,540	\$7,080
Marmion/Snyder Garden Level	\$2,840	\$5,680
Marmion Physical Single	\$2,840	\$5,680
Benoit/Henderson Double Room	\$2,360	\$4,720
Benoit/Henderson Double Single	\$3,540	\$7,080
Benoit/Henderson Physical Single	\$2,840	\$5,680
Benoit/Henderson Triple Room	\$1,730	\$3,460
Henderson Quad Room	\$1,730	\$3,460
Roderick Room/Physical Single	\$2,830	\$5,660
Alumni Double Room	\$2,600	\$5,200
Alumni Double Single	\$3,780	\$7,560
Alumni Physical Single	\$2,840	\$5,680
East Campus Apartments	\$3,270	\$6,540
New Hall Double Room with Kitchen	\$3,600	\$7,200
New Hall Double Room with Kitchenette	\$2,960	\$5,920
New Hall Double Single with Kitchen	\$3,840	\$7,680
New Hall Double Single with Kitchenette	\$3,200	\$6,400
New Hall Physical Single with Kitchenette	\$4,230	\$8,460
Villa Double Single Room	\$3,540	\$7,080
Villa Double Room	\$2,360	\$4,720

A limited number of single rooms are available.

Other University Campus Fees

Application Fee Undergraduate	\$40
International Student Application Fee	\$40
International Credential	
Evaluation Fee	\$230
Graduation Fee	
B.A., B.S., B.S.W.	\$105
A.A.	\$55
Certificate Fee	\$60
Internet Course Access Fee	\$120
Replacement Diploma	\$30
I.D. or Food Card Replacement	\$25
Audit (visitors and part-time)	\$230

Registration/Transcripts/Withdrawal

Late Registration or Payment	\$25
Transcripts	\$7
Rush and Overnight Delivery	\$32
Withdrawal (Each Course)	\$20
Reinstatement of Registration	\$20
Enrollment Deposit	\$500
Private Instruction Fee	\$300
Course Challenge Fee	\$80

Parking Decal

Resident student (includes \$3.40 sales tax)	\$60
Non-resident student (includes \$1.70 sales tax)	\$30

Miscellaneous Fees

Research Fee (accounts over 5 years old)	\$Maximum allowed by state
Returned Check Fee	\$Maximum allowed by state
Capstone Course Assessment Fee	\$50-\$175*

**Varies by capstone course.*

Course fees may apply.

Students enrolled through University College may, with the permission of their academic advisor, take courses offered through the Division of Continuing Education and Student Services Centers or the Center for Online Learning. When they take courses offered through the Center for Online Learning, they will be charged the Center rate.

Late Fees

Unpaid balances are subject to a late fee of 1 percent monthly (12 percent annually).

Past-Due Accounts

When a student leaves the University owing money, his or her receivable balance is placed in collection status. These accounts may be assigned to an external collection agency after 90 days past due. Students are responsible for all late fees, collection agency costs, and attorney's fees imposed on delinquent accounts. Transcripts and diplomas will not be released until the account balance is zero.

Methods of Payment for University College Students

All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Checks, cash, or debit/credit cards are accepted at the University Campus. Do not mail cash. Payments may also be made via eLion through the University's website. Payment may also be made via the Student Financial Services Call Center at 800/240-7658.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo University deferred payment plan. Payment plan enrollment is available for the current semester only. Students can enroll in the payment plan via their eLion account under Financial Information. Enrollment is required each semester, and a \$35 non-refundable fee applies for each plan. All tuition and fees

for the semester must be paid in full before registration for the next semester will be accepted. The deferred payment plan is subject to late fees, as noted below.

Refunds

In case of withdrawal from University College, it is the responsibility of the student to make formal application through the Office of Academic Student Support Services, located in the Student Activities Building, before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid.

Refunds of tuition as a result of complete withdrawal from University College are made on the following schedule after deductions for nonrefundable amounts:

Tuition

Within drop/add period	100 percent
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After the drop/add period but before the end of week two	75 percent
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After the end of week two	no refund
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Note that these figures are for University College students only. Continuing Education students should consult pages 108-109 of this chapter, and Center for Online Learning students should consult pages 114-116.

Each student has the prerogative of dropping a course(s) during the drop/add period as published for each term. After the drop/add period and until the published last date for withdrawal, a letter grade of W will be assigned for each course that is dropped. **Caution:** Students who fall below full-time status, as defined by their degree program and course of study, will be considered part time and may cause the financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of F. Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Refunds of meal plans are calculated as a pro rata amount of the meals not used after the effective date of complete withdrawal from the University.

Laboratory and special course fees are 100-percent refundable if complete withdrawal from the University occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Other nonrefundable amounts are as follows:

\$500	Enrollment Deposit
\$300	Orientation Fee
\$20	Withdrawal Administration Fee
\$35	Payment Plan Registration Fee

All Housing Costs

Refunds for first-time-in-university students who withdraw before 60 percent of the semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Appeals regarding refunds shall be submitted in writing to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Drops, Adds, and Withdrawals for University College

During the drop/add period, students may change courses without a fee. Drops and adds can be done through the online eLion system. Withdrawals must be done through a stu-

dent's advisor. After the drop/add period of a semester there is a \$20 fee for each course withdrawal.

Each student has the prerogative of dropping a course(s) during the drop/add period as published for each term. After the drop/add period and until the published last date for withdrawal, a letter grade of W will be assigned for each course that is dropped. **Caution:** Students who fall below full-time status, as defined by their degree program and course of study, will be considered part time and may cause the financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of F. Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

Any student who stops attending any course for which he or she is registered without following the appropriate withdrawal procedures will be counted as an unofficial withdrawal. As a result of unofficially withdrawing, the student will receive a grade of FA—Failure Due to Absences. The Office of Student Financial Services will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The midpoint of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for payment of the tuition and fees associated with the course. A student who earns an FA grade earns no credit, and the FA is counted in the same manner as an F grade on the student's grade report.

Saint Leo University does not recognize an unofficial withdrawal for purposes of determining an institutional refund or a change of grade to W—Withdrawn. If the review of the unofficial withdrawal determines that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, deployment, or other circumstances beyond the student's control, the school will determine a withdrawal date from its consideration of the circumstances.

Withdrawal from the University

If University College students find it necessary to withdraw from the University for any reason, they must do so officially through the Academic Advising Office, located in room 320 of St. Edward Hall, to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs office for University College students, and the procedure outlined thereon must be followed. Division of Continuing Education and Student Services students should contact their academic advisor to withdraw from the University. Students who fail to carry out the specified procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered.

Because early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund, if any applies, until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is submitted.

ADMISSION PROCEDURES FOR THE DIVISION OF CONTINUING EDUCATION AND STUDENT SERVICES

Applicants with less than 12 credit hours of earned undergraduate post-secondary education who wish to qualify for admission as a fully matriculated, degree-seeking student at a

Continuing Education Center must submit an application package including a completed application form and one of the following:

First time in college (FTIC) applicant 22 years of age and older must submit one of the following by the application deadline:

- A notarized copy of a secondary school diploma
- An official secondary school transcript
- An official GED score report

FTIC applicant under the age of 22 must submit one of the following by the application deadline:

- A notarized copy of a secondary school diploma
- An official secondary school transcript
- An official GED score report

In addition, an applicant in this category must submit the following:

- An official ACT/SAT score report (usually found on official high school transcripts)
- A letter of recommendation
- A graded essay or a letter describing the circumstances associated with wanting to attend a Continuing Education Center

FTIC applicant on military active duty or reservist must submit the following by the application deadline:

- A DD-214 and/or an official military training transcript

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 admitted as a non-degree-seeking student pending receipt of all required documentation. Non-degree-seeking students are not eligible for financial aid and are limited to 18 credit hours with Saint Leo University.

Students transferring to a Continuing Education Center who have at least 12 credit hours of earned undergraduate post-secondary 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 post-secondary education institutions attended showing at least 12 credit hours of post-secondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year post-secondary 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 unconditional 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 who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be admitted as a non-degree-seeking student pending receipt of all required documentation. Non-degree-seeking students are not eligible for financial aid and are limited to 18 credit hours with Saint Leo University.

Conditional admission to the University also may be granted at the discretion of the Center Director. Conditional admission may be made if the prospective student does not qualify for admission by meeting the usual requirements but, in the opinion of the admission counselor or the Center Director, has qualifications that lead to the belief that academic success is a reasonable expectation. Conditionally admitted students will be considered for full admissions status upon the completion of 18 credit hours of undergraduate, non-remedial courses at Saint Leo University within two academic years. If the student has maintained a cumulative GPA of at least a 2.0 (GPA) and has no grades below a D, that student will meet the conditions for full admissions and will be allowed continued enrollment in the University.

If an applicant meets none of the criteria for admission, he or she may enroll in courses as a non-degree-seeking student. Upon completion of 18 credit hours of non-remedial coursework with Saint Leo University, the applicant may reapply for admission to the University.

Continuing Education Centers enroll a limited number of students who wish to take selected courses for credit but who do not want to study for a degree. These students must complete an application and indicate that they are not degree seeking. Non-degree-seeking students are limited to 18 credit hours with Saint Leo University.

Veterans eligible for Veterans Administration (VA) educational training benefits must be in a degree-seeking status in order to qualify for VA benefits. Admission requirements may also be imposed by providers of financial aid or military tuition assistance.

Specific degree programs offered at Continuing Education Centers may require SAT or ACT scores. The military, Veterans Administration, or state approving agency regulations may limit enrollment at specific Centers. Subject to local restrictions, individuals who may enroll in the University through the Continuing Education Centers at military bases include active and retired military members, military Reserve and National Guard members, veterans separated from military service, military family members, civilian employees of the military installation, and other civilians residing in the locale.

The University will not enroll or admit to the Continuing Education Centers located on military bases foreign nationals unless they are U.S. citizens, are active-duty military members, or have permanent resident status. Foreign nationals may apply for admission to all other Continuing Education Centers and must meet with an admission advisor for information regarding immigration and admission requirements (see the admission requirements for international students, pages 96-97).

Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo University Continuing Education Center office or by applying online for the appropriate Center at www.saintleo.edu. 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 or designee:

1. Completed application form.
2. Application fee (nonrefundable).
3. Documentation of high school or GED completion. For transfer students, this may be documented by the transcript of the previously attended university.
4. Official transcripts from all previously attended colleges/universities.
5. 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 advance placement (AP) examinations.

- Documentation for evaluation of nontraditional transfer credit (including military training on a U.S. Army-AARTS transcript, a validated DD Form 295, Navy-Marine Corps SMART document, 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 institute, and certified polygraph schools. Verification of coursework is obligatory in order to obtain credit. Nontraditional sources of credit have specific limits (see pages 77-78 in this chapter).
- For elementary education majors: achievement of current State of Florida requirements.

Continuing Education Center students will receive a formal evaluation of transfer credit **after** the complete application package has been received by the Center. Appeals concerning transfer credit must be made through the Center.

Distance Learning

Saint Leo offers Internet-based courses through Distance Learning (DL). DL provides Continuing Education Center students who have already matriculated at a Continuing Education Center with a convenient opportunity to supplement the courses they take in traditional on-ground classrooms with Internet-based courses. DL courses are offered through a student's Center and must be taken in conjunction with on-ground courses. A Continuing Education student is permitted to take up to two DL courses in a given term. A Continuing Education student may take three DL courses in a given term only by exception, with the permission of the Center Director, and if the student's GPA is 3.0 or higher.

Students interested in earning their degree completely online should contact the Center for Online Learning (COL) at 888/875-8265. (See the last section of this chapter and Chapter 5 for additional information on COL.)

Financial Assistance

Financial aid cannot be awarded until a student has been admitted to a degree program. Admitted students must be enrolled at least half time in a degree program to receive any financial aid. Enrollment in courses does not constitute admission to the University. Please refer to "Student Financial Assistance," earlier in this chapter, for further information.

To receive a financial aid application, we recommend that students complete the required Free Application for Federal Student Aid online at www.fafsa.ed.gov. Students may also contact the Saint Leo Student Financial Services Office at 800/240-7658 or e-mail finaid@saintleo.edu. Applications may be requested for the Center for Online Learning at 888/875-8265.

Registration, Drop/Add, and Withdrawal Policies

Each Continuing Education Center publishes a schedule specifying course offerings, locations, regulations, and time periods of registration. Students should register for selected courses at their Continuing Education Center, with the exception of locations offering multi-site registration. Consult the local Continuing Education Center for details. This information is also published on Saint Leo University's website (www.saintleo.edu).

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.

The drop/add period for changing course registrations is published within the Continuing Education Center's course registration material for each term. 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.

Students who find it necessary to withdraw from any courses **must** contact their Continuing Education Center office to obtain academic withdrawal with a grade of W.

Any student who stops attending any course for which he or she is registered without following the appropriate withdrawal procedures will be counted as an unofficial withdrawal. As a result of unofficially withdrawing, he or she will receive a grade of FA—Failure Due to Absences. The Office of Student Financial Services will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The midpoint of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for payment of the tuition and fees associated with the course. A student who earns an FA grade earns no credit, and the FA is counted in the same manner as an F grade on the student's grade report.

Saint Leo University does not recognize an unofficial withdrawal for purposes of determining an institutional refund or a change of grade to W—Withdrawn. If it is determined that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, deployment, or other circumstances beyond the student's control, the school will determine a withdrawal date from its consideration of the circumstances.

Students who fall below full-time status, as defined by their degree program and course of study, will be considered part time and may cause the financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of F. Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

Financial Information

Division of Continuing Education and Student Services Centers located at Gainesville Center, Lake City Center, North-East Florida Center, Ocala Center, Gwinnett Office, Marietta Office, Morrow Office, Savannah Center, Weekend/Evening, and all offices associated with these Centers:

Tuition and Fees

Tuition (per credit hour)	\$253
Tuition (Weekend/Evening program per credit hour)	\$253
Tuition (per credit hour)—Savannah Center	\$253
Tuition (per credit hour)—Marietta Office	\$218
Tuition (per credit hour)—Morrow Office	\$218
Tuition (per credit hour)—Gwinnett Office	\$218
Internet Course Access Fee	\$120
Application Fee	\$40
International Student Application	\$40

International Credential Evaluation	\$230
Certificate Fee	\$60
Graduation Fee—A.A.	\$55
Graduation Fee—B.A., B.S.	\$105
Replacement Diploma	\$30
Official Transcript Fee	\$7
Rush or Overnight Transcript Fee	\$32
I.D. Card Replacement	\$25
Parking Decal (as required by host institution)	\$30
Capstone Course Assessment Fee	\$50-\$175*

**Varies by capstone course.*

Other course fees may be charged based on Center facilities. Students should consult the course schedule published each term.

Enrolled students may, with the permission of their academic advisor, take courses offered at University College or the Center for Online Learning. When they do, the per-credit-hour charge associated with the course location will apply.

Division of Continuing Education and Student Services Centers located at Fort Eustis Center, Fort Lee Center, Naval Air Station Atlanta Office, Key West Center, Langley Center, MacDill Center, Mayport Office, Shaw Center, South Hampton Roads Center, and all offices associated with these centers.

Tuition and Fees

Tuition (per credit hour) as of Fall 1 Term	\$199
Admission/Evaluation Fee (nonrefundable) (includes Formal Evaluation and Program Outline)	\$40
International Credential Evaluation	230
Certificate Fee	\$60
Graduation Fee—A.A.	\$55
Graduation Fee—B.A., B.S.	\$55
Replacement Diploma	\$30
Transcripts (per copy)	\$7
Rush and Overnight Transcript Fee	\$32
Capstone Course Assessment Fee	\$50-\$175*

**Varies by capstone course.*

Other course fees may be charged based on Center facilities. Students should consult the course schedule published each term.

Enrolled students may, with the permission of their academic advisor, take courses offered at University College or the Center for Online Learning. When they do, the per-credit-hour charge associated with the course location will apply.

Method of Payment

All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Checks or credit cards are accepted at the Continuing Education Center or the University Campus. Do not mail cash. Payments may also be made via eLion through the University's website. Payment may also be made via Student Financial Services Call Center at 800/240-7658.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.

4. Students may also use the Saint Leo University deferred payment plan. Payment plan enrollment is available for the current semester only. Students can enroll in the payment plan via their eLion account under Financial Information. Enrollment is required each semester, and a \$35 non-refundable fee applies for each plan. All tuition and fees for the semester must be paid in full before registration for the next semester will be accepted. The deferred payment plan is subject to late fees, as noted below.

Late Fees

Unpaid balances are subject to a late fee of 1% monthly (12% annually).

Past-Due Accounts

When a student leaves the University owing money, his or her receivable balance is placed in collection status. These accounts may be assigned to an external collection agency after 90 days past due. Students are responsible for all late fees, collection agency costs, and attorney's fees imposed on delinquent accounts. Transcripts and diplomas will not be released until the account balance is zero.

Refunds of Tuition and Course Fees

Refunds for Saint Leo University students who withdraw before 25 percent of the term/semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses are given according to the following schedule. *Note that if you are enrolled at a Saint Leo University Continuing Education Center and/or online program in Georgia, South Carolina, and/or Virginia, please proceed to the applicable schedule.*

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

No refund for any course with withdrawal after the end of week two.*

**Policy does not apply to students enrolled at a Saint Leo University Continuing Education Center and/or online programs in Georgia, South Carolina, and Virginia.*

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted **in writing** to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Refunds of Tuition and Course Fees (Georgia and Virginia)

Refund policy for students enrolled in courses at Saint Leo University Continuing Education Centers and/or online programs in Georgia or Virginia.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

50% tuition refund if course withdrawal occurs after the end of week two and before the end of week four.

No refund for any course with withdrawal after the end of week four.

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted **in writing** to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Refunds of Tuition and Course Fees (South Carolina)

Refund policy for students enrolled in courses at Saint Leo University Continuing Education Centers and/or online programs in South Carolina.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

62% tuition refund if course withdrawal occurs after the end of week two and before the end of week three.

50% tuition refund if course withdrawal occurs after the end of week three and before the end of week four.

40% tuition refund if course withdrawal occurs after the end of week four and before the end of week 5.

No refund for any course with withdrawal after the end of week five.

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted **in writing** to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

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.

If a student leaves the University with an unpaid balance, the University will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

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.

ADMISSION TO THE CENTER FOR ONLINE LEARNING

Applicants with less than 12 credit hours of earned undergraduate post-secondary education who wish to qualify for admission as a fully matriculated, degree-seeking student at the Center for Online Learning must submit an application package including a completed application form and one of the following:

First Time in College (FTIC) 21 years of age and older must submit one of the following by the application deadline:

- An official secondary school transcript
- An official GED score report

FTIC applicant under the age of 21 must submit one of the following by the application deadline:

- An official secondary school transcript
- An official GED score report

In addition, an applicant in this category must submit the following:

- An official ACT/SAT score report (usually found on official high school transcripts)
- A letter of recommendation
- A graded essay

FTIC applicant on military active duty or reservist must submit the following by the application deadline:

- A DD-214 and/or an official military training transcript

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 conditionally admitted for that term. In order to re-enroll for a subsequent term, all required documents must be received by the registration deadline for that term.

Students transferring to the Center for Online Learning who have at least 12 credit hours of earned undergraduate post-secondary 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 post-secondary education institutions attended showing at least 12 credit hours of post-secondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year post-secondary 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 unconditional admission, high school or GED requirements, or for transfer credit unless such work is recognized in the American Council of Education (ACE) Guidebook.

Center for Online Learning transfer students must submit Official Transcript Release Authorization form(s) in order to be conditionally admitted for two consecutive terms. In order to re-enroll for a subsequent term, all official transcripts must be received by the registration deadline for that term.

Conditional admission to the University also may be granted at the discretion of the Center Director. Conditional admission may be made if the prospective student does not qualify for admission by meeting the usual requirements but, in the opinion of the ad-

mission counselor or the Center Director, has qualifications that lead to the belief that academic success is a reasonable expectation. Conditionally admitted students will be considered for full admissions status upon the completion of 18 credit hours of undergraduate, non-remedial courses at Saint Leo University within two academic years. If the student has maintained a cumulative GPA of at least a 2.0 (GPA) and has no grades below a D, that student will meet the conditions for full admissions and will be allowed continued enrollment in the University.

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.

The Center for Online Learning enrolls a limited number of students who wish to take selected courses for credit but who do not want to study for a degree. These students must complete an application and indicate that they are not degree seeking. Non-degree-seeking students are limited to 18 credit hours with Saint Leo University.

Veterans eligible for Veterans Administration (VA) educational training benefits must be in a degree-seeking status in order to qualify for VA benefits. Admission requirements may also be imposed by providers of financial aid or military tuition assistance.

Admission Procedure

Individuals interested in applying for degree-seeking status with the Center for Online Learning should apply online at <http://online.saintleo.edu>. A qualified applicant will be considered to be matriculated (classified as degree seeking) when the following materials are submitted or received and approved by the Center Director or designee:

1. Completed application form;
2. Application fee (nonrefundable);
3. Documentation of high school or GED completion. For transfer students, this may be documented by the transcript of the previously attended university;
4. Official transcripts from all previously attended colleges/universities (the Center for Online Learning will obtain official transcripts from U.S. colleges and universities in the student's behalf); and
5. 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, Regents Standardized Examinations, or advanced placement (AP) examinations.
- Documentation for evaluation of nontraditional transfer credit (including military training on a U.S. Army-AARTS transcript, a validated DD Form 295, Navy-Marine Corps SMART document, or Community College of the Air Force CCAF Transcript).
- Other relevant documentation as needed (veterans/retirees should include a DD Form 214).
- 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 institute, and certified polygraph schools. Verification of coursework is obligatory in order to obtain credit. Nontraditional sources of credit have specific limits (see pages 77-78 in this chapter).

Once **all** of a student's documents are received at the Center for Online Learning, the Admissions Committee will review the student's application 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.

In order to file for veterans' benefits or to be eligible for most other types of financial aid, a student must first be admitted to the COL. Service members using tuition assistance have a reimbursement limit of 15 semester hours, unless they become degree seeking and obtain a Servicemembers Opportunity Colleges Agreement.

As with Saint Leo University's other programs, there is a minimum **residency** requirement of 30 semester credit hours. The residency requirement means that students must earn 30 credit hours at Saint Leo University. All credit may be earned online.

International Students Admission Policies

International students are required to have all documents and credentials submitted to the Center for Online Learning. Saint Leo University recognizes all international diplomas and credits taken at accredited secondary and post-secondary institutions once all appropriate official documentation and credentials are received and translated (where necessary). Credit is granted in accordance with the National Association of Foreign Student Advisors (NAFSA) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Students presenting diplomas indicating academic work beyond the high school level will have academic work evaluated by the Registrar. The Registrar will determine the exact number and nature of courses granted once the international evaluation is received. Please see the application packet for a complete list of approved international evaluation agencies.

English Language Proficiency

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

1. A **minimum** score of 550 (paper based) or 213 (Web based) on the Test of English as a Foreign Language (TOEFL).
2. A minimum of 6.0 on the International English Language Test System (IELTS).
3. A minimum of 450 on the verbal component of the SAT.
4. Grades of B or higher in English composition courses where English is the language of instruction.
5. 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.
6. Successful completion of a NASFA-recognized ESL program.

Application Procedure for International Students

International students are required to submit the following items to complete an application for admission:

1. **Completed application** with nonrefundable **application fee**. Funds must be drawn on U.S. banks and made payable in U.S. dollars.
2. **Original international evaluation** from an approved international evaluation agency (please see the application packet for list of approved evaluators).
3. **Proof of English language proficiency**. English proficiency may be demonstrated by submitting qualifying TOEFL scores or by meeting other approved criteria in lieu of the TOEFL as outlined above.

Change of Residency

A student wishing to enroll in courses at another University center or campus must apply for a change of residency. To complete an application for a change of residency, please log

into <http://mysaintleo.edu>. Click on the "UTS Help Desk" link in the left-hand navigation bar. Follow the posted instructions to fill out the form. Please note that a change in residency may result in a change of tuition rates. Consequently, a student should not complete the application until his or her student account at the prior resident center or campus is settled. Saint Leo University reserves the right to deny a student's application for change of residency if the student violates any University policy or fails to stay current on his or her student account.

Changes of residency requests are not automatically granted and are made at the discretion of the Vice President for Enrollment or the Center for Online Learning Director.

Enrollment/Re-enrollment and Registration

Enrollment/Registration

New students seeking to enroll in Saint Leo University can contact a program representative at 888/875-8265. For more information, go to the Center for Online Learning website: <http://online.saintleo.edu>.

Re-enrollment/Registration

Continuing students can re-enroll by using Saint Leo University's online registration system, eLion, at <http://elion.saintleo.edu>.

Before official registrations are completed, course selections are checked to make sure that the necessary prerequisites are met. Obtaining academic advisement and early registration is highly encouraged because many course selections close out early. COL students are not considered registered until they have paid for their courses (their share and documentation for any third-party payment of the remainder). Active-duty military tuition assistance requests normally take at least 24 hours to be processed and approved.

Students carrying a course load of two courses (six semester credit hours) are considered full time; those taking one course (three semester credit hours) are considered part time. A course load of three courses requires approval and a 3.0 GPA or higher. To take four courses, students must obtain permission from a Center for Online Learning administrator. A four-course load is approved only under unusual circumstances.

Financial Information

Tuition and Fees

Tuition (per credit hour) Corporate Non-Military	\$470
Tuition (per credit hour) Remedial Courses	\$470
Tuition (per credit hour) Active Military	\$250
Application Fee (subject to change)	\$40
International Student Application Fee (subject to change)	\$40
International Credential Evaluation	\$230
Certificate Fee	\$60
Graduation Fee (A.A.)	\$55
Graduation Fee (B.A., B.S.)	\$105
Capstone Course Assessment Fees	\$50-\$175***
Replacement Diploma	\$30
Official Transcript Fees	\$7
Overnight of Official Transcripts	\$32
Withdrawal Fee	\$20

***Varies by capstone course.

Textbooks and Materials Fees

Saint Leo uses MBS (Missouri Book Services) as its book vendor. Financial aid students are able to buy their books using their anticipated financial aid credit (if their financial aid

award exceeds tuition charges for the term). Financial aid students who wish to buy their books using their financial aid credit must wait until after they receive their book vouchers to purchase their books. Financial aid students will receive, via their Saint Leo e-mail account, a voucher number from MBS Books (VB@MBSBooks.com) with the Subject of the e-mail being "Use your STUDENT ALLOCATION to order your books online." Students who are purchasing their books by credit card can do so when registration opens. Students can access the MBS website at <http://bookstore.mbsdirect.net/saintleo.htm>.

Withdrawal and Refund Policies

To withdraw from a class or classes, students must complete an **Official Course Withdrawal Form** online. Students have the prerogative of dropping a course until the end of the first week of classes without financial penalty or grade, and after that students will receive only a partial refund of tuition (see below), and a grade of W is assigned until the final published date for withdrawing (the last day of week 6). The grade will be reflected on the transcript, but not calculated into the grade point average. Failure to properly withdraw will result in a grade of FA. Deadlines for withdrawal from courses are reflected on the published schedule below. Course withdrawal does not cancel any student indebtedness to the University. Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

Any student who stops attending any course for which he or she is registered without following the appropriate withdrawal procedures will be counted as an unofficial withdrawal. As a result of unofficially withdrawing, he or she will receive a grade of FA—Failure Due to Absences. The Office of Student Financial Services will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The midpoint of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for payment of the tuition and fees associated with the course. A student who earns an FA grade earns no credit, and the FA is counted in the same manner as an F grade on the student's grade report.

Saint Leo University does not recognize an unofficial withdrawal for purposes of determining an institutional refund or a change of grade to W—Withdrawn. If the review of the unofficial withdrawal determines that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, deployment, or other circumstances beyond the student's control, the school will determine a withdrawal date from its consideration of the circumstances.

Refunds of Tuition and Course Fees

Refunds for Saint Leo University students who withdraw before 25 percent of the term/semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses are given according to the following schedule. *Note that if you are enrolled at a Saint Leo University Continuing Education Center and/or online program in Georgia, South Carolina, and/or Virginia, please proceed to the applicable schedule.*

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

No refund for any course with withdrawal after the end of week two.*

**Policy does not apply to students enrolled at a Saint Leo University Continuing Education Center and/or online programs in Georgia, South Carolina, and Virginia.*

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted **in writing** to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Refunds of Tuition and Course Fees (Georgia and Virginia)

Refund policy for students enrolled in courses at Saint Leo University Continuing Education Centers and/or online programs in Georgia or Virginia.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

50% tuition refund if course withdrawal occurs after the end of week two and before the end of week four.

No refund for any course with withdrawal after the end of week four.

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted **in writing** to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Refunds of Tuition and Course Fees (South Carolina)

Refund policy for students enrolled in courses at Saint Leo University Continuing Education Centers and/or online programs in South Carolina.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

62% tuition refund if course withdrawal occurs after the end of week two and before the end of week three.

50% tuition refund if course withdrawal occurs after the end of week three and before the end of week four.

40% tuition refund if course withdrawal occurs after the end of week four and before the end of week 5.

No refund for any course with withdrawal after the end of week five.

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted **in writing**.

ing to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Add/Drop/Withdrawal

Registered students may add courses until the first day of classes. To receive a full refund, courses should be dropped before the end of the first week of classes. Registered students are automatically "dropped" from classes if not logged in during the first week of classes.

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.

Withdrawal with an Excuse

If a student is **active-duty** military and receives unexpected TDY orders during the semester, an excused withdrawal is available without financial penalty by providing orders of the duty to the Saint Leo University Center for Online Learning. Students may re-enroll for the same class at a later date without penalty. During this time, the Center for Online Learning will hold the tuition. These circumstances must be reported to the issuing Tuition Assistance office in order to avoid repayment of the Tuition Assistance portion of the bill.

Financial Aid

Students can log on to www.saintleo.edu and click on "Financial Aid," call the Office of Student Financial Services at 800/240-7658, or e-mail finaid@saintleo.edu. The mailing address is Saint Leo University Student Financial Services Office, P.O. Box 6665, MC 2228, Saint Leo, FL 33574.

Loan Deferment/Verification

Students must request loan deferment/enrollment verification forms from the institution requesting verification. Saint Leo University does not provide loan deferment or enrollment verification forms. All deferments must go to the Registrar's Office on the University Campus. No deferment or verification forms may be processed by the Center for Online Learning.

4: Undergraduate Programs of Study

The Saint Leo University LINK (*Learning INterdisciplinary Knowledge*) General Education Program forms the foundation of a Saint Leo University education. The LINK Program includes **Foundation Courses** in writing, mathematics, computer science, first-year studies, and wellness. The program also includes **Perspective Courses** that provide students with an introduction to a liberal arts education and learning in the arts, the humanities, the social and behavioral sciences, the natural and physical sciences, and religion and philosophy, all taught through the lens of social justice.

Mission of the LINK Program

Inspired by the University's Benedictine tradition and a belief in the transformative power of learning, the LINK (*Learning INterdisciplinary Knowledge*) Program introduces students to interdisciplinary approaches to knowledge and enables them to communicate that knowledge effectively to others. The University holds this knowledge as indispensable for a balanced, accomplished, and principled life.

A popular approach to general education prompts the student to select courses from various categories until a requisite number of credit hours have been completed. Although this model can introduce the student to interesting introductory subject matter, it tends to produce learning that is fragmentary and piecemeal.

Saint Leo University believes that a different approach is needed. We believe that students should attain not just knowledge but a form of knowledge that becomes part of a greater understanding of the world and of the student in relation to the world, to the past, and to the possibilities of the future.

We believe in interdisciplinary, contextual understanding. An example: One of the worst disasters in the history of the United States occurred on the morning of September 11, 2001, as terrorists flew hijacked airliners into the World Trade Center, destroying it, and into the Pentagon, seriously damaging it, and killing more than 3,000 innocent people in the process. A comprehensive study of this horrible tragedy requires the use of the "lenses" of many different academic disciplines, for each offers insights that coalesce into a broader sense of the meaning of that fateful day:

- Political scientists examined the attack in terms of the political tensions between radical Muslims and their perceived enemies in the West.
- Historians analyzed this event in terms of similar attacks that have happened over time.
- Physical scientists studied how and why the Twin Towers fell.
- Life scientists investigated the harm caused by the dust and chemicals released after the explosion.
- Psychologists studied many aspects of the situation, the most obvious one being the trauma felt by both the survivors of the attack and the surviving relatives of the victims.
- Sociologists looked at how the networks of people working in World Trade Center offices were reassembled in new formats by workers who survived the attack.
- Criminologists analyzed the event as a case: how and why the terrorists were able to accomplish their goal.
- Architects and urban planners examined the change in lower Manhattan's skyline.
- Theologians discussed the tensions between modern Islam and modern Christianity.
- Philosophers weighed the ethics of the United States' decision to go to war in the Middle East.

Each area of study produced valuable and often profound insights regarding 9/11, but only when taken as a whole did a comprehensive understanding of the tragedy begin to emerge. Interdisciplinary study allows such a level of understanding.

The LINK Program introduces students to five perspectives that collectively include many academic disciplines. Students take a first-tier course in each perspective (two courses in the Scientific Perspective) that looks at issues from the multiple lenses of that perspective. The second- and third-tier courses are more discipline-specific, allowing students to take a more concentrated interest in an academic area introduced to them in the first-tier setting. The level-by-level requirements are outlined on pages 123-125 of this chapter. Also, frequently asked questions are answered on the SLU website at the following address:

www.saintleo.edu/Academics/Other-University-Programs/LINK-Learning-Interdisciplinary-Knowledge/Frequently-Asked-Questions

The University's goal is to develop students who have a comprehensive, mature understanding of the world, their relation to that world, and their relation to others.

Goals and Objectives of the Link Program

Here are the types of skills and knowledge that the LINK Program 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/write clearly
8. Understand Catholic and Benedictine-inspired values and traditions

The LINK Program 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 LINK 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, computer science, first-year studies, and wellness 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 suc-

ceed by providing them with the basic skills and tools that are required in upper-level courses. The six Foundation courses are as follows:

- ENG 121: Academic Writing I (3 credit hours)
- ENG 122: Academic Writing II (3 credit hours)
- MAT 131: College Mathematics (3 credit hours)
- COM 140: Basic Computer Skills (3 credit hours)
- SLU 100: Introduction to the University Experience (3 credit hours)
- PED 102: Concepts of Wellness (2 credit hours)

Writing

For most undergraduate students, college-level writing is a difficult skill to master and one that requires constant practice. Therefore, many LINK courses are writing intensive because the ability to write well is central to learning and effective communication. Our Foundation writing courses, ENG 121 and ENG 122, 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
- Use original material as well as properly use and cite source material from a wide variety of venues in academic papers

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 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.

Computer Science

To succeed in college and beyond, students must be computer literate. "Computer literate" does not mean being able to access the Internet; instead, this term requires that the student be able to use modern programs designed for word processing, spreadsheets, presentation management, and databases.

Training in COM 140 will allow students to:

- Have a comprehensive ability to use modern, standard software programs
- Be prepared for the expectations of today's workplace
- Improve their understanding of the ethical issues caused by modern computer technology

First-Year Studies

Many first-year students in University College are on their own for the first time in their lives. SLU 100 is a course that helps students with the skill sets that they will need to succeed in college. (This course is not required for Continuing Education students.)

SLU 100 helps students:

- Improve their study skills
- Improve their time-management skills
- Understand the University's academic expectations
- Examine negative or self-defeating behaviors
- Look toward the future and toward developing a career

A minimum grade of C is needed to fulfill the degree requirement. This course is not required for Continuing Education students.

Wellness

It is extremely important for undergraduate students to gain an increased understanding and appreciation of the significance of physical education and wellness as a part of their LINK experience. Students need to be able to assess their current state of wellness and prepare strategies to maintain and/or improve their physical well-being. In addition, PED 102 helps undergraduate students:

- Maintain positive attitudes and actions
- Increase their ability to deal with the rigors of academic life

A minimum grade of C is needed to fulfill the degree requirement. This course is not required for Continuing Education students.

Perspective Courses

Gaining an understanding of how knowledge is gathered and assimilated is an important part of the LINK experience. This is accomplished through five critical perspectives and twelve interrelated courses, all of which are taught through the lens of social justice.

The Aesthetic Perspective

The Saint Leo University LINK curriculum would be incomplete without ensuring that students have a strong appreciation of the important role the arts have on shaping cultures and everyday life. Students' lives become greatly enriched when they have a deep understanding of the roles played by theatre, music, dance, film, and creative writing through history and in modern society.

The Aesthetic Perspective courses investigate various creative and interpretive styles and motifs and allow Saint Leo University students to experience them directly or through visual, audio, or tactile simulation. These aesthetic experiences can help students:

- Develop a clear understanding of the role of the arts in their society
- Better appreciate the sometimes subtle impact of the aesthetic element on their everyday, personal lives
- Understand the interdisciplinary nature of the aesthetic perspective
- Gain a greater understanding of the tools and creative processes used in the realm of the visual and performance arts

The Global Perspective

As the world becomes smaller by virtue of modern technology and as national and cultural boundaries become blurred, it is essential for Saint Leo University undergraduate students to understand the implications of this phenomenon from a personal as well as a global perspective. They need to appreciate how the current globalization is changing the character of the economy, politics, and even their national identity.

Viewing globalization from a historical perspective provides a time frame for the investigation of changes that have already occurred. Viewing globalization from a cultural perspective provides a defined context for examining the issues of identity and diversity. Viewing globalization from a communications perspective provides an increased understanding of the international transfer of knowledge and capability. Viewing globalization

from a conflict perspective provides a specific backdrop for understanding power, privilege, militarism, xenophobia, and genocide.

In the final analysis, Saint Leo University undergraduate students need to have a firm grasp of the differences between people that extend beyond national borders and parochial social boundaries. The Global Perspective courses help students:

- Develop a deeper appreciation of how modern technology is changing the processes by which people acquire and maintain their identity
- Understand the constructs of national, cultural, and religious identity and how they are explicitly and implicitly reinforced by national and global influences
- Appreciate how stereotyping people along national origin, ethnic, racial, or religious lines has an impact on politics and economics, and often promotes global antagonism
- Acquire an increased understanding of how globalization can actually help bridge the political, economic, social, and cultural gaps between people by highlighting similarities among groups and transforming old perceptions
- Understand how advances in technology have contributed to increased interaction between world cultures and be able to articulate the positive and negative ramifications of this development

The Human Behavior Perspective

It is essential that Saint Leo University undergraduate students examine human behavior within a broader social context. They need to understand the limits society places on people as well as the opportunities it affords them. They also need to appreciate how their own values coincide or conflict with those held by the greater society in which they live.

Students need to recognize that social norms are very complicated and often contradictory and that all acts are relational and independent at the same time, that a seemingly simple individual act can have major complex social consequences. Additionally, the Human Behavior Perspective challenges students to:

- Acquire a deep understanding of the compelling social forces that shape human behavior
- Develop a keen awareness of the dynamics of social interaction and normative behavior
- Examine human behavior using established scientific constructs
- Explore local and global social issues that are antagonistic toward or in support of current social norms

The Religion and Philosophy Perspective

In the spirit of the Catholic intellectual tradition, religion and philosophy represent the person's quest for wisdom and meaning. In a Socratic manner, philosophy questions unexamined assumptions about life and the choices people make. Such reflection nourishes the key Benedictine virtue of humility.

Courses in religion invite students to examine the various faith responses to the search for wisdom. Catholic theology—"faith seeking understanding," as St. Anselm said—seeks to develop a reflective understanding of what Pope Benedict XVI has described as the "new horizon" that the encounter with Christ gives to life. The example of St. Benedict nurtures an appreciation for the contemplative dimension of life. The courses in this perspective help students to:

- Investigate philosophical and faith responses to the search for wisdom
- Question unexamined assumptions about life
- Examine Scripture from a critical-historical perspective
- Develop a reflective understanding of life lived within a Catholic horizon
- Acquire an appreciation for the contemplative dimension of life
- Describe the ethical and cultural implications of a transcendent understanding of life

- Develop a practical theology and spirituality to help the People of God serve others and practice social justice

The Scientific Perspective

Progress in contemporary sciences continues to have a significant, ongoing impact on the way humans live. In rapid progression, humans have moved through the Industrial Revolution to the age of instant communication and immediate, worldwide information availability. These changes have reshaped human lives and, in consequence, how people learn and understand what they experience.

The Scientific Perspective prepares Saint Leo University undergraduate students to evaluate the impact of the sciences on the world through critical thinking. It promotes a healthy respect for the disciplines of science as students are exposed to basic scientific concepts and fundamental scientific issues. This perspective also teaches undergraduates how society and the sciences influence one another and how that interaction has an effect on humanity. These implications are:

- Viewed from the philosophical, sociological, psychological, political, and historical points of view
- Examined from a personal point of view in light of direct experience and expectations

Assessment of Skills Developed in the Link Program

Saint Leo University uses three methods to document the effect of the LINK program on student learning:

- proficiencies assessed in the ETS® Proficiency Profile
- performance on assignments that are embedded in LINK courses
- feedback gathered through the Senior Exit Surveys

These measures help faculty members to improve the LINK Program while working to develop the skills of individual students.

The Proficiency Profile assesses critical thinking, reading, writing, and mathematics—skills that students develop and refine in the LINK courses. First-time-in-college students who are attending University College complete the Proficiency Profile as part of SLU 100. Throughout their time at Saint Leo, students should aim to strengthen skills identified for improvement through the Proficiency Profile and through instructor feedback and grades earned in LINK courses. Academic advisors will use these results when meeting with their student advisees.

All students (transfer and first time in college) will take the Proficiency Profile within a general education course in their junior or senior year. The test results provide the student and the advisor with additional information useful in identifying academic strengths and areas for further development.

The LINK embedded assessments are assignments that students complete in select LINK courses across all locations. The assignments are a part of the course and course grade, and the assignments provide the university with an assessment of students' skills of critical thinking, reading, writing, and mathematics in the context of specific LINK courses. In addition to meeting a course requirement, the students' work is used to assess the extent to which students are achieving the LINK program objectives. An expert panel of faculty members reviews students' work on the embedded assessments and uses the results of that review to improve the LINK Program.

Saint Leo University solicits students' feedback about their teaching and learning experiences in LINK through the end-of-course evaluations that students complete for each course and through the Senior Exit Survey. The Senior Exit Survey asks graduating students about their experiences and perceptions regarding content and skills specific to the LINK Program objectives.

Transfer Students

Students who transfer to the University are not expected to complete the entire core, for we recognize that other colleges and universities have legitimate alternative means of providing students with a firm basis in the liberal arts. Students transferring to Saint Leo University with an associate of arts degree will have LINK (general education) requirements met with the exception of COM 140: Basic Computer Skills (or successfully pass a PC applications competency examination) and a religious studies course at the 300 or 400 level.

All students who graduate from Saint Leo University must have completed a minimum of 36 credits in general education.

All students (transfer and first time in college) will take the Proficiency Profile within a general education course in their junior or senior year.

Students transferring under the Independent Colleges and Universities of Florida (ICUF) articulation agreement will be considered to have met all LINK requirements, with the exception of COM 140: Basic Computer Skills (unless an equivalent course is transferred or the PC applications competency examination is successfully passed) and a religious studies course at the 300 or 400 level.

LINK (GENERAL EDUCATION) REQUIREMENTS

The minimal LINK components for an associate's degree are indicated with an (*). LINK requirements are slightly different for students in the Honors area of study and in the Donald R. Tapia School of Business. Please consult Chapter 2 of this catalog for particulars about the Honors Program.

Foundation Courses: 9-17 Credit Hours

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, mathematics, computer skills, and wellness. Generally, these Foundation courses are completed during a student's first year of college.

First-Year Studies

(required for first-year, traditional-age University College students)

SLU 100* Introduction to the University Experience 3 credit hours

Mathematics

MAT 131* College Mathematics or above 3 credit hours

Writing

ENG 121* Academic Writing I 3 credit hours

ENG 122* Academic Writing II 3 credit hours

Computer Science

0-3 credit hours

COM 140* Basic Computer Skills 0-3 credit hours

All students are required to (1) pass the Computer Skills Examination prior to the end of their third semester at University Campus or prior to the end of their sixth term in the Division of Continuing Education and Student Services **or** (2) take and pass the COM 140: Basic Computer Skills course **or** (3) transfer in an equivalent course from another regionally accredited college or university.

Wellness**0-2 credit hours**

(required for first-year, traditional-age University College students)

PED 102* Concepts of Wellness

2 credit hours

A student who meets one of the following criteria is exempt from the wellness requirement:

1. possesses an associate's degree from another accredited institution;
2. has completed at least two years of active military duty;
3. is 25 years of age or older;
4. is an employee of the University;
5. is enrolled in the Division of Continuing Education and Student Services program; or
6. provides the University with appropriate documentation of a debilitating medical condition.

Wellness medical waivers are handled through the Academic Student Support Services Office for University College students. Students granted wellness waivers are not required to take an additional course to fulfill the LINK core requirements.

Perspective Courses: 36 Credit Hours

Perspective courses expose students to the breadth of human knowledge and to the issues that are the hallmarks of a liberal arts and sciences education. Interdisciplinary and discipline-specific coursework examines fundamental human questions regarding the nature of human reality, the ways in which human beings come to know the world, and human morality. Perspective courses also address the Benedictine-inspired values and Roman Catholic traditions of Saint Leo University and advance, wherever possible, a broader perspective.

In each perspective, the first-tier course is the prerequisite for each second-tier course, and when a perspective has a third tier, the second-tier course is the prerequisite for each third-tier course. The Scientific Perspective has two first-tier courses, and SCI 101 is the prerequisite for SCI 102.

The Aesthetic Perspective*First Tier*

FAS 101* Integrated Fine Arts 3 credit hours

Second Tier

ART 123	Art Appreciation or
ENG 202	Creative Writing or
FAS 123	Introduction to Film or
FAS 125	Introduction to Theater or
MUS 123	Introduction to Music

3 credit hours*Third Tier*

ENG 225	Survey of World Literature I or
ENG 226	Survey of World Literature II or
ENG 311	Survey of Major Writers of the 20th Century

3 credit hours**The Global Perspective***First Tier*

SSC 102* The Global Perspective 3 credit hours

Second Tier

ECO 201	Principles of Macroeconomics or
HTY 121	United States History to 1865 or

HTY 122	United States History Since 1865 or	
POL 223	American Federal Government	3 credit hours

The Human Behavior Perspective

	<i>First Tier</i>	
SSC 101*	The Human Behavior Perspective	3 credit hours

Second Tier

ANT 121	Introduction to Anthropology or	
PSY 121	Introduction to Psychology or	
SOC 121	Introduction to Sociology	3 credit hours

The Religion and Philosophy Perspective

	<i>First Tier</i>	
PHI 101*: The Quest for Wisdom		3 credit hours

Second Tier

REL 123*: Foundations of Christian Faith or		
REL 124*: Introduction to the Old Testament or		
REL 201*: Introduction to the New Testament or		
REL 223*: Religions of the World I: Western		3 credit hours

Third Tier

Any 300- or 400-level religion course		3 credit hours
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The Scientific Perspective

	<i>First Tier</i>	
SCI 101* Integrated Physical Science		3 credit hours
SCI 102* Integrated Life Science		3 credit hours

Note that SCI 101 is a prerequisite for SCI 102. Also note that biology, environmental science, and medical technology majors all earn credits in both the life and physical sciences. As a result, they are exempt from this portion of the LINK Program.

Library Online Orientation Tutorial

All new students are encouraged to complete and pass the Library Online Tutorial prior to the end of their first term. The Library Orientation Tutorial is a non-credit tutorial with no charge for tuition.

School of Arts and Sciences

Dr. Mary T. Spoto, Dean

The School of Arts and Sciences 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. The essential spirit of the liberal arts, namely, the liberation of the mind and the acquisition of those habits and values that lead one to truth, animates all curricula and programs in the School.

Through the traditional disciplines in the arts and sciences, the School of Arts and Sciences provides coherence and unity to the entire University curriculum and ensures depth and diversity in its own areas of study.

The School offers the following degree programs at the associate's, bachelor's, and master's level:

Associate of Arts

Bachelor of Arts

Majors:

English

- with Advanced Literary Study Specialization
- with Dramaturgy Specialization
- with Professional Writing Specialization
- with Education minor

History

- with Education minor

International Studies

Mathematics

Political Science

Psychology

Religion

Sociology

Bachelor of Science

Majors:

Biology

- with minor in Chemistry
- with minor in Education

Environmental Science

- with minor in Chemistry

Medical Technology with minor in Chemistry

Psychology

Minors—available to undergraduate students from any major:

Anthropology

Art

Biology

Chemistry

Dramaturgy

Engineering

English

Ethics and Social Responsibility

History

Homeland Security Certificate/Minor

Interdisciplinary Arts

International Studies

Liberal Studies

Mathematics

Middle-East Studies Certificate/Minor

Music

Music Ministry

Philosophy

Political Science

Psychology

Religion

Sociology

Master of Arts

Theology

Graduate Certificate in Theology

Undergraduate Certificate in Pastoral Studies available for diaconate students

For further information on the Master of Arts programs, please see the Saint Leo University Graduate Catalog.

The School of Arts and Sciences embraces the Saint Leo University core values of excellence, community, respect, personal development, responsible stewardship, and integrity. Students in the School of Arts and Sciences are expected to demonstrate dependability, good character, and acceptable academic standing.

Donald R. Tapia School of Business

Dr. Michael Nastanski, Dean

The mission of the Saint Leo University Donald R. Tapia School 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 School 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 School 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 School has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE):

Bachelor of Applied Science in Business Administration. This program is designed specifically for students with Associate of Science or Associate of Applied Science degrees in a science or technical field and applies to them only. (See specific information in the description of degree programs section.) Graduates from this program will not only have applied skills but also a liberal education and leadership skills to gain promotion or become managers in the workplace or military.

Bachelor of Arts in Accounting. This program prepares the graduate for an entry-level accounting position in profit, not-for-profit, and governmental organizations.

Bachelor of Arts in Business Administration. This program 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.

Bachelor of Arts in Communication Management. This program is designed for students interested in careers in businesses such as advertising, media management, public relations, or generic mass communication positions.

Bachelor of Arts in Human Resources Management. This program is designed for the student who wishes to pursue a career in personnel management or human services.

Bachelor of Arts in International Hospitality and Tourism Management. This is a professional program that studies the concepts and principles of the tourism industry and its various sectors from an international perspective.

Bachelor of Arts in Management. (This major is offered only at the University College.) This program is designed for students who desire to own or manage any size organization, public or private, profit or nonprofit.

Bachelor of Arts in Marketing. (This major is offered only at the University College.) This program is designed for students planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, or international business.

Bachelor of Arts in Sport Business. (This major is offered only at the University College.) This program provides the foundation for careers in managing sport programs and facilities at either the amateur or professional levels.

Bachelor of Science in Computer Information Systems. This program offers the student the technical knowledge and skills needed to succeed in the field of computer applications in the business world.

Bachelor of Science in Computer Science. (This major is offered only at the University College.) This highly technical program emphasizes providing a solid foundation in the discipline of Computer Science, which students can apply either in the Information Technology workforce sector or use as a basis for graduate study.

Bachelor of Science in Health Care Management. This major is designed for students who plan administrative careers in health services organizations.

Master of Business Administration. The School offers a graduate program for the working adult. It emphasizes managerial skills in addition to the other functional areas of business. For a full program description, see the Saint Leo University Graduate Catalog.

Academic advisors may wish to encourage students to take the following courses as electives if they are not business majors: ACC 201, ACC 202, MGT 301, MKT 301, and GBA 334. All business majors will have had these courses.

Common Body of Knowledge

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School 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 School include the following:

Components		Credit Hours
ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
*ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
GBA 231	Business Law I	(3)
GBA 334	Applied Decision Methods for Business	(3)
MAT 201	Introduction to Statistics (support class)	(3)
MGT 301	Principles of Management	(3)
MGT 325	Finance for Managers	(3)
MKT 301	Principles of Marketing	(3)
Total Credits		27-30

LINK (General Education) 50-53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is the only required prerequisite for MAT 201.

School of Education and Social Services

Dr. Carol G. Walker, Dean

The mission of the Saint Leo University School of Education and Social Services is to provide quality academic and applied experiences to students in education and the social services. The School 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 education and social services professions. The School's initiatives are dedicated to graduating effective professionals committed to building strong, responsive, and caring communities. To accomplish this mission, the objectives of the School'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 School offers the following programs at the associate's, bachelor's, and master's level:

Associate of Arts

Criminal Justice

Bachelor of Applied Science

Criminal Justice

Bachelor of Arts

Criminal Justice with specializations in

Criminalistics

Homeland Security

Elementary Education (grades K-6)

Human Services

Middle Grades Education (grades 5-9) with specializations in

English

Mathematics

Science

Social Sciences

Bachelor of Social Work

Undergraduate Minors

Criminal Justice

Education

Leadership

Florida Coaching Endorsement

Available for all students

Master of Education

Educational Leadership Concentration

Instructional Leadership Concentration

Exceptional Student Education Concentration
Reading Concentration

Master of Science in Instructional Design

Education Specialist (Ed.S.)

Educational Leadership
Higher Education Leadership

Master of Social Work

Advanced Clinical Practice Concentration

Master of Science in Criminal Justice

Master of Science in Criminal Justice Administration
Corrections Specializations
Critical Incident Management Specialization
Forensic Psychology Specialization
Forensic Science Specialization
Legal Studies Specialization
Graduate Certificate in Criminal Justice Administration

Master of Science in Critical Incident Management

For further information on the master's-level programs, please see the Saint Leo University Graduate Catalog.

SAINT LEO UNIVERSITY UNDERGRADUATE DEGREE PROGRAMS

Associate's Degree Programs

Associate of Arts Degree

The associate of arts degree is a broad, liberal-arts based degree program that lays the foundation for critical and independent thinking, and for further study in a variety of disciplines.

Program Components		Credit Hours
COM 140	Basic Computer Skills	(3)
ENG 121	Academic Writing I	(3)
ENG 122	Academic Writing II	(3)
FAS 101	Integrated Arts	(3)
MAT 131	College Mathematics or above	(3)
PED 102	Concepts of Wellness	(2)
PHI 101	Quest for Wisdom	(3)
REL 123	Foundations of Christian Faith or	
REL 124	Introduction to the Old Testament or	
REL 201	Introduction to the New Testament or	
REL 223	Religions of the World I: Western	(3)
SCI 101	Integrated Physical Science	(3)
SCI 102	Integrated Life Science	(3)
SSC 101	The Human Behavior Perspective	(3)
SSC 102	The Global Perspective	(3)
Electives		(25-27)
Total Credits		60-62

Associate of Arts Degree in Business Administration

The associate of arts in business administration provides a foundation for a business career or for further study in the business field.

		Credit Hours
ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II or	(3)
GBA 321	Essential Business Skills	(3)
COM 140	Basic Computer Skills	(3)
ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
ENG 121	Academic Writing I	(3)
ENG 122	Academic Writing II	(3)
FAS 101	Integrated Arts	(3)
GBA 231	Business Law I	(3)
MAT 141	Finite Mathematics or higher	(3)
MGT 301	Principles of Management	(3)
MKT 301	Principles of Marketing	(3)
PED 102	Concepts of Wellness	(2)
PHI 101	Quest for Wisdom	(3)
REL 123	Foundations of Christian Faith or	
REL 124	Introduction to the Old Testament or	
REL 201	Introduction to the New Testament or	
REL 223	Religions of the World I: Western	(3)
SCI 101	Integrated Physical Science	(3)
SCI 102	Integrated Life Science	(3)
SSC 101	The Human Behavior Perspective	(3)
SSC 102	The Global Perspective	(3)
Electives		(4-6)
Total Credits		60-62

Associate of Arts Degree in Criminal Justice

The associate of arts in criminal justice provides a foundation for a career or for future study in the field of criminal justice.

		Credit Hours
COM 140	Basic Computer Skills	(3)
CRM 220	Survey of the Criminal Justice System	(3)
CRM 222	Introduction to Homeland Defense	(3)
CRM 225	Criminal Investigation	(3)
CRM 230	Introduction to Crime Scene Investigation	(3)
CRM 321	Substantive Criminal Law	(3)
CRM 322	Criminal Procedure	(3)
CRM 350	Criminal Justice Ethics	(3)
ENG 121	Academic Writing I	(3)
ENG 122	Academic Writing II	(3)
FAS 101	Integrated Arts	(3)
MAT 131	College Math or higher	(3)
PED 102	Concepts of Wellness	(2)
PHI 101	Quest for Wisdom	(3)
POL 123	Introduction to Law and the Legal System	(3)
REL 123	Foundations of Christian Faith or	
REL 124	Introduction to the Old Testament or	
REL 201	Introduction to the New Testament or	
REL 223	Religions of the World I: Western	(3)

SCI 101	Integrated Physical Science	(3)
SCI 102	Integrated Life Science	(3)
SSC 101	The Human Behavior Perspective	(3)
SSC 102	The Global Perspective	(3)
Electives		(1-3)
Total Credits		60-62

Bachelor's Degree Programs

This section lists the majors (including specializations) and minors offered by Saint Leo University. The listing is alphabetical by programs of study.

Accounting Major

Bachelor of Arts

The major in accounting is designed to prepare a university graduate for entry-level accounting positions in profit, not-for-profit, and governmental environments. The program establishes a foundation for students who wish to continue their education to become a certified public accountant (CPA) or certified management accountant (CMA). A CPA holds a state license to practice public accounting in a particular state. State licensing requirements differ as to education, residency, and experience requirements. Some states have adopted the 150-hour rule for the number of academic credits required to sit for the CPA exam.

The educational requirements for taking the Uniform Certified Public Accountant examination in the state of Florida include the following. Applicants sitting for the exam must have completed 120 semester hours or 160 quarter hours from an accredited college or university. The education program must include:

- 24 semester or 36 quarter hours of upper-division accounting, to include coverage of taxation, auditing, cost-managerial, financial, and accounting information systems;
- 24 semester hours of upper-division general business courses, with some exceptions. One microeconomics, one macroeconomics, one statistics, one business law, and one introduction to computers course may be lower division;
- As part of the general business hours, applicants are required to have a total of 6 semester hours or 8 quarter hours of business law courses, which must cover contracts, torts, and the Uniform Commercial Code;
- Excess upper-division accounting courses may be used to meet the general business requirement. However, elementary accounting classes are never acceptable for credit. Neither are courses for non-accounting majors and any graduate courses that are equivalent to elementary accounting.

Students planning on taking the CPA examination should contact the state board of accountancy in the state where they plan to take the certification examination for eligibility requirements.

Note: Students majoring in accounting cannot double major in the business administration: accounting specialization.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30
LINK (General Education)	53
*Items in the CBK can be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.	

Major Requirements	33
ACC 301 Intermediate Accounting I	(3)
ACC 302 Intermediate Accounting II	(3)
ACC 303 Accounting Information Systems	(3)
ACC 331 Cost Accounting	(3)
ACC 401 Advanced Accounting	(3)
ACC 411 Auditing	(3)
ACC 412 Advanced Auditing	(3)
ACC 421 Individual Federal Income Taxes	(3)
ACC 498 Financial Statement Analysis	(3)
Two upper-level (300- or 400-level) business elective courses	(6)
Additional Electives	6-9
Total Credits	122

Recommended electives include the following:

ACC 304	Government and Not-For-Profit Accounting
ACC 422	Corporate Federal Income Taxes
ACC 425	Accounting Internship
GBA 332	Business Law II

Accounting Minor

Students with majors other than business administration may also minor in accounting. Business administration majors may also minor in an area that is not their specialization.

Required Courses	Credit Hours
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)
ACC 301 Intermediate Accounting I	(3)
ACC 302 Intermediate Accounting II	(3)
Other upper-level (300- or 400-level) accounting course	(3)
Total Credits	15

Anthropology Minor

The anthropology minor is designed to provide students with an understanding and appreciation of the diversity of human behavior and the impact of global changes on humans.

Required Courses	Credit Hours
ANT 121 Introduction to Anthropology	(3)
ANT/	
SOC/SSC 327 Cultural Anthropology	(3)
ANT 335 Biological Anthropology	(3)
ANT 337 Introduction to Archeology	(3)
ANT 343 Anthropological Linguistics	(3)
Electives (two courses from the following)	
HTY 225 Far-Eastern Civilization	(3)
HTY/POL 227 Latin America and the Caribbean	(3)
HTY/POL 233 Modern Middle East	(3)
HTY/SSC 322 Race and Ethnicity	(3)

HTY/SSC 335	Women in American Society	(3)
REL 424	Death and the Meaning of Life	(3)
SSC/		
SOC/SWK 324	Marriage and the Family	(3)
Total Credits		21

Applied Science in Business Administration

Bachelor of Applied Science

The Saint Leo University B.A.S. degree is available only for students with associate of science (A.S.) or associate of applied science (A.A.S.) degrees in a science or technical field, and is not available for students with A.S. or A.A.S. degrees in a major for which Saint Leo University offers a B.A. or B.S. degree. At the completion of the B.A.S., students will have applied skills and a liberal education and the business skills to gain promotion or become managers in the workplace or military. The B.A.S. degree requires that the holder of the A.S. or A.A.S. degree have in his or her degree at least 60 total hours of credits in the following two areas: 42-45 hours of **related** science or technical credits (the courses must be in the same general area, e.g., electronics, avionics, etc.) and 15-18 hours of general education. Any non-area-related or non-general-education courses are not transferable toward the degree and must be replaced by business and/or general education courses from Saint Leo University. Prospective students should be aware that Saint Leo University will allow only 64 credits to be transferred from a community college (see the Transfer Student section of this chapter). This program is offered at Continuing Education Centers only.

Program Components	Credit Hours
LINK (General Education)	
English	6
*ENG 121 Academic Writing I	(3)
*ENG 122 Academic Writing II	(3)
Math	3
*MAT 141 Finite Math (required as a prerequisite for MAT 201)	(3)
Arts/Humanities	6
*ENG 225 Survey of Literature I or	
*ENG 226 Survey of Literature II or	
*ENG 311 Survey of Major Writers of the 20th Century	(3)
*FAS 101 Integrated Fine Arts	(3)
Science	6
*SCI 101 Integrated Physical Science	(3)
*SCI 102 Integrated Life Science	(3)
Social Science	6
*SSC 101 The Human Behavior Perspective	(3)
*SSC 102 The Global Perspective	(3)
Religion/Philosophy	6
*PHI 101 The Quest for Wisdom	(3)
Any 300- or 400-level Religion course	(3)
Computer Skills	3
*COM 140 Basic Computer Skills	(3)
Subtotal	36

*These are the courses that would be taken at Saint Leo University to satisfy the requirements. Courses being transferred from community colleges must meet the equivalency requirements to replace these courses.

Major Courses		42
ACC 201	Principles of Accounting I	(3)
ECO 201	Principles of Macroeconomics	(3)
GBA 105	Introduction to Business	(3)
GBA 231	Business Law I	(3)
GBA 321	Essential Business Skills	(3)
GBA 440	International Business	(3)
GBA 498	Strategic Management	(3)
MAT 201	Introduction to Statistics	(3)
MGT 301	Principles of Management	(3)
MGT 320	Entrepreneurship I	(3)
MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior and Development	(3)
MGT 441	Labor Relations	(3)
MKT 301	Principles of Marketing	(3)

Electives		(0)
Block of <i>related</i> technical credit from A.S. or A.A.S.		42
Total Credits		120

Art Minor

The minor in art is designed for rigorous intellectual development, personal enrichment, and employment in the creative arts.:

Required Courses		Credit Hours
ART 121	Visual Fundamentals I	(3)
ART 122	Visual Fundamentals II	(3)
ART 221	Drawing	(3)
ART 223	Beginning Painting	(3)
ART 322	History of Art I	(3)
ART 323	History of Art II	(3)
Total Credits		18

Biology Major

Bachelor of Science

A major in biology is designed as preparation for graduate study; for professional schools of medicine, dentistry, veterinary science, and other health-related professions; for employment as a biologist in government or industry; or for a teaching career. Biology courses are writing and reading intensive. Biology majors earn credits from life and physical sciences that explore both facts and epistemologies employed by scientists. As a result, biology majors are not required to take the two Scientific Perspective courses. The final grade for courses composed of a lecture and a laboratory section will be a composite of the two as determined by the course syllabus.

Because success in the sciences depends on a strong foundation in mathematics, biology and environmental science majors are advised to follow course sequences tied to their math placement. The course sequences for biology, environmental science, and medical technology majors are available from Math and Science Department academic advisors and are also on the Saint Leo University website.

Program Components	Credit Hours
LINK (General Education)	53

All biology majors are required to complete BIO 125, BIO 125L, PHY 221, PHY 221L, and MAT 152 as part of the LINK Program.

Foundation Courses	Credit Hours
CHE 123 General Chemistry I	(3)
CHE 123L General Chemistry I Laboratory	(1)
CHE 124 General Chemistry II	(3)
CHE 124L General Chemistry II Laboratory	(1)
CHE 311 Organic Chemistry I	(3)
CHE 311L Organic Chemistry I Laboratory	(1)
CHE 312 Organic Chemistry II	(3)
CHE 312L Organic Chemistry II Laboratory	(1)
MAT 231 Calculus I or	
MAT 201 Introduction to Statistics	(3-4)
PHY 222 General Physics II	(3)
PHY 222L General Physics II Laboratory	(1)
Major Requirements	Credit Hours
BIO 130 General Zoology	(3)
BIO 130L General Zoology Laboratory	(1)
BIO 223 Botany	(3)
BIO 223L Botany Laboratory	(1)
BIO 324 Biochemistry	(3)
BIO 324L Biochemistry Laboratory	(1)
BIO 325 Ecology	(3)
BIO 325 Ecology Laboratory	(1)
BIO 330 Fundamentals of Genetics	(3)
BIO 330L Fundamentals of Genetics Laboratory	(1)
BIO 497 Senior Seminar in Biology: Research Proposal Writing	(1)
BIO 498 Senior Seminar in Biology: Conducting Research	(2)
Two other upper-division (300-400-level) courses in biology. Only one of these courses may be from the list of courses that do not require a laboratory.	(7-8)
Electives	Credit Hours
Total Credits	14-16
	122

Biology Minor

The biology minor is designed as a rigorous intellectual program of study for students with a deep interest in the science of biology.

Required Courses	Credit Hours
BIO 130 General Zoology	(3)
BIO 130L General Zoology Laboratory	(1)
BIO 223 Botany	(3)
BIO 223L Botany Laboratory	(1)
BIO 125 Cell Biology	(3)
BIO 125L Cell Biology Laboratory	(1)
Two 300-400-level biology courses	(8)
Total Credits	20

Biology Major with Minor in Chemistry

Program Components	Credit Hours
LINK (General Education)	53

All biology majors are required to complete BIO 125, BIO 125L, PHY 221, PHY 221L, and MAT 152 as part of the LINK Program.

Foundation Courses	27-28
CHE 123 General Chemistry I	(3)
CHE 123L General Chemistry I Laboratory	(1)
CHE 124 General Chemistry II	(3)
CHE 124L General Chemistry II Laboratory	(1)
CHE 311 Organic Chemistry I	(3)
CHE 311L Organic Chemistry I Laboratory	(1)
CHE 312 Organic Chemistry II	(3)
CHE 312L Organic Chemistry II Laboratory	(1)
CHE 321 Quantitative Chemical Analysis	(2)
CHE 321L Quantitative Chemical Analysis Laboratory	(2)
MAT 231 Calculus 1 or	
MAT 201 Introduction to Statistics	(3-4)
PHY 222 General Physics II	(3)
PHY 222L General Physics II Laboratory	(1)

Major Requirements	30-31
BIO 130 General Zoology	(3)
BIO 130L General Zoology Laboratory	(1)
BIO 223 Botany	(3)
BIO 223L Botany Laboratory	(1)
BIO 324 Biochemistry	(3)
BIO 324L Biochemistry Laboratory	(1)
BIO 325 Ecology	(3)
BIO 325 Ecology Laboratory	(1)
BIO 330 Fundamentals of Genetics	(3)
BIO 330L Fundamentals of Genetics Laboratory	(1)
BIO 497 Senior Seminar in Biology: Research Proposal Writing	(1)
BIO 498 Senior Seminar in Biology: Conducting Research	(2)

Two other upper-division (300-400-level) courses in biology. Only one of these courses may be selected from the list of courses that do not require a laboratory. (7-8)

Electives	10-12
Total Credits	122

Biology Major with Minor in Education

Bachelor of Science

Program Components	Credit Hours
LINK (General Education)	53

All biology majors are required to complete BIO 125, BIO 125L, PHY 221, PHY 221L, and MAT 152 as part of their LINK Program.

Foundation Courses	23-24
CHE 123 General Chemistry I	(3)
CHE 123L General Chemistry I Laboratory	(1)

CHE 124	General Chemistry II	(3)
CHE 124L	General Chemistry II Laboratory	(1)
CHE 311	Organic Chemistry I	(3)
CHE 311L	Organic Chemistry I Laboratory	(1)
CHE 312	Organic Chemistry II	(3)
CHE 312L	Organic Chemistry II Laboratory	(1)
MAT 231	Calculus 1 or	
MAT 201	Introduction to Statistics	(3-4)
PHY 222	General Physics II	(3)
PHY 222L	General Physics II Laboratory	(1)
Major Requirements		30-31
BIO 130	General Zoology	(3)
BIO 130L	General Zoology Laboratory	(1)
BIO 223	Botany	(3)
BIO 223L	Botany Laboratory	(1)
BIO 324	Biochemistry	(3)
BIO 324L	Biochemistry Laboratory	(1)
BIO 325	Ecology	(3)
BIO 325L	Ecology Laboratory	(1)
BIO 330	Fundamentals of Genetics	(3)
BIO 330L	Fundamentals of Genetics Laboratory	(1)
BIO 497	Senior Seminar in Biology: Research Proposal Writing	(1)
BIO 498	Senior Seminar in Biology: Conducting Research	(2)
Two other upper-division (300-400-level) courses in biology.		
Only one of these courses may be taken without a laboratory.		(7-8)

Students desiring to teach biology at the secondary level should enroll in the biology program and take the 20-35-hour education minor comprising the following courses:

Education Minor

EDU 222	Teaching Diverse Populations or	
EDU 428	Education Governance (preferred)	(3)
EDU 328	The Adolescent Learner	(3)
EDU 336	Reading in the Content Area	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Practicum I in Middle/Secondary	(1)
EDU 453	Science Methods in the Middle/Secondary School	(3)
EDU 455	Practicum I Seminar	(1)
Optional: EDU 470/471	Practicum II & Seminar	(3)
Optional extra semester		
EDU 480/481 Internship and Seminar		(10-12)
Total Credits		126-143

Business Administration Major

Bachelor of Arts

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.

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:

- Accounting
- Logistics
- Management
- Marketing
- Project Management
- Technology Management

Internships are encouraged for all qualified students.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Common Body of Knowledge Credits	27-30
LINK (General Education)	53
*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.	
Specialization courses	24-42
Electives	0-18
Total Credits	122

Accounting Specialization

The accounting specialization is designed to prepare a University graduate for entry-level accounting positions in profit, not-for-profit, and governmental environments. Students majoring in business administration: accounting specialization cannot receive a double major in accounting.

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

Program Components	Credit Hours
Specialization Courses	27
ACC 301 Intermediate Accounting I	(3)
ACC 302 Intermediate Accounting II	(3)
ACC 303 Accounting Information Systems	(3)
ACC 331 Cost Accounting	(3)
ACC 411 Auditing	(3)
ACC 421 Individual Federal Income Taxes	(3)
ACC 498 Financial Statement Analysis	(3)
Two upper-level (300-400-level) business courses	(6)

See the accounting major for CPA certification comments.

Logistics Specialization

The field of logistics manages how materials and finished goods are delivered to where they are needed in a timely and cost-efficient manner. Logistics is a vital component that contributes to the success of managers in both civilian and military sectors. This program is a response to the specific needs and desires of students throughout our system, military and otherwise, consistent with our Benedictine-inspired values of excellence and personal development, helping students become well-prepared professionals in their chosen careers.

The program consists of the study of logistics processes in civilian and military organizations, covering both products and services. This study shall include, but not be limited to, cargo transportation in all modes, electronic order processing, distribution, purchasing, warehousing, quality management and improvement, and the estimation of production and ordering quantities.

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

Program Components	Credit Hours
Specialization Courses	30
COM 203 Computer Systems	(3)
MGT 309 Introduction to Logistics Management	(3)
MGT 312 Introduction to Project Management	(3)
MGT 342 Transportation and Distribution Management	(3)
MGT 377 Procurement, Purchasing, and Vendor Management	(3)
MGT 410 Quality Improvement and Management	(3)
MGT 417 Logistical Inventory Control and Management	(3)
MGT 492 Logistics Specialization Portfolio	(3)
Two upper-level (300-400-level) business courses	(6)

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:

Program Components	Credit Hours
Specialization Courses	30
GBA 321 Essential Business Skills	(3)
GBA 440 International Business	(3)
GBA 498 Strategic Management	(3)
MGT 320 Entrepreneurship I	(3)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
MGT 441 Labor Relations	(3)
MGT 430 Business, Government, and Society	(3)
Two upper-level (300-400-level) business courses	(6)

Marketing Specialization

The marketing specialization is designed for the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, or international business. Students develop a breadth of knowledge about the dynamic consumer orientation process by which persons and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts and functions.

The bachelor of arts in business administration with a marketing specialization is offered or awarded to students at Saint Leo University Centers other than University Cam-

pus. Students may not receive a bachelors of arts in marketing and a bachelor of arts in business administration with a marketing specialization.

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

Program Components		Credit Hours
Specialization Courses		30
GBA 321	Essential Business Skills	(3)
GBA 440	International Business	(3)
MKT 310	Integrated Marketing Communication	(3)
MKT 308	Personal Selling	(3)
MKT 324	Marketing Research	(3)
MKT 345	Social Media Marketing	(3)
MKT 383	Consumer Behavior	(3)
MKT 498	Marketing Policies and Strategies	(3)
Two upper-level (300-400-level) business courses*		(6)

**MGT 320* is a recommended elective.

Project Management Specialization

Project management is the planning, organizing, and managing of resources to complete a temporary project with a specific starting and ending date. Graduates may be employed in diverse industries such as construction, hospitality, and new product development. They assist the civilian and military sectors to improve internal operations and capitalize on external opportunities.

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

Program Components		Credit Hours
Specialization Courses		30
MGT 309	Introduction to Logistics Management	(3)
MGT 312	Introduction to Project Management	(3)
MGT 315	Project Risk Management	(3)
MGT 318	Contracts and Procurement	(3)
MGT 322	Project Teamwork and Leadership	(3)
MGT 410	Quality Improvement and Management	(3)
MGT 422	Project Management Implementation	(3)
MGT 495	Project Management Applications	(3)
Two upper-level (300-400 level) business courses		(6)

Technology Management Specialization

The technology management program is designed for students who plan careers in the technological fields. A prerequisite for admission is a 21-credit-hour block of related technical credit (not including credit for military service).

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

Program Components		Credit Hours
Specialization Courses		42
Transfer credits (technical credit—not for military service)		(21)
GBA 321	Essential Business Skills	(3)
GBA 498	Strategic Management	(3)
MGT 331	Management of Human Resources	(3)
MGT 320	Entrepreneurship I	(3)

Chemistry Minor

Requirements for a minor in chemistry consist of 20 credit hours.

Required Courses	Credit Hours
CHE 123 General Chemistry I	(3)
CHE 123L General Chemistry I Laboratory	(1)
CHE 124 General Chemistry II	(3)
CHE 124L General Chemistry II Laboratory	(1)
CHE 311 Organic Chemistry I	(3)
CHE 311L Organic Chemistry I Laboratory	(1)
CHE 312 Organic Chemistry II	(3)
CHE 312L Organic Chemistry II Laboratory	(1)
CHE 321 Quantitative Chemical Analysis	(2)
CHE 321L Quantitative Chemical Analysis Laboratory	(2)
Total Credits	20

Communication Management Major

Bachelor of Arts

The communication management major examines communication from a business, physiological, sociological, psychological, anthropological, historical, and political perspective. It is interdisciplinary in keeping with Saint Leo University's ongoing interest in providing students with a rich mix of liberal arts and sciences experiences. Graduating majors are equipped for careers in job streams such as advertising, media management, public relations, or generic mass communication positions (e.g., public information officer, broadcast manager, advertising manager, newsletter editor, and media production manager).

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30
LINK (General Education)	53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements	39
CMM 101 Introduction to Communication	(3)
CMM 201 Mass Communication	(3)
CMM 205 Oral Communication	(3)
CMM 221 Communication Pre-Internship	(3)
CMM 301 Communication Theory	(3)
CMM 302 Intercultural Communication	(3)

CMM 324	Public Relations	(3)
CMM 325	Organizational Communication	(3)
CMM 403	Media Management	(3)
CMM 425	Communication Internship*	(3)
CMM 498	Communication and Change	(3)
Two upper-level (300-400-level) business electives		(6)
*The internship may be 3 to 12 credits, depending on the student's and employer's needs.		
Electives		0-3
Total Credits		122

Computer Information Systems Major

Bachelor of Science

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.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30

Note: CIS majors substitute COM 315 (which appears in the Major course listing) for GBA 334 in the Common Body of Knowledge.

LINK (General Education)	Credit Hours
	53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements

One course from the following:	Credit Hours
COM 208 Programming in Visual Basic or	3
COM 209 Programming in JAVA	(3)

All of the following courses:	Credit Hours
COM 203 Computer Systems	(3)
COM 204 Programming Logic and Design	(3)
COM 309 Network Theory and Design	(3)
COM 315 Decision Support Systems*	(3)
<i>*Substitute for GBA 334 in the CBK.</i>	
COM 320 Systems Analysis and Design	(3)
COM 330 Database Concepts and Programming	(3)
COM 340 Introduction to Internet Applications	(3)
COM 416 Introduction to Information Security	(3)
COM 424 Information Technology and Project Management	(3)
COM 498 Advanced Computer Skills	(3)
Two (2) upper-level (300- or 400-level) business electives*	6

<i>*COM 333 is a recommended elective for CIS majors.</i>	
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Electives	3-6
Total Credits	122

Computer Programming Minor

The computer programming minor allows non-CIS student majors to develop computer programming skills as a documented minor. The minor can be combined with a number of majors to enhance students' IT skills.

The following coursework is required to complete a minor in computer programming:

Preliminaries/Methods

COM 203: Computer Systems	(3)
COM 320: Systems Analysis and Design	(3)

Level 1

COM 204: Programming Logic and Design	(3)
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Level 2

COM 208: Programming in Visual Basic	(3)
COM 209: Programming in Java	(3)
COM 301: Algorithms and Data Structures	(3)
COM 340: Introduction to Internet Applications	(3)

Total Credits	21
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Computer Science Major

Bachelor of Science

The bachelor of science degree in computer science (CS) offered **only** at University College is designed for students interested in working in the computer technology industry, developing commercial and industrial applications or computer models used in scientific or engineering research. Typical career paths for graduates include application software developer/software engineer, computer scientist/computer researcher, embedded systems developer, support programmer for scientific/engineering research departments, or system software developer.

		Credit Hours
LINK (General Education)		53
Major Requirements		48-51
COM 203	Computer Systems	(3)
COM 204	Programming Logic and Design	(3)
COM 209	Programming in Java	(3)
COM 301	Algorithms and Data Structure	(3)
COM 309	Network Theory and Design	(3)
COM 312	Computer Architecture	(3)
COM 330	Database Concepts and Programming	(3)
COM 340	Introduction to Internet Applications	(3)
COM 405	Operating Systems	(3)
COM 416	Introduction to Information Security	(3)
COM 430	Software Engineering	(3)
COM 465	Artificial Intelligence	(3)
COM 497	Computer Science Capstone	(3)
MAT 151	College Algebra*	(3)
MAT 152	Trigonometry	(3)
MAT 231	Calculus with Analytic Geometry	(3)

MAT 251	Introduction to Discrete Mathematics	(3)
*Should be taken as the LINK basic math course		
Information Assurance Specialization		12
COM 450	Network Defense and Security	(3)
COM 452	Computer Forensics	(3)
COM 470	Management of Information Security	(3)
COM 475	Penetration Testing	(3)
Additional Electives		6-9
Total Credits		122

Recommended electives include the following:

COM 335	Applied Data Mining
COM 420	Disaster Recovery
COM 424	Information Technology and Project Management
COM 425	Computer Information Systems Internship
COM 460	Internet/Intranet Security
MAT 361	Linear Algebra

Academic Requirement for the Major:

In order to continue in the major, students will be required to earn a minimum grade of C+ in COM 203 and COM 204. If a C+ is not earned, students will not be able to continue with their major coursework until such grade is earned.

Criminal Justice Major

Bachelor of Arts

This program is a 39-hour major based on the input of a diverse criminal justice advisory board that is designed to prepare students for careers and rapid advancement in the criminal justice system and related fields. This program of study will enhance the effectiveness of working professionals, provide a foundation for advancement to administrative levels, and prepare students for graduate study in criminal justice administration and related fields. Field placements are available to all students who do not have prior criminal-justice-related professional experience. Placements and possible future employment opportunities with agencies such as the Alcohol Tobacco and Firearms, U.S. Capitol Police, U.S. Border Patrol, U.S. Secret Service, U.S. Immigration and Customs Enforcement, Drug Enforcement Administration, U.S. Marshals Service, Naval Criminal Investigative Service, Federal Bureau of Investigation, U.S. District Court, Florida Department of Law Enforcement, and a variety of local law enforcement agencies and private security firms may be able to provide practical experience for those who are not yet working professionals.

Program Components	Credit Hours	
LINK (General Education)	53	
Required Courses	24	
POL 123	Introduction to Law and the Legal System	(3)
CRM 220	Survey of the Criminal Justice System	(3)
CRM 321	Substantive Criminal Law	(3)
CRM 322	Criminal Procedure	(3)
CRM 350	Criminal Justice Ethics	(3)
CRM 419	Police Organization and Administration	(3)
CRM 426	Criminal Behavior	(3)
CRM 496	Senior Exam	(0)
CRM 499	Senior Seminar	(3)
Concentration Courses	15	

Complete five courses from the following: any 300- or 400-level CRM courses.

Note that PSY 330: Forensic Psychology and SSC/SOC 328: Drugs, Society, and Human Behavior are also eligible.

Electives (Related electives are POL 428: International Law and Organizations and POL/HTY 395: Genocide, War-Crimes and Laws of War.)	30
Total Credits	122

Students pursuing either the Criminalistics Specialization or Homeland Security Specialization should take the required courses below in place of or along with the concentration courses and electives listed above. Note that the Homeland Security Specialization can also be pursued as a certificate program.

Criminalistics Specialization

(All six courses must be completed.)	18
CRM 230 Introduction to Crime Scene Investigation	(3)
CRM 231 Forensic Science and Criminal Justice	(3)
CRM 341 History and Science of Criminal Identification	(3)
CRM 342 Evidence Collection and Preservation	(3)
CRM 343 Bodily Fluids as Evidence	(3)
CRM 344 Scientific Writing and Courtroom Testimony	(3)

Homeland Security Specialization/Certificate

(All six courses must be completed; for double majors, this also counts as an international studies minor or as a specialization in an international studies major.)

(All six courses must be completed; for double majors, this also counts as an international studies minor or as a specialization in an international studies major.)	18
CRM/POL 222 Introduction to Homeland Defense	(3)
HTY/POL 233 Modern Middle-East	(3)
CRM/POL 332 Terrorism	(3)
CRM/POL 361 Legal Issues in Counter-Terrorism	(3)
CRM/POL 363 Exploitable Weaknesses in Terrorist Organizations	(3)
CRM/POL 365 Local Response to Terrorism	(3)

Field Placement

Seniors without prior experience are urged to pursue an intensive professional 6 to 15 credit hours of field placement in criminal justice. The field placement course, CRM 425, serves as an elective course. Students attending the University Campus as majors may elect to attend the Pasco-Hernando Police Academy as their field placement for up to 15 semester hours of credit.

Criminal Justice Minor

Required Courses	Credit Hours
POL 123 Introduction to Law and the Legal System	(3)
CRM 220 Survey of the Criminal Justice System	(3)
Any other five required or concentration courses listed above.	(15)
Total Credits	(21)

Applied Science in Criminal Justice

Bachelor of Applied Science

The bachelor of applied science degree at Saint Leo University is available **only** for students with associate of science (A.S.) or associate of applied science (A.A.S.) degrees in a technical field. Graduates from this program will not only have applied skills but also a liberal arts education and the criminal justice leadership skills to gain promotion or become managers in civilian or military criminal justice agencies. The B.A.S. degree re-

quires that holders of the A.S. degree have in their degree at least 42 hours of related technical credits and 18 hours of general education. Prospective students should be aware that Saint Leo University will only allow 64 credits to be transferred from a community college. This program is offered at Continuing Education Centers only.

Program Components		Credit Hours
LINK (General Education)		
English		6
*ENG 121	Academic Writing I	(3)
*ENG 122	Academic Writing II	(3)
Math		3
*MAT 131	College Mathematics	(3)
Arts/Humanities		6
*ENG 225	Survey of Literature I or	(3)
*ENG 226	Survey of Literature II or	
*ENG 311	Survey of Major Writers of the 20th Century	
*FAS 101	Integrated Fine Arts	(3)
Science		6
*SCI 101	Integrated Physical Science	(3)
*SCI 102	Integrated Life Science	(3)
Social Science		6
*SSC 101	The Human Behavior Perspective	(3)
*SSC 102	The Global Perspective	(3)
Religion/Philosophy		6
*PHI 101	The Quest for Wisdom	(3)
Any 300- or 400-level Religion course		(3)
Computer Skills		3
*COM 140	Basic Computer Skills	(3)
Subtotal		36
*These are the courses that would be taken at Saint Leo University to satisfy the requirements. Courses being transferred from community colleges must meet the equivalency requirements to replace these courses.		
Required Courses		36
POL 123	Introduction to Law and the Legal System	(3)
CRM 220	Survey of the Criminal Justice System	(3)
CRM 321	Substantive Criminal Law	(3)
CRM 322	Criminal Procedure	(3)
CRM 350	Criminal Justice Ethics	(3)
CRM 419	Police Organization and Administration	(3)
CRM 426	Theories of Criminal Behavior	(3)
CRM 496	Senior Exam	(0)
CRM 499	Senior Seminar	(3)
Electives (any four CRM courses not required above)		12
Block of <i>related</i> technical credits from A.S. or A.A.S.		48
Total Credits		120

Command Officer Management School (COMS)

This program is limited to active duty-full time supervisors and command staff currently employed with a criminal justice agency. Students must be selected and sponsored by their respective agencies to attend. The COMS is offered only during the academic year and is scheduled one year in advance of a new academic year.

This program covers many vital topical areas of criminal justice administration, management, leadership, and legal concepts.

The faculty teaching in this program are recognized experts in their respective fields and provide course instruction in a series of applied and theoretical active learning pedagogies.

Students are required to attend six week-long courses over a period of two semesters. Undergraduate students who successfully complete this program earn 18 undergraduate credit hours. The courses offered in the Command Officer Management School are as follows:

Required Courses		Credit Hours
CRM 301	Leadership and Performance Management	(3)
CRM 302	Critical Incidents in Policing	(3)
CRM 303	Legal Issues in Criminal Justice Administration	(3)
CRM 350	Criminal Justice Ethics	(3)
CRM 419	Police Organization and Administration	(3)
CRM 489	Organizational Designs and Functions	(3)
Total Credits		18

Dramaturgy Minor

The dramaturgy minor provides students from any major a structured opportunity to explore the rich cultural dimensions provided by an active engagement in the performing arts.

Required Courses		Credit Hours
FAS 125	Introduction to Theatre	(3)
FAS 127	Acting or	
FAS 222	Directing	(3)
FAS 305	Stagecraft	(3)
ENG 336	Modern Drama or	
ENG 422	Shakespeare	(3)
FAS 330	Theatre History and Theory or	
FAS 340	Dramaturgy I	(3)
Six credits from this group of courses:		
FAS 220	Theatre Playhouse 90 (may be repeated)	(1)
ENG 326	Playwriting	(3)
ENG 430	The Independent Writer (under guidance of Theatre Supervisor)	(3)
ENG 428	Internship (under guidance of Theatre Supervisor)	(3)
FAS 440	Dramaturgy II	(3)
Total credits		21

Economics Minor

The economics minor is designed for students interested in pursuing the study of economics as a social science.

Required Courses		Credit Hours
ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
Plus three upper-division economics courses selected by the student in consultation with Economics Department faculty.		(9)
Total Credits		15

Education Minor

Saint Leo University offers a minor in education for students in other majors who may want to teach at the secondary level. It is a 20-23-hour* minor with an optional second practicum and an optional extra semester for a full-time internship teaching experience.

Required Courses	Credit Hours
EDU 222 Teaching Diverse Populations or	
EDU 428 Education Governance (preferred)	(3)
EDU 336 Reading in the Content Area	(3)
EDU 328 The Adolescent Learner	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Educational Assessment	(3)
EDU 450 Practicum I in Middle/Secondary	(1)
EDU 451, 452, 453, or 454 Content Methods in Middle/Secondary	(3)
EDU 455 Practicum I Seminar	(1)
EDU 470/471 Optional Practicum II & Seminar	(3)
EDU 480/481 Optional Final Internship & Seminar	(10-12)
Total Credits*(minimum)	20-23

*English majors also need EDU 333: Adolescent Literacy, and EDU 436: Teaching Writing Across the Curriculum is highly recommended.

Elementary Education Major

Bachelor of Arts

The Department of Education embraces the Saint Leo University core values of excellence, community, respect, personal development, responsible stewardship, and integrity. Each education course incorporates one or more of these values into its curriculum.

Students in the Department of Education are expected to demonstrate dependability, good character, and acceptable academic standing. Students are therefore evaluated on their academic, professional, and ethical performance in their coursework, as well as in their field experiences. If a student demonstrates inadequate performance in any of these areas, the Professional Standards Committee may be called upon to address the issue(s). Issues regarding academic dishonesty are addressed by the Saint Leo University Academic Standards Committee.

The major in elementary education is designed for students who plan to teach in elementary school (kindergarten through sixth grade) and to qualify for Florida teacher certification. Because this is a state-approved Teacher Education Program, Saint Leo graduates are assured Florida certification for grades K-6, including ESOL and Reading Endorsements. In addition, Saint Leo graduates benefit from interstate agreements that the Florida Department of Education negotiates with many other states to make certification easily available. Students can check the Florida DOE web page for details (fldoe.org).

The elementary education major is carefully designed to meet state mandates for general education, for admission to the program, for the curriculum components in the major, and for graduation requirements. Students formally apply to the Education Department as beginning juniors. Admission requirements include passing the General Knowledge portion of the Florida Teacher Certification Exam and earning a minimum of a 2.5 GPA on the first 60 hours of coursework. Students commit to maintaining the overall 2.5 GPA throughout the program and a minimum grade of 2.0 in every education course. A grade of C- or lower is unacceptable in an education course and would necessitate the retaking of the course.

The education coursework is planned to ensure coherence and breadth of knowledge and experience. Students should take prerequisite courses, EDU 222, 226, and 228, or the equivalents, as sophomores. In subsequent semesters, most education courses are blocked with a minimum of 11 credits that must be taken concurrently. Each of the

first three semesters includes a practicum field experience of one full day or two half days per week in an elementary classroom (a background check and fingerprinting will be required). These placements provide opportunities for the teacher candidates to apply what they are studying to real-life classroom situations. Paraprofessional programs are also available. Summer options, as well as online courses, are available to meet individual schedules and needs. Students will confer with an academic advisor each semester to keep on track while also allowing flexibility as needed.

Students must complete a formal application to intern in the semester prior to final internship. This is a full-time, semester-long, student-teaching experience in an elementary classroom. To qualify for final internship, students must

1. have completed all EDU courses; however, EDU 428 may be completed concurrently with final internship;
2. have a 2.5 overall GPA and a minimum of 2.0 in all education courses;
3. complete a background check prior to placement;
4. complete a formal application for internship by February 15 or October 15 prior to the internship semester; and
5. have taken all portions of the Florida Teacher Certification Exam.

To graduate with a degree in elementary education, students must

1. satisfy all requirements listed above for internship;
2. receive a passing grade for EDU 480: Internship and EDU 481: Internship Seminar;
3. meet **all** 12 of the Florida Accomplished Practices at the preprofessional level in the final internship and in required education courses as documented in the student's final portfolio and/or electronic assessment system;
4. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog; and
5. pass all portions of the Florida Teacher Certification Exam.

Notation of completion of a state-approved program in elementary education K-6 with ESOL and Reading Endorsements will appear on a student's transcript when all requirements are met.

The Elementary Education Program follows the rules and regulations mandated by the state of Florida; consequently, program requirements may change as state requirements change.

Program Components	Credit Hours
LINK (General Education)	50*
PSY 121 recommended for second Human Behavior Perspective; HTY 121 or 122 recommended for second Global Perspective.	
Computer Applications	3
EDU 228* Educational Technology	(3)
<i>*EDU 228 is taken in lieu of COM 140.</i>	
Education Prerequisites	6
EDU 222 Teaching Diverse Populations	(3)
EDU 226 Human Growth and Development	(3)
Semester I (Junior Year)	14
EDU 320/321 Practicum I and Seminar: Reflection†	(2)
EDU 330 Mathematics in the Elementary Classroom†	(3)
EDU 332 Language Arts in the Elementary Classroom†	(3)
EDU 334 Reading Foundations in the Elementary Classroom†	(3)
EDU 317 Art in the Elementary Classroom	(1)
EDU 318 Music in the Elementary Classroom	(1)
EDU 319 Health and Physical Education in the Elementary Classroom	(1)

Semester II (Junior Year)		17
EDU 360/361	Practicum II and Seminar: Planning†	(2)
EDU 338	Science in the Elementary Classroom†	(3)
EDU 341	ESOL Foundations†	(3)
EDU 343	Reading Across the Curriculum†	(3)
EDU 304	Human Exceptionalities in the Classroom	(3)
EDU 425	Educational Management and Organization	(3)
Semester III (Senior Year)		17
EDU 460/461	Practicum III and Seminar: Integration†	(2)
EDU 335	Reading Diagnosis and Remediation†	(3)
EDU 339	Social Studies in the Elementary Classroom†	(3)
EDU 342	ESOL Applications†	(3)
EDU 427	Educational Assessment	(3)
EDU 428	Education Governance	(3)
Semester IV (Senior Year)		10-12
EDU 480/481	Final Internship and Seminar: Synthesis	10-12
Elective Credits		3-5
Total Credits		122-124

Courses marked with † indicate blocked courses that must be taken together.

Engineering Minor

Saint Leo University offers a minor in engineering for students from any major. The minor provides fundamentals of the field that are common to all engineering disciplines. This is an 18-hour* minor with additional hours required for prerequisites for majors from outside the Math and Science Department.

Required Courses		Credit Hours
EGN 220	Computer Aided Design and Graphics	(3)
EGN 320	Circuit Theory and Analysis	(3)
EGN 330	Mechanics of Materials	(3)
EGN 340	New Product Development	(3)
EGN 350	Engineering Mechanics	(3)
COM 315	Decision Support Systems	(3)
Total Credits*		18

**Prerequisites, normally taken as part of the biology or math major, are required before taking these courses. Students from other disciplines will need to take MAT 152 or higher and PHY 221. It is recommended that students also take MAT 201, MAT 231, and PHY 222 in preparation for these courses.*

English Major

Bachelor of Arts

The major in English is designed to develop in students an understanding of language and its uses; an effective, individual writing voice; a critical and aesthetic appreciation of literature; and an understanding of how literature illuminates the diversity of human experience. Because of its comprehensive nature and its focus on critical and analytical thinking and writing skills, the major prepares students for graduate study in English, library science, and law as well as career paths in which effective communication is central, such as teaching, publishing, advertising, public relations, theatre, and professional writing.

All students majoring in English take a 30-semester-hour core of courses and choose a complementary 10-23-semester-hour specialization in advanced literary study, professional writing, or dramaturgy. Students wishing to teach English at the secondary level should take the 23-41-hour education minor in place of one of the above areas of specialization. All students pursuing an English major must take the Junior Oral Examination (ENG 399) during the spring term of their junior year.

Note: Students who declared the English major prior to the 2002-03 catalog should consult their particular catalog and meet with their academic advisors to determine appropriate coursework.

Advanced Literary Study Specialization

Program Components	Credit Hours
LINK (General Education)	53
Advanced Literary Study	12
Students pursuing a specialization in advanced literary study must take the following additional coursework along with the core curriculum.	
ENG 435 Literary Criticism	(3)
ENG 321 The English Novel	(3)
Upper-division English elective	(3)
Upper-division English elective	(3)
English Core Curriculum	
ENG 220 Introduction to Literary Study and Research	(3)
ENG 312 Foundations of British Literature I	(3)
ENG 313 Foundations of British Literature II	(3)
ENG 320 Foundations of American Literature	(3)
ENG 340 Topics in Selected Literary Studies	(3)
ENG 399 Junior Oral Examination	(0)
ENG 413 Studies in Early British Literature	(3)
ENG 420 Studies in American Literature	(3)
ENG 422 Shakespeare	(3)
ENG 433 Studies in Modernism and Postmodernism	(3)
ENG 498 Senior Seminar	(3)
Electives	27
Total Credits	122

Dramaturgy Specialization

Program Components	Credit Hours
LINK (General Education)	53
Dramaturgy	23
Students pursuing a specialization in dramaturgy must take FAS 125: Intro to Theatre as their second-tier Fine Arts Perspective course in LINK. This course acts as a prerequisite for all other dramaturgy courses. Students will complete the specialization with the following courses:	
ENG 326 Playwriting	(3)
FAS 220 Theatre Playhouse 90 (1 credit, taken a minimum of five times)	(5)
FAS 340 Dramaturgy I	(3)
FAS 305 Stagecraft	(3)

Plus nine (9) hours from the following
(of which at least 6 hours must be 300 level or higher):

FAS 127 Acting	(3)
FAS 222 Directing	(3)
FAS 440 Dramaturgy II	(3)
FAS 426 Full-Length Playwriting	(3)
ENG 428 English Internship	(3)

English Core Curriculum		30
ENG 220	Introduction to Literary Study and Research	(3)
ENG 312	Foundations of British Literature I	(3)
ENG 313	Foundations of British Literature II	(3)
ENG 320	Foundations of American Literature	(3)
FAS 330	Theatre History and Theory	(3)
ENG 336	Modern Drama	(3)
ENG 340	Topics in Selected Literary Studies	(3)
ENG 399	Junior Oral Examination	(0)
ENG 420	Studies in American Literature	(3)
ENG 422	Shakespeare	(3)
ENG 498	Senior Seminar	(3)
Electives		16
Total Credits		122

Professional Writing Specialization

Program Components	Credit Hours
LINK (General Education)	53
Professional Writing	21

Students pursuing a specialization in professional writing must take ENG 202: Creative Writing as the second-tier Fine Arts Perspective course in LINK and will take the following required courses in addition to the core curriculum:

ENG 205	Introduction to Professional Writing	(3)
ENG 332	Creative Non-Fiction	(3)
ENG 450	Desktop Publishing and Design	(3)
ENG 430	The Independent Writer	(3)

Plus three courses (nine credits) from the following:

ENG 227	Basic Journalistic Writing	(3)
ENG 324	Writing About Audiovisual Media	(3)
ENG 326	Playwriting	(3)
ENG 334	Short Story	(3)
ENG 335	Verse Writing	(3)
ENG 440	Selected Topics in Professional Writing	(3)

English Core Curriculum		30
ENG 220	Introduction to Literary Study and Research	(3)
ENG 312	Foundations of British Literature I	(3)
ENG 313	Foundations of British Literature II	(3)
ENG 320	Foundations of American Literature	(3)
ENG 340	Topics in Selected Literary Studies	(3)
ENG 399	Junior Oral Examination	(0)
ENG 413	Studies in Early British Literature	(3)
ENG 420	Studies in American Literature	(3)
ENG 422	Shakespeare	(3)
ENG 433	Studies in Modernism and Postmodernism	(3)
ENG 498	Senior Seminar	(3)
Electives		18
Total Credits		122

English Major with Education Minor

Program Components		Hours
LINK (General Education)		53
Education Minor		23-41
Students desiring to teach English at the secondary level should enroll in a 30-hour English core and take the 23-41-hour education minor comprising the following courses:		
EDU 222	Teaching Diverse Populations or	
EDU 428	Education Governance (preferred)	(3)
EDU 328	The Adolescent Learner	(3)
EDU 436	Teaching Writing Across the Curriculum or	
EDU 333	Adolescent Literacy	(3)
EDU 336	Reading in the Content Area	(3)
EDU 425	Education Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Practicum I in Middle/Secondary	(1)
EDU 451	English Methods Middle/Secondary	(3)
EDU 455	Practicum I Seminar	(1)
Optional: EDU 470/471 Practicum II & Seminar		(3)
Optional extra semester: EDU 480/481 Internship and Seminar		(10-12)

English Core Curriculum		30
ENG 220	Introduction to Literary Study and Research	(3)
ENG 312	Foundations of British Literature I	(3)
ENG 313	Foundations of British Literature II	(3)
ENG 320	Foundations of American Literature	(3)
ENG 340	Topics in Selected Literary Studies	(3)
ENG 399	Junior Oral Examination	(0)
ENG 413	Studies in Early British Literature	(3)
ENG 420	Studies in American Literature	(3)
ENG 422	Shakespeare	(3)
ENG 433	Studies in Modernism and Postmodernism	(3)
ENG 498	Senior Seminar	(3)
Electives		0-16
Total Credits		122-124

English Minor

The English minor is designed to provide students with a diverse approach to the study of literature.

Required Courses		Credit Hours
ENG 220	Introduction to Literary Study and Research	(3)
ENG 312	Foundations of British Literature I	(3)
ENG 313	Foundations of British Literature II	(3)
ENG 320	Foundations of American Literature	(3)
Plus three upper-level English courses		(9)
Total Credits		21

Environmental Science Major

Bachelor of Science

A major in environmental science is primarily designed to prepare students for employment as environmental scientists by government agencies, industry, and environmental or engineering consulting firms. This major also prepares students for admission into graduate programs in biology or environmental science. This program of study is reading, oral, and writing intensive. Environmental science majors earn credits from life sciences and

physical sciences that explore both facts and epistemologies employed by scientists. As a result, environmental science majors are not required to take the two Scientific Perspective courses. The final grade for courses composed of a lecture and a laboratory section will be a composite of the two as determined by the course syllabus.

Because success in the sciences depends on a strong foundation in mathematics, biology and environmental science majors are advised to follow course sequences tied to their math placement. The course sequences for biology, environmental science, and medical technology majors are available from Math and Science Department academic advisors and are also on the Saint Leo University website.

Program Components	Credit Hours
LINK (General Education)	53
All environmental science majors are required to complete BIO 125, BIO 125L, PHY 221, PHY 221L, and MAT 152 as part of their LINK Program.	
Foundation Courses	19
CHE 123 General Chemistry I	(3)
CHE 123L General Chemistry I Laboratory	(1)
CHE 124 General Chemistry II	(3)
CHE 124L General Chemistry II Laboratory	(1)
CHE 311 Organic Chemistry I	(3)
CHE 311L Organic Chemistry I Laboratory	(1)
CHE 312 Organic Chemistry II	(3)
CHE 312L Organic Chemistry II Laboratory	(1)
MAT 201 Introduction to Statistics	(3)
Major Requirements	32-35
BIO 130 General Zoology	(3)
BIO 130L General Zoology Laboratory	(1)
BIO 223 Botany	(3)
BIO 223L Botany Laboratory	(1)
BIO 325 Ecology	(3)
BIO 325L Ecology Laboratory	(1)
BIO 425 Microbiology	(3)
BIO 425L Microbiology Laboratory	(1)
ENV 201 Geoscience	(3)
ENV 201L Geoscience Laboratory	(1)
ENV 401 Advanced Environmental Science	(3)
ENV 401 Advanced Environmental Science Laboratory	(1)
ENV 402 Environmental Regulations	(2)
ENV 403 Seminar in Environmental Science	(3)
Students may take one of the following courses for a total of 3-6 hours:	
BIO 345/345L Field Problems in Marine Biology and Lab	(6)
BIO 44 Evolution	(3)
BIO 340/340L Mycology and Mycology Lab	(4)
Electives	18
(CHE 321: Quantitative Chemical Analysis, CHE 321L: Quantitative Chemical Analysis Laboratory, SSC 327: Cultural Anthropology, and ECO 202: Principles of Microeconomics are highly recommended.)	
Total Credits	122-125

Environmental Science Major with Chemistry Minor

Program Components	Credit Hours
LINK (General Education)	53
All environmental science majors are required to complete BIO 125, BIO 125L,	

PHY 221, PHY 221L, and MAT 152 as part of their LINK Program.

Foundation Courses		23
CHE 123	General Chemistry I	(3)
CHE 123L	General Chemistry I Laboratory	(1)
CHE 124	General Chemistry II	(3)
CHE 124L	General Chemistry II Laboratory	(1)
CHE 311	Organic Chemistry I	(3)
CHE 311L	Organic Chemistry I Laboratory	(1)
CHE 312	Organic Chemistry II	(3)
CHE 312L	Organic Chemistry II Laboratory	(1)
CHE 321	Quantitative Chemical Analysis	(2)
CHE 321L	Quantitative Chemical Analysis Laboratory	(2)
MAT 201	Introduction to Statistics	(3)
PHY 222	General Physics II	(3)
PHY 222L	General Physics II Laboratory	(1)
Major Requirements		32-35
BIO 130	General Zoology	(3)
BIO 130L	General Zoology Laboratory	(1)
BIO 223	Botany	(3)
BIO 223L	Botany Laboratory	(1)
BIO 325	Ecology	(3)
BIO 325L	Ecology Laboratory	(1)
BIO 425	Microbiology	(3)
BIO 425L	Microbiology Laboratory	(1)
ENV 201	Geoscience	(3)
ENV 201L	Geoscience Laboratory	(1)
ENV 401	Advanced Environmental Science	(3)
ENV 401	Advanced Environmental Science Laboratory	(1)
ENV 402	Environmental Regulations	(2)
ENV 403	Seminar in Environmental Science	(3)
Students may take one of the following courses for a total of 3-6 hours:		
BIO 345/345L	Field Problems in Marine Biology and Lab	(6)
BIO 445	Evolution	(3)
BIO 340/340L	Mycology and Mycology Lab	(4)

Electives	14
SSC 327: Cultural Anthropology, and ECO 202: Principles of Microeconomics are highly recommended.	

Total Credits	122-125
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Ethics and Social Responsibility Minor

The ethics and social responsibility minor is designed to give students an opportunity to further their interests in ethics and social responsibility. It is open to students in all majors.

The minor consists of two foundational courses, one course from applied and professional ethics, and two integrative courses organized in the following sequence.

Required Courses	Credit Hours	
PHI 224	Ethics	(3)
REL 330	Christian Morality	(3)
PHI 324	Bio Ethics or	
PHI 328	Business Ethics or	
PHI 346	Environmental Ethics or	
CRM 350	Criminal Justice Ethics or	
SPB 370	Ethics in Sport	(3)

PHI 345	Contemporary Moral Issues	(3)
REL 345	Christian Social Justice: A Roman Catholic Perspective	(3)
Total Credits		15

Florida Coaching Endorsement

Saint Leo University offers coursework leading to State of Florida Department of Education endorsement in athletic coaching. The courses are available for all students. However, they should be of special interest to all majors seeking teaching certification. Students may increase their marketability by adding this endorsement to their teaching certificate. The following courses are needed to satisfy Florida Department of Education requirements for an endorsement in coaching.

Required Courses		Credit Hours
PED 320	Theory and Practice of Coaching	(3)
PED 340	Prevention and Treatment of Athletic Injuries	(3)
One of the following courses:		
PED 322	Coaching Football	
PED 323	Coaching Golf and Tennis	
PED 324	Coaching Basketball	
PED 325	Coaching Baseball	(3)
Total Credits		9

In addition to the above, the following courses are strongly recommended electives for those students interested in pursuing coaching careers: PED 220: Motor Skills Development and Analysis, and PED 230: Community First Aid and Safety.

Health Care Management Major

Bachelor of Science

The bachelor of science (B.S.) degree in health care management offers courses in the strategic management of health care systems, health care financial management, health care policy analysis, and legal and ethical challenges facing the industry. It is designed for students interested in management careers with hospitals; federal, state, and county health programs; pharmaceutical companies; medical laboratories; nursing facilities; surgical facilities; imaging technology facilities; and health education and training companies. Health care management majors who are not employed in the industry are required to take HCA 425: Health Care Internship in their senior year. Students spend the entire semester at an internship site and may earn 3-12 credit hours for the experience, depending on their work schedule.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30
LINK (General Education)	53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements		30-39
HCA 302	Health Care Organization	(3)
HCA 303	Health Care Management	(3)
HCA 333	Health Law	(3)
HCA 402	Community Health Evaluation	(3)
HCA 410	Quality Improvement Methods in Health Care	(3)
HCA 425	Health Care Internship	(3-12) (Students may be exempted from the internship only by the Department Chair.)
HCA 430	Contemporary & Critical Issues in Health Care	(3)
HCA 498	Health Planning and Policy Management	(3)
Two upper-level (300- or 400-level) business electives		(6)

Electives	0-12
Total Credits	122

Recommended electives: HCA 450: Health Information Technology Management, POL 325: Public Administration, and REL 424: Death and the Meaning of Life.

History Major

Bachelor of Arts

A 36-hour major in history is designed as preparation for graduate study in history, as part of a pre-law program, as preparation for careers in business and public affairs, as preparation for library or museum careers, or as part of a general liberal arts education.

Program Components		Credit Hours
LINK (General Education)		53
Major Requirements		37
HTY 121	United States History to 1865	(3)
HTY 122	United States History Since 1865	(3)
HTY 123	Western Civilization to 1500	(3)
HTY 124	Western Civilization Since 1500	(3)
HTY 301	Career Preparation	(1)
HTY 339	Readings in History	(3)
HTY 427	History of Ideas	(3)
HTY 499	Senior Seminar in History	(3)
Five other courses in history: three of which must be upper division (300-400 level) and two of which must be in non-Western history		(15)
Electives		32
Total Credits		122

Majors are strongly encouraged to take Spanish language courses. Majors must pass a comprehensive oral exam in their senior year.

History Major with Education Minor

Bachelor of Arts

Program Components		Credit Hours
LINK (General Education)		53
Education Minor		20-35

Students desiring to teach social studies at the secondary level should enroll in and take the 20-35-hour education minor comprising the following courses:

EDU 222	Teaching Diverse Populations or	
EDU 428	Education Governance (preferred)	(3)
EDU 328	The Adolescent Learner	(3)
EDU 336	Reading in the Content Area	(3)
EDU 425	Classroom Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Practicum I in Middle/Secondary	(1)
EDU 454	Social Science Methods in Middle/Secondary School	(3)
EDU 455	Practicum I Seminar	(1)
Optional: EDU 470/471 Practicum II & Seminar		(3)
Optional extra semester: EDU 480/481 Internship and Seminar		(10-12)

History Major Requirements	37
HTY 121	United States History to 1865
HTY 122	United States History Since 1865
HTY 123	Western Civilization to 1500
HTY 124	Western Civilization Since 1500
HTY 301	Career Preparation
HTY 339	Readings in History
HTY 427	History of Ideas
HTY 499	Senior Seminar in History
Five other courses in history: three of which must be upper division (300-400 level) and two of which must be in non-Western history	(15)
Electives (must be POL and ECO courses)	0-12
Total Credits	122-125

History Minor

The history minor is designed to allow a student with the love of the past to explore that intellectual passion in a structured way.

Required Courses	Credit Hours
HTY 121	United States History to 1865 or
HTY 122	United States History Since 1865
HTY 123	Western Civilization to 1500 or
HTY 124	Western Civilization Since 1500
Four other electives in history, at least two of which must be upper level (300-400 level)	(12)
Total Credits	18

Human Resources Management Major

Bachelor of Arts

The human resources management degree program is designed to provide the academic foundation required by professional human resource practitioners and researchers. In addition to those courses required for all undergraduate students in the University and the courses in the Common Body of Knowledge, specialized courses in human resources management provide the individual with the foundation for a professional leadership career in the human resources area as well as for further work in graduate education. An important component of the curriculum is the preparation for and the qualifying of graduates to sit for the Professional in Human Resources (PHR) certification examination, which is administered by the Human Resource Certification Institute (HRCI).

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30
LINK (General Education)	53
*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.	
Major Requirements	24-33
HRA 330 Risk Management	(3)
HRA 335 Recruitment, Selection, and Placement	(3)
HRA 340 Human Resource Development	(3)
HRA 360 Total Compensation	(3)
HRA 425 Human Resource Internship	(3-12)
(Students may be exempted from the internship only by the Department Chair.)	
HRA 498 Human Resource Strategic Planning	(3)
Two upper-level (300- or 400-level) business electives	(6)
Support Courses	9
MGT 331 Management of Human Resources	(3)
PSY 331 Interviewing & Counseling Skills	(3)
PSY 338 Industrial and Organizational Psychology	(3)
Electives	0-9
Total Credits	122

Human Resources Management Minor

Students may minor in human resources management with any University major.

Required Courses	Credit Hours
GBA 335 Administrative and Personnel Law	(3)
HRA 335 Recruitment, Selection, and Placement	(3)
HRA 340 Human Resource Development	(3)
HRA 360 Total Compensation	(3)
MGT 331 Management of Human Resources	(3)
Total Credits	15

Human Services Major

Bachelor of Arts (offered only at Continuing Education Centers)

This major is an interdisciplinary applied program that promotes service to others. It fosters an understanding of the causes and consequences of individual and social problems and prepares students for careers in the helping professions. The theoretical foundation, or knowledge base, is systems theory, which provides a framework for understanding behavior and social service delivery systems. The Human Services major emphasizes the development of problem-solving skills, critical-thinking skills, and an understanding of the principles of interpersonal behavior in the social environment, including the impact of cul-

tural diversity. Additionally, the major includes an advanced field placement and an examination of research methodologies to measure the success of the application of skills and knowledge learned.

Program Components		Credit Hours
LINK (General Education)*		51
*Either PSY 121 or SOC 121 should be taken as the Human Behavior Perspective second-tier course.		
Foundation Courses		45
HUS 121	Introduction to Human Services	(3)
HUS 335	Interpersonal Helping Skills	(3)
HUS 340	Group Skills for the Human Services	(3)
HUS 345	Social Policy for the Human Services	(3)
HUS 410	Human Services Administration	(3)
HUS 423	Field Placement III, Module I and	(6)
HUS 424	Field Placement III, Module II OR	(3)
HUS 425	Field Placement III (9)	(9)
HUS 498	Senior Seminar	(3)
PSY 121	Introduction to Psychology	(3)
PSY 325	Developmental Psychology	(3)
PSY 327	Abnormal Psychology	(3)
SOC 121	Introduction to Sociology	(3)
SOC/SWK 321	Methods of Social Research I: Quantitative Methods	(3)
SOC/SWK 322	Methods of Social Research II: Qualitative Methods	(3)
SSC/CRM 328	Drugs, Society, and Human Behavior or	
SSC/SWK 337	Diversity Issues in Social Work Practice	(3)
Electives		21
Total Credits		120

Information Security Certificate

Students may obtain a certificate in information security with any major or take the certificate as a stand-alone qualification in information security. The certificate is designed to expand the knowledge and qualifications of the student in the information security field.

Required Courses		Credit Hours
COM 355	Systems Security	(3)
COM 416	Introduction to Information Security	(3)
COM 420	Disaster Recovery	(3)
COM 450	Network Defense and Security	(3)
COM 460	Internet/Intranet Security	(3)
COM 470	Management of Information Security	(3)
Total Credits		18

Those students who do not have a good foundation in computer concepts may have difficulty in following the material in the Information Security Certificate courses. They should consider taking the following courses to provide them with the necessary knowledge: COM 203: Computer Systems (3 credit hours) and COM 309: Network Theory and Design (3 credit hours).

Information Security Minor

Students may minor in information security with any major.

Required Courses		Credit Hours
COM 203	Computer Systems	(3)

COM 309	Network Theory and Design	(3)
COM 416	Introduction to Information Security	(3)
COM 420	Disaster Recovery	(3)
COM 470	Management of Information Security	(3)

Plus one of the following courses:

COM 425	Computer Information Systems Internship or
COM 450	Network Defense and Security or

COM 452	Computer Forensics or
COM 460	Internet/Intranet Security
Total Credits	18

Interdisciplinary Inquiry in the Arts Minor

The interdisciplinary inquiry in the arts minor encourages critical thinking across traditional disciplines by integrating topics in the arts with a secondary discipline. Students take three designated art courses and select a complementary focus in history, literature, philosophy, or religion to investigate how great art reflects and embodies historical periods or events, written and oral culture, and philosophical or religious thought through time. Students will work closely with the advisor in the minor in the selection and coordination of courses. Open to all students.

Required Courses

		Credit Hours
IDS 201	Introduction to Interdisciplinary Inquiry in the Arts	(1)
ART 322	History of Art I	(3)
ART 323	History of Art II	(3)
ART 400	Special Topics in Art	(3)
IDS 420	Interdisciplinary Inquiry in the Arts Project	(2)

and select **one** area from the following:

History (choose three courses)

HTY 123	Western Civilization to 1500	(3)
HTY 124	Western Civilization Since 1500	(3)
HTY 227	Latin America and the Caribbean	(3)
HTY 233	The Modern Middle East	(3)
HTY 335	Women in American Society	(3)

or

Philosophy (choose three courses)

PHI 224	Ethics	(3)
PHI 345	Contemporary Moral Issues	(3)
PHI 346	Environmental Ethics	(3)
PHI 364	Studies in Jewish Thought	(3)
PHI 366	Studies in Oriental Thought	(3)

or

Religion (choose three courses)

REL 223	Religions of the World I: Western Religions	(3)
REL 224	Religions of the World II: Eastern Religions	(3)
REL 335	Historical Books	(3)
REL 337	Prophetic Writings	(3)
REL 338	Poetry and Wisdom Literature	(3)
REL 424	Death and the Meaning of Life	(3)

or

Literature (choose three courses)

ENG 225	Survey of World Literature I	(3)
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ENG 226	Survey of World Literature II	(3)
ENG 311	Survey of Major Writers of the Twentieth Century	(3)
ENG 340	Selected Topics in Literary Study (may be taken twice with different content: African American Literature, Native American Literature, Women Writers, Asian American Literature, Latin American Literature)	(3)
ENG 327	Mythology	(3)
Total Credits		21

International Hospitality and Tourism Management Major

Bachelor of Arts

Tourism is the world's largest industry. Destinations compete for tourists worldwide, and the flow of tourists and their economic, sociocultural, and environmental impacts are felt on an international basis. The tourism industry consists of four primary operational sectors: accommodations and food service (hospitality), attractions, and transportation, as well as its development, promotion, and distribution system components. Many companies within each of its operational sectors and systems are owned, managed, and operated on an international level. The IHT major is designed to prepare students for the many exciting career opportunities that exist locally, regionally, and internationally within the tourism industry. Students receive a broad foundation of liberal arts and business skills and a strong theoretical and experiential background in hospitality and tourism. An internship of 6-12 credit hours is required.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30
LINK (General Education)	53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements	33
All of the Following Major Courses:	12
IHT 220	Introduction to Hospitality & Tourism Management (3)
IHT 425	Internship in IHT (6)
IHT 498	Senior Seminar in IHT (3)
Five of the Following Major Courses:	15
IHT 105	Traveling the World for Fun & Profit (3)
IHT 305	Restaurant Management (3)
IHT 310	Hotel Management (3)
IHT 315	Tourism Management (3)
IHT 405	Convention Management & Event Tourism (3)
IHT 410	Resort Management (3)
IHT 415	International Tourism (3)

Select from Any of the Following Major Courses:		6
Any of the above IHT courses not already taken or from the following list:		
IHT 329	Directed Study: Readings or Research	(3)
IHT 425	Internship in IHT	(3-6)
IHT 429	Advanced Directed Study and Research	(3)
IHT 100-400	Special Topics	(1-3)
One upper-level (300- or 400-level) business elective		(3)
Electives		6-9
Total Credits		122

International Hospitality and Tourism Management Minor

IHT 220	Introduction to Hospitality & Tourism Management	(3)
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Select four of the other IHT courses, with the exception of the IHT 498: Senior Seminar in IHT; may include up to 6 credits hours of IHT 425: Internship in IHT.

Total Credits **15**

International Studies Major

Bachelor of Arts

The major in international studies provides the foundation for graduate study in various international fields and as preparation for careers in diplomacy, the military, international business, law and journalism, or as a general liberal arts education.

Program Components	Credit Hours
LINK (General Education)	53
Major Requirements	43
POL 295	International Relations Theories and Crises (3)
HTY/POL 301	Career Preparation (1)
POL 323	Comparative Politics (3)
HTY 325	Modern Russia (3)
HTY/POL 426	American Diplomatic History (3)
HTY 428	Far East Since 1945 (3)
HTY 499	Senior Seminar in History (3)
Plus two courses/six credits in any foreign language	(6)
Complete six (6) courses from the following:	
HTY 324, HTY 430, POL 225, POL 227, POL 233, POL 324, POL 330, POL 333, POL 395, POL 422, POL 424, or POL 428	(18)
Electives	24
Total Credits	122

International Studies Minors and Certificates

International Studies Minor

A 6-course/18-credit hour minor offering a general overview of world politics.

Required Courses	Credit Hours
POL 295	International Relations Theories and Crises or
HTY/POL 330	War and Peace (3)
POL 323	Comparative Politics or
POL 324	Politics of Developing Nations (3)
HTY/POL 426	American Diplomatic History or

POL 428	International Law and Organizations	(3)
Electives:	Three courses in politics or history related to international studies	(9)
Total Credits		18

Middle-East Studies Certificate/Minor

Required Courses	Credit Hours
HTY/POL 233 Modern Middle-East	(3)
HTY/POL 333 Palestine and Israel	(3)
HTY/POL 336 Politics and Economics of the Middle East	(3)
REL 230 Islam: The Straight Path	(3)
SSC 321 Cultures of the Muslim World	(3)
SSC 498 Integrated Seminar on Middle-East Studies	(3)
Total Credits	18

Homeland Security Specialization/Certificate

Required Courses	Credit Hours
CRM/POL 222 Introduction to Homeland Defense	(3)
HTY/POL 233 Modern Middle-East	(3)
CRM/POL 332 Terrorism	(3)
CRM/POL 361 Legal Issues in Counter-Terrorism	(3)
CRM/POL 363 Exploitable Weaknesses in Terrorist Organizations	(3)
CRM/POL 365 Local Response to Terrorism	(3)
Total Credits	18

Leadership Minor

The minor in leadership is designed to offer students new opportunities for development and growth. The program follows Saint Leo University's core values through its commitment to excellence, respect, community, personal development, integrity, and responsible stewardship. Students can earn a minor in leadership through the completion of six courses, beginning their second semester with Saint Leo. A certificate program in leadership is also offered, requiring the successful completion of four courses.

Required Courses	Credit Hours
SLU 120 Pride Leadership	3
SLU 220 Exemplary Leadership Program	3
SLU 270 Service Learning	3
SLU 320 Advanced Leadership	3
SLU 425 Leadership Internship	3
SLU 498 Knowledgeable Leadership	3
Total Credits	18

Certificate Program

Required Courses	Credit Hours
SLU 120 Pride Leadership	3
SLU 220 Exemplary Leadership Program	3
SLU 270 Service Learning	3
SLU 320 Advanced Leadership	3
Total Credits	12

Liberal Studies Major

Bachelor of Arts

The bachelor of arts in liberal studies provides a broad perspective on human behavior, ideas, and values through a multidisciplinary study of the social sciences and natural sciences, the humanities/fine arts, and business. This integrated approach allows students to make connections across fields of study, deepening their abilities for critical thinking, problem solving, and creativity while preparing them for effective participation in a global community. Students enrolled in the major will take a common core of courses in quantitative reasoning, literature, humanities/fine arts, social science, natural science, and business. This program is not offered at University College.

Program Components		Credit Hours
LINK (General Education)		48*
<i>*Continuing Education students are exempt from PED 102 and SLU 100.</i>		
Major Requirements		33-36
ART 330	Contemporary Humanities	(3)
ENG 311*	Survey of Major Writers of the 20th Century	(3)
<i>*Should be taken as the third-tier Aesthetic Perspective course in LINK.</i>		
ENV 330	Environmental Studies: Creating Sustainable Societies	(3)
LBS 201	Critical Thinking in the Liberal Studies	(3)
LBS 330	Mathematical Inquiry	(3)
LBS 498	Exploration in the Liberal Studies	(3)
MGT 430	Business, Government, and Society	(3)
PHI 324	Bio Ethics	(3)
PSY 339	Social and Cultural Foundations of Behavior	(3)
REL 331	Religion and Personal Experience	(3)
SSC 327	Cultural Anthropology	(3)
SSC 350	Foundations of the Modern Social Sciences	(3)
Electives		36-39
Total Credits		120

Management Major

Bachelor of Arts

The management major is designed for those students who desire to own or manage any size organization, whether public or private, profit or nonprofit. Courses stress the influence of the global environment on decision making and the importance of considering ethical issues from different cultures in making management decisions.

This major is offered **only** at University College. The major in business administration with a management specialization is no longer 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.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components		Credit Hours
Common Body of Knowledge		27-30
LINK (General Education)		53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements		33
GBA 321	Essential Business Skills	(3)
GBA 440	International Business	(3)
GBA 498	Strategic Management	(3)
MGT 320	Entrepreneurship I	(3)
MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior and Development	(3)
MGT 425	Management Internship*	(3)
MGT 430	Business, Government, and Society	(3)
MGT 441	Labor Relations	(3)
Two upper-level (300- or 400-level) business electives		(6)

*The internship may be three 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. 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.

Electives		0-9
Total Credits		122

Management Minor

Students with majors other than business administration may minor in management. Business administration majors may also minor in an area that is not their specialization.

Required Courses		Credit Hours
MGT 301	Principles of Management	(3)
Plus four other upper-level management courses (which may include GBA 440)		(12)
Total Credits		15

Management Information Systems Minor

Required Courses		Credit Hours
COM 140	Basic Computer Skills	(3)
COM 203	Computer Systems	(3)
COM 305	Business Spreadsheet Applications	(3)
COM 309	Network Theory and Design	(3)
COM 318	Electronic Commerce	(3)
COM 320	System Analysis and Design	(3)
COM 330	Database Concepts and Programming	(3)

Total Credits	21
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Marketing Major

Bachelor of Arts

The marketing major is designed for the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, or international business. Students develop a breadth of knowledge about the dynamic consumer orientation process by which people and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts and functions.

This major is offered **only** at University College. The major in business administration with a marketing specialization is no longer offered at University College. Students who are awarded the B.A. in marketing may not earn the B.A. in business administration with a specialization in marketing or vice versa.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30
LINK (General Education)	53

*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements	33
GBA 321 Essential Business Skills	(3)
GBA 440 International Business	(3)
MKT 310 Integrated Marketing Communication	(3)
MKT 308 Personal Selling	(3)
MKT 324 Marketing Research	(3)
MKT 345 Social Media Marketing	(3)
MKT 383 Consumer Behavior	(3)
MKT 425 Marketing Internship*	(3)
MKT 498 Marketing Policies and Strategies	(3)
Two upper-level (300- or 400-level) business electives	(6)

(MGT 320 is a recommended elective for Marketing majors.)

*The internship may be three 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. 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 GPA requirement, and then apply to intern.

Option 2: The student must complete a three-credit 300-400-level business class under the rubric of ACC, IHT, COM, CMM, MGT, SPB, or POL 325: Public Administration or Calculus (MAT 231), which is required by many graduate programs.

Electives	0-9
Total Credits	122

Marketing Minor

Students with majors other than business administration may minor in marketing. Business administration majors may also minor in an area that is not their specialization.

Required Courses		Credit Hours
MKT 301	Principles of Marketing	(3)
Plus four other upper-level marketing courses (which may include GBA 440)		(12)
Total Credits		15

Marketing and Sales in Sport Minor

This minor focuses on immersing the student in the sales, marketing, and financial aspects of the sport industry. Most entry-level positions in professional sport require sales skills. Hands-on experience in selling, ticketing software, and the preparation of sponsorship proposals will prepare the student for many positions within the sport industry.

Required Courses		Credit Hours
MKT 308	Personal Selling	(3)
SPB 360	Sport Marketing	(3)
SPB 380	Sales in Sport	(3)
SPB 420	Sport Finance	(3)
MKT 324	Marketing Research	(3)
Total Credits		15

Mathematics Major

Bachelor of Arts

The purpose of the Mathematics Department is to offer courses that provide students with a strong foundation in modern mathematics. A major in mathematics is designed to prepare a major for a wide variety of career options, including graduate study in pure and applied mathematics, statistics, economics, middle and secondary education in mathematics, actuarial science, government, and industry. The program is structured according to the traditional liberal arts approach to college education.

Program Components		Credit Hours
LINK (General Education)		53
Major Requirements		35
COM 203	Computer Systems	(3)
COM 205	Introduction to Visual Basic or	
COM 207	Programming in C/C++	(3)
MAT 251	Discrete Mathematics	(3)
MAT 201	Statistics	(3)
MAT 231	Calculus with Analytic Geometry I	(4)
MAT 232	Calculus II	(4)
MAT 323	Calculus III	(4)
MAT 361	Linear Algebra	(3)
MAT 411	Differential Equations	(4)
MAT 497	Preliminary Senior Seminar	(1)
MAT 499	Senior Seminar	(3)
Major Electives		9
Students must select at least 9 credits from 300- or 400-level mathematics courses to fulfill their major electives.		
General Electives		25
Total Credits		122

Mathematics Major with Education Minor

Program Components		Credit Hours
LINK (General Education)		53
Major Requirements		35
COM 203	Computer Systems	(3)
COM 205	Introduction to Visual Basic or	
COM 207	Programming in C/C++	(3)
MAT 251	Discrete Mathematics	(3)
MAT 201	Statistics	(3)
MAT 231	Calculus with Analytic Geometry I	(4)
MAT 232	Calculus II	(4)
MAT 323	Calculus III	(4)
MAT 361	Linear Algebra	(3)
MAT 411	Differential Equations	(4)
MAT 497	Preliminary Senior Seminar	(1)
MAT 499	Senior Seminar	(3)
Major Electives		9

Students must select at least 9 credits from 300- or 400-level mathematics courses to fulfill their major electives.

General Electives	0-5
Minor Requirements	20-35

EDU 222	Teaching Diverse Populations or	
EDU 428	Education Governance (preferred)	(3)
EDU 336	Reading in the Content Area	(3)
EDU 328	The Adolescent Learner	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Practicum I in Middle/Secondary	(1)
EDU 452	Methods of Teaching Mathematics in Middle /Secondary	(3)
EDU 455	Practicum I Seminar	(1)
Optional:		
EDU 470/471	Practicum II & Seminar	(3)
Optional extra semester:		
EDU 480/481	Internship Seminar	(10-12)

Total Credits **122-131**

Mathematics Minor

Requirements for a minor in mathematics consist of 20 semester hours of credit in mathematics.

Required Courses		Credit Hours
MAT 201	Introduction to Statistics	(3)
MAT 231	Calculus with Analytic Geometry I	(4)
MAT 232	Calculus II	(4)
		11

Three other courses in mathematics from the following: **9**

MAT 251	Discrete Mathematics	(3)
MAT 320	History of Mathematics	(3)
MAT 323	Calculus III	(4)
MAT 331	Probability and Statistics	(3)
MAT 334/		
GBA 334	Applied Decision Methods for Business	(3)
MAT 341	College Geometry	(3)

MAT 351	Number Theory	(3)
MAT 361	Linear Algebra	(3)
MAT 362	Modern Abstract Algebra	(3)
MAT 411	Differential Equations	(4)
Total Credits		20

Medical Technology Major with Minor in Chemistry

Bachelor of Science

Students majoring in medical technology spend three academic years at Saint Leo University and spend the fourth year at an affiliated hospital. During the first three years the student must complete 93-96 credit hours. In the third year, the student should apply for admission to the clinical program. The student is still registered at Saint Leo University during this period and will receive an additional 30 credit hours. Medical technology majors earn credits from life and physical sciences that explore both facts and epistemologies employed by scientists. As a result, medical technology majors are not required to take the two Scientific Perspective courses in the General Education (LINK) component of their program.

Saint Leo University is currently affiliated with Bayfront Medical Center, St. Petersburg, FL. Students will study under the guidance of the Medical Director, Laboratory and Medical Technology School, Larry J. Davis, M.D.; Administrative Director/Laboratory Services, Maria Duynslager, B.A.; and the Program Director, School of Medical Technology, Dawn Tripolino, MBA, MT (ASCP).

The course sequence for biology, environmental science, and medical technology majors are available from Math and Science Department academic advisors and are also on the Saint Leo University website.

Program Components	Credit Hours
LINK (General Education)	53
All medical technology majors are required to complete BIO 125, BIO 125L, PHY 221, PHY 221L, and MAT 152 as part of the LINK Program.	

Foundation Courses	28	
CHE 123	General Chemistry I	(3)
CHE 123L	General Chemistry I Laboratory	(1)
CHE 124	General Chemistry II	(3)
CHE 124L	General Chemistry II Laboratory	(1)
CHE 311	Organic Chemistry I	(3)
CHE 311L	Organic Chemistry I Laboratory	(1)
CHE 312	Organic Chemistry II	(3)
CHE 312L	Organic Chemistry II Laboratory	(1)
CHE 321	Quantitative Chemical Analysis	(2)
CHE 321L	Quantitative Chemical Analysis Laboratory	(2)
MAT 231	Calculus I	(4)
PHY 222	General Physics II	(3)
PHY 222L	General Physics II Laboratory	(1)
Major Requirements	15	
BIO 130	General Zoology	(3)
BIO 130L	General Zoology Laboratory	(1)
BIO 422	Immunology	(3)
BIO 425	Microbiology	(3)
BIO 425L	Microbiology Laboratory	(1)
One other upper-division (300-400 level) course in biology with laboratory		
Clinical Program	30	

The clinical program is taken during the senior year at an affiliated hospital.

MED 410	Clinical Microbiology and Parasitology	(6)
MED 412	Clinical Urinalysis and Body Fluids	(2)
MED 413	Introduction to Medical Technology	(1)
MED 420	Clinical Hematology	(6)
MED 421	Clinical Immunohematology	(6)
MED 422	Clinical Immunology	(2)
MED 430	Clinical Chemistry	(6)
MED 431	Clinical Laboratory Management and Education	(1)
Total Credits		126

Middle Grades Education Major

Bachelor of Arts

The middle grades education major engages students in a combination of courses in the Arts and Sciences and in the Education Department. Students choose one area of specialization from the following content areas: English, math, science, or social science.

The Middle Grades Education Program is a state-approved teacher education program and therefore meets the Florida State standards and coursework requirements for graduates to obtain teaching certification. All graduates will also receive their Reading Endorsement, and English specialization majors will receive the ESOL Endorsement. Middle grades majors are required to take the Subject Area Exam for grades 5-9 of the Florida Teacher Certificate Exam. All graduates are also eligible to receive teaching certification in the secondary grades after passing the additional Subject Area Exam for grades 6-12 of the Florida Teacher Certification Exam.

The Saint Leo Middle Grades Education Program has been designed with the National Middle School Association's strong recommendation that "teachers in the middle grades should be specifically prepared to teach young adolescents and be recognized distinctively for this accomplishment" (Turning Points 2000, p. x).

Students in the Department of Education are expected to demonstrate dependability, good character, and acceptable academic standing. Students are therefore evaluated on their academic, professional, and ethical performance in their coursework, as well as in their field experiences. If a student demonstrates inadequate performance in any of these areas, the Professional Standards Committee may be called upon to address the issue(s). Issues regarding academic dishonesty are handled by the Saint Leo University Academic Standards Committee.

Entrance into the program requires students to

1. meet Saint Leo University LINK (General Education) requirements or transfer in with an Associate of Arts degree from another accredited institution;
2. pass the General Knowledge (GK) portion of the Florida Teacher Certification Exam prior to or during the first semester in the junior year;
3. enter with and maintain a GPA of 2.5 throughout the program.

Students must complete a formal application to intern in the semester prior to final internship. This is a full-time, semester-long, student-teaching experience in a middle grades classroom. To qualify for final internship, students must

1. have completed all specialization courses and all EDU courses; however, EDU 428 may be completed concurrently with final internship;
2. have a 2.5 overall GPA and a minimum of 2.0 in all education courses;
3. complete a background check prior to placement;
4. complete a formal application by February 15 or October 15 prior to the internship semester; and
5. have taken all portions of the Florida Teacher Certification Exam.

To graduate with a degree in middle grades education, students must

1. satisfy all requirements listed above for internship;
2. receive a passing grade for EDU 480: Internship and EDU 481: Internship Seminar;
3. meet **all** 12 of the Florida Accomplished Practices at the preprofessional level in the final internship and in required education courses as documented in the student's final portfolio and/or electronic assessment system;
4. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog; and
5. pass all portions of the Florida Teacher Certification Exam.

To graduate with a degree in Middle Grades Education, students must

Program Components

LINK (General Education)

Credit Hours

50*

Education Prerequisites

6

EDU 228* Educational Technology (3)

**EDU 228 is taken in lieu of COM 140.*

EDU 328 The Adolescent Learner (3)

Core Courses

45-47

EDU 304 Human Exceptionalities (3)

EDU 326 Reading Foundations (3)

EDU 333 Adolescent Literacy (3)

EDU 336 Teaching Reading in the Content Areas (3)

EDU 340 ESOL Strategies (3)

EDU 350 Middle School Curriculum/Philosophy (3)

EDU 425 Educational Management and Organization (3)

EDU 427 Educational Assessment (3)

EDU 428 Education Governance (3)

EDU 436 Writing Across the Curriculum (3)

EDU 450 Practicum I in Middle/Secondary Schools (1)

EDU 455 Practicum I Seminar (1)

EDU 470 Middle Grades Practicum II (1)

EDU 471 Practicum II Seminar (2)

EDU 480 Final Internship (9-11)

EDU 481 Final Internship Seminar (1)

English Specialization Courses

21-27

ENG 202* Creative Writing **or** (3)

ENG 205 Introduction to Professional Writing (3)

**If taken, ENG 202 should be used to fulfill LINK requirements.*

ENG 220 Intro to Literature Study and Research (3)

ENG 226* Survey of World Literature **II or** (3)

ENG 311* Survey of Major Writers of the 20th Century (3)

**Either ENG 226 or ENG 311 should be used to fulfill LINK requirements.*

ENG 312 Foundations of British Literature I (3)

ENG 320 Foundations of American Literature (3)

ENG 340 Select Topics in Literary Study (3)

EDU 341 ESOL Foundation (3)

EDU 342 ESOL Applications (3)

EDU 451 English/Language Arts Methods in the Middle and Secondary School (3)

Mathematics Specialization Courses

19-22

MAT 131* College Mathematics (3)

**May fulfill LINK math requirement.*

MAT 151 College Algebra (3)

MAT 152	Trigonometry	(3)
MAT 201	Introduction to Statistics	(3)
MAT 231	Calculus with Analytic Geometry I	(4)
EDU 452	Mathematics Methods in the Middle and Secondary School	(3)
One additional course in math (must be 200-level or higher)		(3)
Science Specialization Courses		27-30
BIO 130/130L	Zoology and Lab	(4)
BIO 223/223L	Botany and Lab	(4)
BIO 125/125L	Cell Biology and Lab or	
BIO 225/225L	Human Anatomy & Physiology and Lab	(4)
BIO 325/325L	Ecology and Lab or	
ENV 201/201L	Environmental Science and Lab	(4)
CHE 123/123L	General Chemistry I and Lab	(4)
EDU 453	Science Methods in the Middle or Secondary School	(3)
MAT 131*	College Mathematics or higher	(3)

*May fulfill *LINK* math requirement.

Plus one additional science elective 200-level or higher (4)

Recommended—General Physics I (PHY 221, 221L) or Anatomy/Physiology I or II with lab (BIO 225, 225L or BIO 226, 226L) or Cell Biology with Lab (BIO 125, 125L)

Social Science Specialization Courses		21
ECO 201*	Macroeconomics	(3)
EDU 454	Social Studies Methods in the Middle and Secondary School	(3)
GEO 221	Intro to Physical and Cultural Geography	(3)
HTY 121*	United States History to 1865	(3)
HTY 122*	United States History Since 1865	(3)
HTY 123	Western Civilization to 1500 or	
HTY 124	Western Civilization Since 1500	(3)
POL 223*	American Federal Government	(3)

*Either ECO 201, HTY 121, HTY 122, or POL 223 should be used to fulfill *LINK* requirements.

Plus one of the following:

HTY 225	Far Eastern Civilization or	
HTY 227	Latin America or	
HTY 233	The Modern Middle East	(3)

Elective Credits 0-2

Total Credits 122-128

Course requirements may change as dictated by the Florida Department of Education and Florida State legislative mandates.

Music Minor

The minor in music is offered for personal enrichment.

Required Courses		Credit Hours
*MUS 106	Saint Leo Singers and/or	
*MUS 130	Instrumental Ensemble	(3)
MUS 120-420	Private Instruction (taken a minimum of three times)	(4)
MUS 121	Music Theory I	(3)
MUS 122	Music Theory II	(3)
MUS 321	Music History I	(3)
MUS 322	Music History II	(3)
Total Credits		19

*MUS 106 and MUS 130 are one-credit courses. Students should take either or both classes, which can be repeated, until the three-hour requirement has been met. Students can then choose to continue taking these classes for further skills improvement.

Music Ministry Minor

The minor in music ministry prepares students to be choir members, choir directors, worship leaders, or ministers of music. Students will have training in developing music ministry programs suitable for church and schools, will develop their musical performance skills, and will develop an understanding and familiarity with sacred music.

Required Courses		Credit Hours
MUS 115	Voices of Christ	(1)
MUS 121	Music Theory I	(3)
MUS 131	Sight Singing and Ear Training I	(1)
MUS 122	Music Theory II	(3)
MUS 231	Sight Singing and Ear Training II	(1)
MUS 332	The Story of Christian Music	(3)
MUS 335	Basics of Choral Conducting	(3)
MUS 340	Music Ministry Leadership	(3)
MUS 241	Practicum in Music Ministry I	(1)
MUS 341	Practicum in Music Ministry II	(1)
*MUS 120, 220, 320, 420	Private Instruction (in voice or instrument--taken a minimum of three times) or demonstrated proficiency	(3)
**Total Credits		23

*MUS 120, MUS 220, MUS 320, and MUS 420 are one-credit courses. Students should take these classes, which can be repeated, until the three-hour requirement has been met. Students can then choose to continue taking these classes for further skills improvement.

**Students who take and pass the exemption exams for MUS 131: Sight Singing and Ear Training I and MUS 231: Sight Singing and Ear Training II are exempt from those two classes, reducing the minor to 21 credits.

Pastoral Studies Undergraduate Certificate

On a limited basis, select undergraduate students may pursue an undergraduate certificate in pastoral studies. The approval of both the chair of the Philosophy and Religion Department and the director of the M.A. in Theology Program is necessary. The undergraduate certificate in pastoral studies requires the completion of 18 credit hours (6 courses) in courses designated as satisfying the undergraduate certificate option. The designated courses are REL 123, REL 124, REL 201, REL 301, REL 330, REL 345, REL 400, REL 410, REL 411, REL 423, REL 427, REL 431, REL 432, REL 450, REL 455, REL 468, REL 470, REL 480, REL 482, REL 487, REL 489, and REL 499.

Philosophy Minor

The minor in philosophy requires 15 hours in philosophy courses. The minor provides personal enrichment and is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and/or interested in pre-law.

Political Science Major

Bachelor of Arts

The major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

Program Components		Credit Hours
LINK (General Education)		53
Major Requirements		31-34
POL 121	Introduction to Politics	(3)
POL 223	American Federal Government*	(3)
<i>*Should be taken as the second-tier Global Perspective course in LINK.</i>		
POL 224	American State and Local Government	(3)
POL 295	International Relations	(3)
HTY/POL 301	Career Preparation	(1)
POL 311	Political Philosophy I or	
POL 312	Political Philosophy II	(3)
POL 323	Comparative Politics or	
POL 324	Politics of Developing Nations	(3)
POL 326	U.S. Constitutional Law I or	
POL 327	U.S. Constitutional Law II	(3)
POL 499	Senior Seminar in Political Science	(3)
Three other upper-division (300-400 level) courses in political science (CRM 321 or CRM 322 may also be used)		(9)
Electives		35-38
Total Credits		122

Majors are strongly encouraged to take language courses, participate in internships, and study abroad.

Political Science Minor

The political science minor allows students to explore politics, government, and international affairs.

Required Courses		Credit Hours
POL 121	Introduction to Politics	(3)
POL 223	American Federal Government	(3)
POL 323	Comparative Politics	(3)
Three additional electives in political science, of which at least two must be 300-400 level		(9)
Total Credits		18

Psychology Major

Bachelor of Arts

The courses required for the 39-hour bachelor of arts psychology major reflect the diversity of the many subfields in psychology. Required courses 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. Graduates of the 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 and/or to complete a practicum or internship in the field. Note: Students may not earn the bachelor of science degree and the bachelor of arts degree in psychology at the same time.

Program Components	Credit Hours
LINK (General Education)	53

Major Requirements	36-39
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Psychology Core

PSY 161	Fundamentals of Psychology	(3)
PSY 201	The Psychology Major: Academic and Professional Issues	(3)
PSY 205	Research Methods I	(3)
PSY 305	Research Methods II	(3)
PSY 496	Comprehensive Psychology Examination	(0)
PSY 499	Senior Seminar in Psychology	(3)

Learning Domain (take one course)

PSY 412	Cognitive Psychology	
PSY 422	Psychology of Learning	(3)

Individual Differences and Social Processes Domain (take one course)

PSY 328	Social Psychology	
PSY 427	Personality Theory	(3)

Biological Bases of Behavior Domain (take one course)

PSY 322	Physiological Psychology	
PSY 432	Psychology of Motivation	
PSY 433	Sensation and Perception	(3)

Developmental Domain (take one course)

PSY 325	Developmental Psychology	
PSY 332	Psychology of Aging	
PSY 334	Child and Adolescent Development	(3)

Diversity Domain (take one course)

SSC 101	The Human Behavior Perspective*	
SSC 322	Race and Ethnicity in American Culture	
PSY 339	Social and Cultural Foundations of Behavior	(3)

Applied Domain (take one course)

PSY 327	Abnormal Psychology	
PSY 330	Forensic Psychology	
PSY 331	Interviewing and Counseling Skills	
PSY 336	Military Psychology	
PSY 338	Industrial and Organizational Psychology	
PSY 405	Research Methods III	
PSY 423	Educational Psychology	(3)

<u>Elective Courses:</u> two psychology electives at the 300 or 400 level	(6)
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Electives	30-33
Total Credits	122

*Only transfer students who have been exempted from both courses in the Human Behavior Perspective and who have not already taken SSC 101 are eligible to take this class for credit in the psychology major.

Psychology Major

Bachelor of Science

The courses required for the 53-hour bachelor of science psychology major reflect the diversity of the many sub-fields in psychology with an intensive research component. Required courses 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. Many of the courses allow students to engage in advanced research training and experience that will prepare them for graduate study at both the master's and doctoral levels. Graduates with a B.S. degree are better 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. The 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 and/or to complete a practicum or internship in the field. Note: Students may not earn the bachelor of science degree and the bachelor of arts degree in psychology at the same time.

Program Components

LINK (General Education)

Credit Hours

53

Major Requirements

50-53

Psychology Core

PSY 161	Fundamentals of Psychology	(3)
PSY 201	The Psychology Major: Academic and Professional Issues	(3)
PSY 205	Research Methods I	(3)
PSY 305	Research Methods II	(3)
PSY 496	Comprehensive Psychology Examination	(0)
PSY 499	Senior Seminar in Psychology	(3)

Learning Domain (take one course)

PSY 412	Cognitive Psychology	
PSY 422	Psychology of Learning	(3)

Individual Differences and Social Processes Domain (take both courses)

PSY 328	Social Psychology	(3)
PSY 427	Personality Theory	(3)

Biological Bases of Behavior Domain (take PSY 322 and one additional course)

PSY 322	Physiological Psychology	(3)
PSY 432	Psychology of Motivation or	
PSY 433	Sensation and Perception	(3)

Developmental Domain (take one course)

PSY 325	Developmental Psychology	
PSY 332	Psychology of Aging	
PSY 334	Child and Adolescent Development	(3)

Diversity Domain (take one course)

SSC 101	The Human Behavior Perspective*	
SSC 322	Race and Ethnicity in American Culture	
PSY 339	Social and Cultural Bases of Behavior	(3)

Applied Domain (take one course)

PSY 327	Abnormal Psychology
PSY 330	Forensic Psychology

PSY 331	Interviewing and Counseling Skills	
PSY 336	Military Psychology	
PSY 338	Industrial and Organizational Psychology	
PSY 423	Educational Psychology	(3)

Advanced Research Courses

PSY 321	Psychological Tests and Measurements or	
PSY 445	Experimental Design and Program Evaluation	(3)
PSY 405	Research Methods III	(3)
PSY 429	Advanced Directed Study in Psychology	(2)

Note: PSY 429 must be taken for 1 credit in two separate semesters.

Elective Courses:

Students are required to take two electives at the 300 or 400 level. (6)

Electives **16-19**

Total Credits **122**

*Only transfer students who have been exempted from both courses in the Human Behavior Perspective and who have not already taken SSC 101 are eligible to take this class for credit in the psychology major.

Psychology Minor

The psychology minor is useful for students interested in the scientific study of human behavior. A psychology minor may be helpful to students planning careers in business, medicine, and law.

Required Courses	Credit Hours
PSY 121 Introduction to Psychology or	
PSY 161 Fundamentals of Psychology	(3)
Five additional electives in psychology, at least three of which must be upper-division (300-400-level) courses	(15)
Total Credits	18

Religion Major

Bachelor of Arts

Broadly, the major in religion prepares the students for a wide range of careers and jobs, while providing the opportunity for personal and intellectual growth, as well as the development of practical skills. Specifically, it can help prepare one for parish ministry or for graduate school in theology or religion.

Program Components	Credit Hours
LINK (General Education)	53
Major Requirements	36-39
REL 123 Foundations of Christian Faith*	(3)
REL 124 Introduction to the Old Testament*	(3)
REL 201 Introduction to the New Testament*	(3)
REL 223 Religions of the World I: Western*	(3)
<i>*REL 123, REL 124, REL 201, or REL 223 may fulfill a LINK requirement.</i>	
REL 450 History of Christianity	(3)
REL 330 Christian Morality or	
REL 345 Christian Social Justice	(3)
REL 470 Christology	(3)
REL 427 The Church (Ecclesiology) and Worship	(3)
REL 425 Internship	(3)

(REL 425 is not required for Continuing Education Center students.)

REL 498	Senior Seminar	(3)
PHI 309	History of Philosophy I: Ancient to Medieval	(3)
PHI 310	History of Philosophy II: The Modern World	(3)
Electives in Religion		(3)
Miscellaneous Electives		30-33
Total Credits		122

Religion Minor

The minor in religion requires 18 hours in religion, 9 of which must be in upper-division (300-400-level) courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

In addition to the major and minor in religion, the University works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious, and laity. Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry, and lay leadership.

Risk Management in Sport Minor

The minor in risk management in sport is useful for students entering any aspect of sport business, but is especially helpful for those entering facility or event management. It involves an in-depth look at comprehensive planning for safety of venues and events for individuals, sport organizations, and law enforcement agencies.

Required Courses		Credit Hours
CMM 406	Crisis Communication	(3)
CRM 225	Introduction to Homeland Defense	(3)
CRM 365	Local Response to Terrorism	(3)
SPB 350	Risk Management in Sport	(3)
SPB 430	Legal Issues in Sport	(3)
Total Credits		15

Social Work Major

Bachelor of Social Work

This major is designed to prepare students for entry-level, generalist social work practice as well as for graduate study in social work or related areas. The program is accredited by the Commission on Accreditation of the Council on Social Work Education. Graduates receive the B.S.W. degree. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior in the social environment, research, practice methods, and field instruction. Even though students may declare the social work major and begin coursework at Saint Leo University, formal admission to the Social Work Program is by special application (see "Requirements for Admission to the Social Work Program"). Admission into the final field placement, SWK 425: Field Placement in Social Work, must also be by special application (see Requirements for Admission to SWK 425: Field Placement in Social Work"). To successfully complete the Social Work Program, it is expected that students maintain a minimum cumulative grade point average of 2.00, maintain a 2.00 GPA in the social work major prior to entering the senior field placement, and earn a minimum grade of C in SWK 426, the senior seminar, taken concurrently with the field placement, which students must pass with a grade of P. The Social Work Program is available to students enrolled through the University Campus and the Weekend and Evening Program.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology, and psychology.

Program Components		Credit Hours
LINK (General Education)		53
Required Courses		52-61
SCI 102	Integrated Life Science*	(3)
<i>*Fulfils a LINK requirement.</i>		
SCI 103	Human Physiology and Reproduction	(1)
POL 223	American Federal Government*	(3)
<i>*Should be taken as the second-tier Global Perspective course in LINK.</i>		
PSY 121	Introduction to Psychology*	(3)
SOC 121	Introduction to Sociology* or	
SOC/SSC 222	Social Problems*	(3)
<i>*PSY 121, SOC 121, or SOC/SSC 222 fulfills the second-tier Human Behavior Perspective LINK requirement.</i>		
SWK 121	Introduction to Social Work	(3)
SWK 315	Human Behavior in the Social Environment I	(3)
SWK 317	Human Behavior in the Social Environment II	(3)
SOC/SWK 321	Methods of Social Research I: Quantitative Methods	(3)
SOC/SWK 322	Methods of Social Research II: Qualitative Methods	(3)
SWK 328	Social Welfare Policy	(3)
SWK 331	Methods of Social Work Practice I	(3)
SWK 333	Methods of Social Work Practice II	(3)
SWK 336	Gerontology	(3)
SWK 337	Diversity Issues in Social Work Practice	(3)
SWK 421	Methods of Social Work Practice III	(3)
SWK 425	Field Placement in Social Work	(12)
SWK 426	Senior Seminar in Social Work	(1-3)
Electives		8-17
Total Credits		122

Majors are strongly encouraged to take Spanish language courses because bilingual skills enhance employment opportunities in the social work field.

Requirements for Admission to the Social Work Program

Students are responsible for contacting a member of the Social Work faculty regarding admission to the Social Work Program. Requirements for admission include:

- successful completion of 45 credit hours, including 12 hours that must have been earned at Saint Leo University;
- successful completion of SWK 121: Introduction to Social Work;
- successful completion of SWK 331: Methods of Social Work Practice I;
- completion of the application form for admission to the social work major; and
- successful completion of an interview with the social work faculty.

Students are responsible for their own transportation to their field placements.

Requirements for Admission to SWK 425: Field Placement in Social Work

To be eligible for SWK 425, a student must maintain a minimum 2.0 GPA in all social work courses.

A student must demonstrate dependability, good character, acceptable standards of professional conduct, effective integration of practice skills necessary for professional social work practice, and satisfactory academic standing.

Students who are denied admission to field placement must select another major.

Sociology Major

Bachelor of Arts

The 36-hour major in sociology is designed for students to explore the breadth of the discipline and gain a foundation in the theories and methods of the sociologist. It requires proficient writing and analytical skills, and fosters critical thinking. The Bachelor of Arts in sociology prepares students for careers in business, government, or the nonprofit sector, and for a variety of graduate programs, as well as being part of a liberal arts education. A major in sociology is particularly suited to careers in human or public services, social research, the law, education, or religion.

Program Components

		Credit Hours
LINK (General Education)		53
Major Requirements		39
SOC 121	Introduction to Sociology*	(3)
SOC 323	Sociological Theory	(3)
SOC/SWK 321	Methods of Social Research I: Quantitative Methods	(3)
SOC/SWK 322	Methods of Social Research II: Qualitative Methods	(3)
SOC 496	Comprehensive Exam in Sociology	(0)
SOC 499	Senior Seminar in Sociology	(3)
Seven electives in Sociology (SOC), at least five of which must be at the 300-400 level		
Electives		21
Total Credits		122

Majors are strongly encouraged to take Spanish language courses.

Sociology Minor

A sociology minor gives students an opportunity to explore social systems and social relations, and prepares them to face a rapidly changing world. It complements a major in any social science discipline (psychology, political science, history, or international studies), and is also useful for students in business (particularly management, marketing, or human resources), law enforcement, social work, education, philosophy, or theology.

		Credit Hours
SOC 121	Introduction to Sociology	(3)
Five electives in sociology (SOC), at least three of which must be at the 300-400 level.		(15)
Total Credits		18

Sport Business Major

Bachelor of Arts

The sport business major provides a foundation of study in business applied to the sport industry, its products, and its services. The primary goals of the program are (1) to develop an in-depth knowledge of planning, organizing, leading, and evaluating within the context of a sport business organization; (2) to develop competent leaders for the various professions that focus on sport; and (3) to provide the foundation for students who desire to continue their study in graduate or law school. The Sport Business Program provides the theoretical and practical framework for a number of professions that focus on leadership roles, including youth, amateur, and professional sports; recreational, college, and university sports; sport commissions and governing bodies; and the marketing of sport.

The Saint Leo University Sport Business Program is accredited by the Commission on Sport Management Accreditation (COSMA). This new accreditation was first available in 2010. The program is one of only two programs in the nation to earn accreditation in the

first year available, and is currently the only accredited program housed in a Donald R. Tapia School of Business.

Common Body of Knowledge (CBK)

The Common Body of Knowledge (CBK) for all Donald R. Tapia School 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 School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. For the list of courses taken by majors within the School, see page 128.*

Program Components	Credit Hours
Common Body of Knowledge	27-30

Note: SPB majors substitute SPB 430 (which appears in the Major Requirements course listing) for GBA 231 in the Common Body of Knowledge.

LINK (General Education)	53
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*Items in the CBK may be taken at the LINK level. ECO 201 should be taken as the second Global Perspective course. Finite Math 141 is required as a prerequisite for MAT 201.

Major Requirements	40
SPB 101 Introduction to Sport Business	(3)
SPB 230 Sport Facility and Event Management or	
SPB 240 Media Relations in Sport	(3)
SPB 295 Sport Business Apprenticeship	(1)
SPB 320 Sociology of Sport	(3)
SPB 350 Risk Management in Sport	(3)
SPB 360 Sport Marketing and Promotion	(3)
SPB 370 Ethics in Sport	(3)
SPB 410 Sport Governance	(3)
SPB 420 Sport Finance	(3)
SPB 430 Legal Issues in Sport*	(3)
*Substitute for GBA 231 in the CBK.	
SPB 449 Professional Development Seminar	(3)
SPB 495 Internship Performance	(6)
SPB 496 Internship Assignments and Colloquium	(6)
Electives	0-2
Total Credits	122

Application to the Major

All students wanting to major in sport business must apply for admission into the major. An application may be filed after a minimum grade of C is achieved in ENG 121, ENG 122, and SPB 101 and a minimum overall grade point average (GPA) of 2.0 is achieved. Applications to the major are available from the Department Chair or the academic advisor and must be accompanied by a professional résumé and a cover letter indicating reasons for interest in sport business and career employment goals. Following application, students must interview with department faculty before admission to the major is granted. However, admission is not guaranteed. Other qualifications considered are sport-related experience, active involvement in the student's major association, volunteer experience working sporting events, and performance in the interview. Deadlines for application to the major are April 1, August 1, and November 1 each year. This process is for first-time college students not transferring from another institution.

Transfer students may gain admission to the major prior to matriculation at Saint Leo by obtaining an application and submitting the appropriate documentation as described above. The minimum GPA requirement for transfer students is 2.5 from all college work for which a grade was received. Once the application is received along with transcripts exhibiting a grade of C or higher on two English writing courses and on a comparable Introduction to Sport Business course from a sport business curriculum approved by the department chair, students will be granted an interview either in person or via a conference call. If a transfer student has not taken a sport business course comparable to SPB 101 as described above but all other requirements have been met, conditional acceptance may be granted. Other qualifications considered are sport-related experience, active involvement in the student's major association, volunteer experience working sporting events, and performance in the interview.

Application to Intern

Prior to their last semester of coursework, all sport business majors should contact their advisor to discuss their progress towards eligibility to intern. The internship is considered the key to gaining full employment in the sport business industry, although there are no guarantees this will happen. In order to apply, the student must have a minimum of a 2.5 GPA. It is not the responsibility of Saint Leo University, the academic advisor, the Department of Sport Business, or the Donald R. Tapia School of Business to find an internship placement for the student. However, if the student has been actively involved throughout his or her academic career, every effort will be made to assist the student in finding the best internship available that fits his or her career goals. It is recommended that interns seek out a paid internship as **all internships are 40 hours per week**. However, the decision to accept a paying or non-paying internship is solely between the site supervisor and student intern. A full-time position in sport can be used as a full-time internship, provided that the employer approves. All internships must meet final approval of the advisor/Sport Business Department Chair. The internship is scheduled during the student's last semester prior to graduation after all required coursework is completed.

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:** In place of the internship, the student can take an established set of sport business or other designated courses equaling twelve credit hours during the last semester prior to graduation. The student will still graduate with a degree in sport business but will not be allowed to enroll in the internship.

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 Course Descriptions

ACC 201: Principles of Accounting I

3 credits

Recommended prerequisites: 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 Accounting II

3 credits

Prerequisite: ACC 201

This course is a continuation of ACC 201 and introduces cost accounting concepts, budgeting, cost-volume-profit analysis and managerial decision-making. It also covers the three principal financial statements: the income statement, balance sheet, and statement of cash flows.

ACC 301: Intermediate Accounting I

3 credits

Prerequisite: 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: ACC 301

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

ACC 303: Accounting Information Systems

3 credits

Prerequisite: 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 304: Government and Not-For-Profit Accounting

3 credits

Prerequisite: ACC 202

Accounting principles as they apply to governments and not-for-profit organizations such as hospitals, social agencies, and universities. Management accounting principles as they apply to these organizations.

ACC 329: Directed Study: Readings or Research

3 credits

Prerequisites: 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: ACC 202

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

ACC 100-400: Special Topics

1-3 credits

Prerequisite: 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 401: Advanced Accounting

3 credits

Prerequisite: ACC 302

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

ACC 411: Auditing

3 credits

Prerequisites: ACC 302, MAT 201

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

ACC 412: Advanced Auditing

3 credits

Prerequisites: ACC 411 and senior standing

Auditing principles applied to audit situations. Introduction to audit practice research and theory issues. Financial auditing issues are discussed from the perspectives of management, accountants, internal auditors, audit committees, and external auditors.

ACC 421: Individual Federal Income Taxes

3 credits

Prerequisites: ACC 202 and computer skills

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 422: Corporate Federal Income Taxes

3 credits

Prerequisites: ACC 421 or knowledge of individual and small business taxes, and computer skills

An introduction to corporation and partnership taxation, contrasts of the different tax effects on the different forms of businesses, taxable and tax-free reorganization, and an overview of the estate and gift taxes. Emphasis is on tax planning and research.

ACC 425: Accounting Internship

3-12 credits

Prerequisites: 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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of department chair and Dean and senior standing

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

ACC 498: Financial Statement Analysis

3 credits

Prerequisites: ACC 303, ACC 331, ACC 401, ACC 411, ACC 421, and MGT 325

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. Additional fee applies for ETS examination.

Anthropology Course Descriptions

ANT 121: Introduction to Anthropology

3 credits

Prerequisite: SSC 101

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/SSC 327: Cultural Anthropology

3 credits

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 335: Biological Anthropology

3 credits

Prerequisite: 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 Course Descriptions

ART 121: Visual Fundamentals I

3 credits

Introduction to the principles of art through individual creative development, with emphasis on two-dimensional design concepts. Six hours of studio per week.

ART 122: Visual Fundamentals II

3 credits

A continuation of ART 121, with emphasis on three-dimensional design. Six hours of studio per week.

ART 123: Art Appreciation

3 credits

Prerequisite: FAS 101

Basic terms, theories, and techniques of the artist; major art movements; media in the visual arts.

ART 221: Drawing

3 credits

Freehand drawing from landscape, live models, and objects, with emphasis on training students to see, to understand, and to report through drawing. Six hours of studio per week.

ART 223: Beginning Painting

3 credits

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

ART 226: Beginning Photography

3 credits

The art and techniques of black-and-white photography. Course fee may apply.

ART 321: Studio I

2-6 credits

Prerequisite: Appropriate 200-level course or permission of instructor

Individual development according to talent in painting or drawing. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322: History of Art I

3 credits

General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture, and sculpture.

ART 323: History of Art II

3 credits

Studies in modern art as related to cultural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of art 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.

ART 330: Contemporary Humanities

3 credits

This course offers an introduction to the thought, values, and arts of Western culture through an exploration of the fine and performing arts in the twentieth century.

ART 100-400: Special Topics

1-3 credits

Prerequisites: 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.

Biology Course Descriptions

BIO 125: Cell Biology

3 credit

This course is designed to familiarize students with cell chemistry, cell structure, cell functions, cell-to-cell communication, cell signaling, cell reproduction, and inheritance. There are three hours of lectures per week. This course is offered in fall and spring semesters. All students registered for this course must also be registered for BIO 125L. It is strongly recommended that students have one year of high school Biology and Chemistry prior to taking this course.

BIO 125L: Cell Biology Laboratory

1 credit

This is a laboratory course that will provide students with extensive hands-on experience in microscopy and in laboratory technologies that may include staining, measuring of enzyme activities, spectrophotometry, electrophoresis, cell fractionation, chromatography, and measuring metabolic activity. There is one three-hour laboratory period scheduled each week. This course is offered in fall and spring semesters. All students registered for this course must also be registered for BIO 125.

BIO 130: General Zoology

3 credits

This is an introductory course in zoology that reviews the natural history of both invertebrates and vertebrates. There is an emphasis on organ systems and on the evolutionary relationships between major groups of organisms. There are three hours of lectures per week. This course is offered in the fall and spring semesters. All students registered for this course must also be registered for BIO 130L. It is strongly recommended that students should take Cell Biology prior to taking this course.

BIO 130L: General Zoology Laboratory

1 credit

This is a laboratory course that accompanies BIO 130. It is designed to give students a hands-on look at the organisms studied in the lecture portion of the course. Students will be handling and dissecting specimens from all major groupings of animals studied. There is one three-hour laboratory period scheduled each week. This course is offered in the fall and spring semesters. A course fee may apply. All students registered for this course must also be registered for BIO 130.

BIO 223: Botany

3 credits

This is a survey course that covers the entire plant kingdom. It is designed to emphasize the structure, life processes, and evolutionary relationships of the major groups of plants. There are three lectures per week. This course is offered in the spring semester. All students registered for this course must also be registered for BIO 223L. It is strongly recommended that students should take Cell Biology prior to taking this course.

BIO 223L: Botany Laboratory

1 credit

This laboratory course accompanies BIO 223. It is designed to provide students with hands-on experience in taxonomic studies using the local flora. Students can expect to have both indoor and outdoor laboratory experiences. There is one three-hour laboratory period scheduled each week. This course is offered in the spring semester. A course fee may apply. All students registered for this course must also be registered for BIO 223.

BIO 225: Human Anatomy and Physiology I

3 credits

This is a course that begins with the study of cell structure and function, then covers tissues, and then the integumentary, skeletal, muscle, and nervous systems. There are three hours of lectures per week. This course is usually offered in fall semesters. All students registered for this course must also be registered for BIO 225L.

BIO 225L: Human Anatomy and Physiology I Laboratory

1 credit

This is a laboratory course that will provide students with the experience of looking at various cells and tissues both micro- and macroscopically. Vertebrate organisms will be used as a model for look-

ing at the anatomy of the integumentary, skeletal, muscle, and nervous systems. Comparisons with human anatomy will be made using various computer-based programs. There is one three-hour laboratory period scheduled each week. This course is usually offered in fall semesters. A course fee may apply. All students registered for this course must also be registered for BIO 225.

BIO 226: Human Anatomy and Physiology II

3 credits

Prerequisites: BIO 225 and BIO 225L

This course is a continuation of where BIO 225 left off. It is a study of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Also considered are inheritance and human development. There are three hours of lectures per week. This course is usually offered in spring semesters. All students registered for this course must also be registered for BIO 226L.

BIO 226L: Human Anatomy and Physiology II Laboratory

1 credit

Prerequisites: BIO 225 and BIO 225L

This is a laboratory course that will provide students with the experience of looking at various tissues and organs of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Vertebrate organisms will be used as a hands-on model of these systems. Comparisons with human anatomy will be made using various computer-based programs. There is one three-hour laboratory period scheduled each week. This course is usually offered in spring semesters. A course fee may apply. All students registered for this course must also be registered for BIO 226.

BIO 321: Developmental Biology

3 credits

Prerequisites: BIO 125 and BIO 125L

This course is a study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. There are three hours of lectures per week. All students registered for this course must also be registered for BIO 321L. This course is offered on demand.

BIO 321L: Developmental Biology Laboratory

1 credit

Prerequisites: BIO 125 and BIO 125L

This is a laboratory course that provides students with hands-on experience at observing and manipulating the development of various species. There is one three-hour laboratory period scheduled each week. A course fee may apply. All students registered for this course must also be registered for BIO 321.

BIO 324: Biochemistry

3 credits

Prerequisites: grade of C or better in BIO 125, BIO 125L, CHE 311, and CHE 311L, or permission of instructor. CHE 312 and CHE 312L are strongly recommended.

This course is an in-depth study of the metabolic pathways found in both eukaryotic and prokaryotic cells. There is particular emphasis on those pathways that involve carbohydrate, lipid, and protein metabolism, although nucleic acid metabolism is addressed. There are three hours of lectures per week. This course is offered in spring semesters. All students registered for this course must also register for BIO 324L.

BIO 324L: Biochemistry Laboratory

1 credit

Prerequisite: grade of C or better in BIO 125, BIO 125L, CHE 311, and CHE 311L, or permission of instructor. CHE 312 and CHE 312L are strongly recommended.

This is a laboratory course that will provide students with experience in techniques such as chromatography, cell fractionation, electrophoresis, protein purification, spectrophotometry, and Western blot analysis. One three-hour laboratory period is scheduled each week. This course is offered in spring semesters. A course fee may apply. All students registered for this course must also be registered for BIO 324.

BIO 325: Ecology

3 credits

Prerequisites: BIO 130, BIO 130L, BIO 223, and BIO 223L

This course discusses the principles of ecology and heavily emphasizes community relationships. The major portion of the course will cover the interactions of plants within communities, the interactions of animals within communities, and the interactions of plants and animals within communities. There are three hours of lectures per week. This course is offered in fall semesters. All students registered for this course must also be registered for BIO 325L.

BIO 325L: Ecology Laboratory

1 credit

Prerequisites: BIO 130, BIO 130L, BIO 223, and BIO 223L

A laboratory course that is based on field and laboratory studies of local plant and animal communities. One three-hour laboratory period is scheduled each week. Offered in fall semesters. Course fee may apply. All students registered for this course must also be registered for BIO 325.

BIO 326: Animal Physiology

3 credits

Prerequisites: BIO 125 and BIO 125L

This course is a study of physiology from the systems-level perspective. The functions of cells and tissues within particular organs and organ systems are also addressed in this course. Emphasis is placed on common mechanisms such as pressure-volume relationships, laws of mass action, thermodynamics, and homeostasis. Discussions of integration and communication between systems are also important in this course. Specific systems studied include the endocrine system, nervous system, skeletal muscle, cardiovascular system, respiratory system, renal system, gastrointestinal system, immune system, and reproductive system. There are three hours of lectures per week. This course is offered on demand.

BIO 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

This is designed for small groups of students to pursue an in-depth study of a particular aspect of biology that is not covered to a great extent in other course offerings. This is a seminar course that meets for a total of 36 hours during the semester. This course is offered as needed.

BIO 330 Fundamentals of Genetics

3 credits

Prerequisites: CHE 124 and CHE 124L, and grade of C or better in BIO 125 and BIO 125L

Principles of genetics dealing with the molecular nature of heredity determinants of both prokaryotes and eukaryotes. This course will provide an in-depth, background of classical and Mendelian genetics. Upon completion of this course students should be familiar with all of those areas of genetics and have sufficient basic knowledge to successfully master advanced topics in genetics. This course is offered in fall semesters. All students registered for this course must also be registered for BIO 330L.

BIO 330L Fundamentals of Genetics Laboratory

1 credit

Prerequisites: CHE 124 and CHE 124L, and grade of C or better in BIO 125 and BIO 125L

This laboratory portion of the genetics courses will provide students with hands-on experience with techniques used to explore the molecular nature of heredity. There is one three-hour lab scheduled per week. This course is offered in fall semesters. A course fee may apply. All students who are registered for this course must also be registered for BIO 330.

BIO 340: Mycology

3 credits

Prerequisites: BIO 125, BIO 125L, BIO 223, and BIO 223L or by permission

This course is an in-depth study of the organisms found in the Kingdom Fungi. Emphasis is placed on taxonomy, morphology, physiology, pathogenesis, and treatment of fungal diseases. There are three hours of lecture. This course is offered in fall semesters. All students registered for this course must also be registered for BIO 340L.

BIO 340L Mycology Laboratory

1 credit

Prerequisites: BIO 125, BIO 125L, BIO 223, and BIO 223L or by permission

This laboratory section of the mycology course will provide students with hands-on experience. Students will do field work, laboratory identifications, and long-term fungal studies. There is one three-hour laboratory scheduled per week. All students who are registered for this course must also be registered for BIO 340.

BIO 341: Virology

3 credits

Prerequisites: BIO 130, BIO 130L, BIO 125, BIO 125L

This course will try to define viruses, the differences between viral species, and their modes of replication, expression, and pathogenesis. We will also examine methods used in viral diagnosis and detection, the manipulation of viruses in gene therapy and research, and combating viruses by the use of vaccines. We will also study viruses and cancer and other diseases, the role of the immune system, persistent infections, and emerging viruses. There are three hours of lecture. This course is offered in rotation with other electives. All students registered for this course must also be registered for BIO 341L.

BIO 341L: Virology Laboratory

1 credit

Prerequisites: BIO 130, BIO 130L, BIO 125, BIO 125L

The lab and the lecture are complementary. The lab is composed of practical, hands-on activities and investigations, allowing the student to increase his or her knowledge base in virology. On a weekly

basis, students will complete lab exercises. All students who are registered for this course must also be registered for BIO 341.

BIO 345: Field Problems in Marine Biology

4 credits

Prerequisites: BIO 130, BIO 125, BIO 223

Through a combination of lecture and field exercises, this course will provide students with an introduction to the ecology of marine systems. Particular emphasis will be placed on the study of organismal adaptations. This course is offered in summer semesters only. All students registered for this course must also be registered for BIO 345L.

BIO 345L: Field Problems in Marine Biology Laboratory

2 credits

Prerequisites: BIO 130, BIO 125, BIO 223

This course will provide hands-on experience designing and executing marine biological research. In addition, students will learn to identify plants and animals common in marine systems of the southeastern United States. This course is offered in summer semesters only. All students registered for this course must also be registered for BIO 345.

BIO 100-400: Special Topics

1-3 credits

Prerequisite: permission of faculty member

These courses are variable-content courses that are offered at particular levels for particular classes (freshman through senior). The course topic is announced prior to registration. These courses are offered as needed.

BIO 422: Immunology

3 credits

Prerequisites: BIO 324 and BIO 324L. BIO 330 and BIO 330L are strongly recommended.

This course is an in-depth study of the human immune system. Emphasis is placed on antigenicity, antibody structure, and the molecular basis for immunity. There are three hours of lectures scheduled per week. This course is offered in rotation with other electives.

BIO 425: Microbiology

3 credits

Prerequisites: BIO 125, BIO 125L, CHE 124, and CHE 124L. BIO 324 and BIO 324L are strongly recommended.

This course is an in-depth study of viruses, bacteria, and fungi. In particular, their morphology, physiology, and pathogenesis are emphasized. There are three hours of lectures per week. This course is offered in spring semesters. All students who register for this course must also be registered for BIO 425L.

BIO 425L: Microbiology Laboratory

1 credit

Prerequisites: BIO 125, BIO 125L, CHE 124, and CHE 124L. BIO 324 and BIO 324L are strongly recommended.

In this laboratory course, students will be provided with hands-on experience with the morphology and physiology of various viral, bacterial, and fungal organisms. One three-hour laboratory period is scheduled each week. This course is offered in spring semesters. A course fee may apply. All students registered for this course must also register for BIO 425.

BIO 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

This is an intensive study course that is focused on a particular aspect of biology that is not covered in other offerings. This is an enrichment option for students who have demonstrated the potential and desire to pursue independent scholarly activity beyond that which is expected in other courses. Requests for enrollment must be made prior to registration in the form of a written proposal. This course may be repeated for credit. Weekly meetings with a faculty mentor are required.

BIO 430 Molecular and Applied Genetics

3 credits

Prerequisites: BIO 330 and BIO 330L

The purpose of this course is to provide a foundation in the principles and techniques of the many areas that utilize molecular and applied genetics, which include, biotechnology, recombinant DNA technology, RNA-based technologies, genomics, proteomics, transgenics, gene therapy, stem cell therapy, molecular biology of cancer, forensic molecular biology, bioethics and epigenetics. There are three hours of lecture. This course is offered in spring semesters. All students registered for this course must also be registered for BIO 430L.

BIO 430L Molecular And Applied Genetics Laboratory**1 credit***Prerequisites: BIO 330 and BIO 330L*

This laboratory course covers basic techniques in molecular biology, such as isolation and manipulation of nucleic acids, transformation and transfection of cells and gene expression. This course will also introduce techniques and technologies used in molecular biology, forensic biology and bioinformatics, such as DNA sequencing and RT PCR. There is one three-hour lab scheduled per week. This course is offered in spring semesters. All students who are registered for this course must also be registered for BIO 430.

BIO 445: Evolution**3 credits***Prerequisites: BIO 130, BIO 125, BIO 223*

This course will explore the origins of biological diversity. Major topics covered will include the molecular mechanisms of evolutionary change, developmental biology, natural selection, the consequences of sexual reproduction, evidence for evolution, and phylogenetics. Particular emphasis will be placed on discussion of current research in evolutionary biology. This course is offered every other year in spring semesters.

BIO 497: Senior Seminar in Biology: Research Proposal Writing**1 credit***Prerequisite: senior standing as a biology major*

This course is designed for senior biology majors to have the opportunity to write and orally present a research proposal. This will include conducting a literature review and designing an original research project. The student will be working under the supervision of a department biologist who will act as a mentor to the student. This class is a prerequisite for BIO 498, the capstone course in biology. This course is offered only in fall semesters.

BIO 498: Senior Seminar in Biology: Conducting Research**2 credits***Prerequisites: senior standing as a biology major and BIO 497*

This course is designed for senior biology majors to conduct research. Students will carry out a research project of their own design. Specifically, students will conduct experiments, write up the results of those experiments, write up the conclusions based on those results, and present the results and conclusions of the project in both written and oral formats. Students will work under the supervision of a department biologist who will act as a mentor and a guide. This is the capstone course in biology. This course is offered only in spring semesters.

Chemistry Course Descriptions

CHE 123: General Chemistry I**3 credits***Prerequisite: MAT 128 or higher, or permission of instructor*

This course is required of students majoring in biology, environmental science, and medical technology. 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. All students registered for this course must also be registered for CHE 123L.

CHE 123L: General Chemistry I Laboratory**1 credit***Prerequisite: MAT 128 or higher, or permission of instructor*

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. All students registered for this course must also be registered for CHE 123.

CHE 124: General Chemistry II**3 credits***Prerequisites: CHE 123 and CHE 123L*

A continuation of CHE 123, this course is required for the biology, environmental science, and medical technology programs. Three hours of lecture are scheduled each week. Coverage includes phases of matter, properties of solutions, reaction kinetics, chemical equilibrium, acids and bases, reaction thermodynamics, electrochemistry, and nuclear chemistry. This course is offered in spring semesters. All students registered for this course must also be registered for CHE 124L.

CHE 124L: General Chemistry II Laboratory**1 credit***Prerequisites: CHE 123 and CHE 123L*

This laboratory course introduces students to fundamental chemical, separation, and spectroscopic techniques. An introduction to qualitative analysis provides students with additional opportunities to

work with unknown substances and determine their composition. There is one three-hour laboratory scheduled each week. This course is offered in spring semesters. A course fee may apply. All students registered for this course must also be registered for CHE 124.

CHE 311: Organic Chemistry I

3 credits

Prerequisites: CHE 124 and CHE 124L

This course is required for the biology, environmental science, and medical technology programs. 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. All students registered for this course must also be registered for CHE 311L.

CHE 311L: Organic Chemistry I Laboratory

1 credit

Prerequisites: CHE 124 and CHE 124L

Students are introduced to fundamental techniques used in the synthesis and characterization of organic compounds. Students gain hands-on experience in the application of processes/reactions discussed in lecture. One three-hour laboratory period is scheduled each week. This course is offered in fall semesters. A course fee may apply. All students registered for this course must also be registered for CHE 311.

CHE 312: Organic Chemistry II

3 credits

Prerequisites: CHE 311 and CHE 311L

A continuation of CHE 311, this course is required for biology, environmental science, and medical technology majors. 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. All students registered for this course must also be registered for CHE 312L.

CHE 312L: Organic Chemistry II Laboratory

1 credit

Prerequisites: CHE 311 and CHE 311L

Laboratory course further investigates the properties and reactions discussed in lecture. Spectroscopic methods commonly used in organic chemistry are used for characterizing and identifying reaction products. Students are also introduced to an overview of functional group identification using organic qualitative analysis. One three-hour laboratory is scheduled each week. This course is offered in spring semesters. A course fee may apply. All students registered for this course must also be registered for CHE 312.

CHE 321: Quantitative Chemical Analysis

2 credits

Prerequisites: CHE 124, CHE 124L, and MAT 152

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 annually as needed. All students registered for this course must also be registered for CHE 321L.

CHE 321L: Quantitative Chemical Analysis Laboratory

2 credits

Prerequisites: CHE 124, CHE 124L, and MAT 152

Laboratory course investigates application of quantitative analytical techniques. Experiments incorporate methods commonly used in industrial chemical, biological, or environmental laboratory settings. Students are expected to be able to determine the quality of their own work as well as the work of their peers. Techniques emphasized include chemical, separation, and spectroscopic methods. Two three-hour laboratory periods are scheduled each week. This course is offered annually as needed. A course fee may apply. All students registered for this course must also be registered for CHE 321.

CHE 329: Directed Study: Readings or Research

3 credits

Prerequisites: 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.

CHE 100-400: Special Topics

1-3 credits

Prerequisite: 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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: 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.

Communication Management Course Descriptions

CMM 101: Introduction to Communication

3 credits

This course is designed to introduce majors and non-majors to the theory and practice of communication and the impact it has on thinking and behavior. It investigates communication from the perspective of relationships, gender, cultural diversity, ethics, and critical and persuasive thinking. The course considers the effect communication has on perception and the value placed on others.

CMM 201: Mass Communication

3 credits

Prerequisite: CMM 101

This survey course is an introduction to contemporary issues in mass communication and provides an overview of mass communication processes, practices, and methods. It helps prepare students for the modern information age by examining the structure, role, content, and impact of print, electronic, audio, and video mass communication from a historical and theoretical perspective. Offered fall semester.

CMM 205: Oral Communication

3 credits

The importance of having oral communication skills in business and other settings today cannot be overstated. In the area of economic, technological, and social change, the ability to communicate effectively in public speaking, presentation, small group, interviewing, and interpersonal setting is a key element of managerial success. This course will prepare students to excel in these areas through the study of theory and the practical application of oral communication principles. By taking this approach, students will understand how, where, when, why, and how such communication serves business and society. It will also allow them to develop their oral communication skills through extensive practice. The core values of excellence and personal development will serve as a cornerstone for this course. Offered fall semester.

CMM 221: Communication Pre-Internship

3 credits

Prerequisites: CMM 101 and approval of the department chair

Students are offered an opportunity to work with mass communication professionals in the areas of mass media management. 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 mass communication management related activity in an approved outside organization the second half of the semester. This may be a paid pre-internship. Offered fall semester.

CMM 301: Communication Theory

3 credits

Prerequisite: CMM 101

This course introduces students to the constructs and models that make up the body of knowledge known as communication theory. It investigates the relationship between humanistic, scientific, classical, and contemporary communication theories in keeping with the University's core value of personal development. The course demystifies communication theory and demonstrates the pervasiveness of the theory in their everyday lives. It is a very interdisciplinary course that is heavily influenced by Linguistics, Anthropology, English, Sociology, and Psychology. It includes the study of rhetoric, interpersonal communication, small group communication, and mass communication. Finally, the course provides an investigation of sending and receiving messages, the structure of messages, the cause and effect of messages, and the interpretation of verbal and nonverbal content. Offered fall semester.

CMM 302: Intercultural Communication

3 credits

Prerequisite: CMM 101

This course examines cultural patterns of mass communication and the impact that they have on perception, thinking, and behavior, including ethical and social issues relating to intercultural mass

communication and the verbal and nonverbal aspects of mass and institutional communication within and across cultures. Offered spring semester.

CMM 324: Public Relations

3 credits

Prerequisite: CMM 101

This is a comprehensive overview of public relations management strategies and practices from the point of view of domestic and global markets and multiculturalism. It includes the study of public relation models, theories, historical trends, management processes, and practices, as well as the emerging trends in public relations and mass communication, including the evolving role of public relations management practitioners. Offered spring semester.

CMM 325: Organizational Communication

3 credits

Prerequisite: CMM 101

This course provides students with an in-depth investigation of organizational communication processes, practices, and methods. It helps prepare students for the modern information age by examining the structure, role, content, and impact of organizational communication in contemporary business. It examines organizational communication from a strategic perspective and helps develop essential and critical skills necessary and expected of today's managers and executives. Students also have an opportunity to investigate information and messages in the context of modern organizations and examine major organizational communication issues.

CMM 403: Media Management

3 credits

Prerequisites: CMM 101, CMM 201, and CMM 303

This course combines mass communication theory and practical application. It addresses mass media from a historical, social, cultural, legal, economic, and business perspective. It examines electronic, print, and broadcast platforms and discusses media management best practices, including the unique challenges media managers face and how to overcome or mitigate their negative impact. Offered spring semester.

CMM 405: Communication Management in an E-Environment

3 credits

Prerequisites: CMM 101 and CMM 301

This course provides an opportunity to investigate the impact of the Internet on business and the management challenges it presents. More specifically, students explore the role of e-communication in the economy, the workplace, and social institutions and how it is managed. Students examine how the e-environment has affected interpersonal relations and group, organizational, and public communication.

CMM 406: Crisis Communication

3 credits

Prerequisites: CMM 101 and CMM 201 or CMM 324

This course provides students with a clear and comprehensive picture of crisis communication in a wide variety of corporate settings. It examines how organizations have successfully or unsuccessfully dealt with crises through mass media and what does and does not work.

CMM 425: Communication Internship

3-12 credits

Prerequisites: CMM 221, senior status, and approval of the department chair

The faculty-supervised internship experience may take place in a wide variety of settings. The on-site internship is thirteen weeks in length, with the first and last week of the semester devoted to classroom meetings. Students 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. May be repeated for credit up to a 12-credit maximum.

CMM 498: Communication and Change

3 credits

Prerequisites: CMM 101, CMM 303, CMM 324 or CMM 326, and senior status

This is a senior capstone seminar that brings all other mass communication courses into clear focus. This course provides students with a comprehensive understanding of how and why organizations transform themselves in a constantly changing environment and the role that mass communication plays in the process. Additional fee applies for ETS examination. Offered spring semester.

Computer Science & Information Systems

Course Descriptions

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

Prerequisite or corequisite: COM 140

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

Prerequisite: COM 203

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 or 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 208: Programming in Visual Basic

3 credits

Prerequisite: COM 204 or equivalent

This course will introduce students to the use of Visual Basic programming language for the development of computer applications for the MS-Windows operating system. The course covers event-driven programming using VB.NET and GUI-based Windows applications. Course fee may apply.

COM 209: Programming in JAVA

3 credits

Prerequisite: COM 204 or equivalent

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 301: Algorithms and Data Structures

3 credits

Prerequisites: COM 204, MAT 251, and a computer programming language course

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 305: Business Spreadsheet Applications

3 credits

Prerequisite: COM 140

An advanced course in the design and construction of spreadsheet applications. Templates, spreadsheet combinations, the design and use of macros, financial and statistical functions, graphs, and data manipulation will be studied. Course fee may apply.

COM 309: Network Theory and Design

3 credits

Prerequisite: 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: 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

Prerequisite: COM 140

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 318: Electronic Commerce

3 credits

Prerequisites: COM 203 and MKT 301

The increased commercial use of the Internet makes it essential for students to understand the essentials of electronic commerce. Included are the role of the Internet and the World Wide Web in electronic commerce. Web server hardware and software tools will be examined. Electronic payment, security, the regulatory environment, and Web-based marketing will be addressed.

COM 320: Systems Analysis and Design

3 credits

Prerequisite: 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 329: Directed Study or Research

3 credits

Prerequisites: 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: COM 204

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

Prerequisite: COM 140 or EDU 228, or equivalent

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 335: Applied Data Mining

3 credits

Prerequisite: COM 140

The application of data mining techniques and tools to facilitate many different areas of business marketing, sales, and customer relationships by providing a comprehensive overview of: data mining methodology and measurements; types of data analysis and reasoning; cluster detection; link analysis; artificial neural networks; decision trees; genetic algorithms; data warehouse; and OLAP.

COM 340: Introduction to Internet Applications

3 credits

Prerequisites: 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: 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 100-400: Special Topics

1-3 credits

Prerequisites: 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 405: Operating Systems

3 credits

Prerequisites: COM 204 and COM 312

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: 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

Prerequisites: 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: 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

Prerequisites: 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

Prerequisites: 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

Prerequisites: COM 301

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 450: Network Defense and Security

3 credits

Prerequisites: 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

Prerequisites: 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

Prerequisites: 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***Prerequisites: COM 204, COM 301, and MAT 251*

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***Prerequisites: 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***Prerequisites: 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 497: Computer Science Capstone**3 credits***Prerequisites: 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.

COM 498: Advanced Computer Skills**3 credits***Prerequisites: COM 309, COM 315, COM 330, MGT 301, MKT 301, and senior standing*

A capstone course emphasizing the integration of information and environmental systems to support broad strategic planning decisions. Additional fee applies for ETS examination.

Criminal Justice Course Descriptions

POL 123: Introduction to Law and the Legal System**3 credits**

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/POL 222: Introduction to Homeland Defense**3 credits**

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 quickly recover from disaster.

CRM 225: Criminal Investigation**3 credits**

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 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

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: 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

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

This course will examine the critical incidents and crucial issues that impact the "law enforcement" institution and social justice in America. Our society is ever dynamic and changing, sometimes at odds with authority, and defining/re-defining 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

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: POL 123

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: POL 123

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/SOC/SSC 328: Drugs, Society, and Human Behavior

3 credits

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 329: Directed Study: Readings or Research**1-3 credits***Prerequisites: permission of faculty member and Dean*

A variable-content course in criminal justice that is designed for individuals or small groups of students to pursue in-depth a particular aspect of crime, law, or the criminal justice system that is not covered or is treated lightly in regular course offerings.

CRM 330: Organized Crime**3 credits**

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**

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/POL 332: Terrorism**3 credits**

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**

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 341: History and Science of Criminal Identification**3 credits**

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**

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**

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**

This course is designed to cover the effective writing and courtroom presentation of scientific reports. Students will be involved the actual processing of a crime scene, the development and collec-

tion of evidence, the writing of the crime scene investigation report, and the subsequent testimony in moot court. The successful student will be skilled in the techniques associated with scientific report writing and oral delivery and be made aware of Frye hearings, the Daubert rules, and Rule 702, and the reality that the forensic sciences have their limitations.

CRM 350: Criminal Justice Ethics

3 credits

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 355: Stress Management in Law Enforcement

3 credits

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 and; 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/POL 361: Legal Issues in Counter-Terrorism

3 credits

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/POL 363: Exploitable Weaknesses in Terrorist Organizations

3 credits

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/POL 365: Local Response to Terrorism

3 credits

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

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

Prerequisites: POL 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 419: Police Organization and Administration

3 credits

Prerequisites: POL 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 422: Law Enforcement Systems

3 credits

Prerequisites: POL 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 425: Field Placement in Criminal Justice

6-12 credits

Prerequisites: senior standing and permission of the departmental chair

This field placement is designed to give criminal justice majors without professional experience in the criminal justice system some direct exposure to the daily workings of a criminal justice agency. Students must coordinate their field placement choice and the number of hours credited with their academic advisor. This is a pass/fail course.

CRM 426: Theories of Criminal Behavior

3 credits

Prerequisite: SOC 121 or PSY 121

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

Prerequisites: POL 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 489: Organizational Design and Function

3 credits

Prerequisite: enrollment in Command Officer Management Program

This course is designed to synthesize the information and insights from other courses in the criminal justice curriculum. The concept of teamwork and compromise in a hypothetical setting will prepare the students for future experiences in the field of law enforcement organization and functions. Included in the course is a major research project that evaluates criminal justice policy-making, budgeting processes, recruiting, hiring, training, and advancement in the field. The completed project will be presented to a "Mock" City Commission for review and evaluation.

CRM 496: Criminal Justice Comprehensive Examination

0 credits

Corequisite: CRM 499

Final comprehensive written examination of all criminal justice foundation and core courses. Examination is administered in the CRM 499: Senior Seminar in Criminal Justice course. Test fee.

CRM 499 (W,T,O): Senior Seminar in Criminal Justice

3 credits

Prerequisite: 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 Course Descriptions

ECO 201: Principles of Macroeconomics

3 credits

Prerequisite: SSC 102

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.

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 302: Intermediate Price Theory

3 credits

Prerequisite: ECO 202

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

ECO 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

ECO 355: Economics in Sport

3 credits

Prerequisite: ECO 202

An application of the basic tools of economic analysis to the sport industry. Emphasis on product markets, labor markets, profitability, competitive balance, role of the media, and current issues.

ECO 366: Money and Banking

3 credits

Prerequisites: SSC 102 and 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 100-400: Special Topics

1-3 credits

Prerequisites: 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 424/POL 424: International Political Economy

3 credits

Prerequisites: SSC 102 and 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.

ECO 427: Economic History of the United States

3 credits

Prerequisites: ECO 201 and ECO 202 or junior standing and permission of faculty member

Analysis of topics in U.S. economic history including resource allocation, working conditions, industrialization, urbanization, labor, economic expansion and contraction, and changing public policy. Emphasis on the nature and role of capitalism in shaping the economic transformation of the U.S. economy.

ECO 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of economics 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.

Education Course Descriptions

EDU 222: Teaching Diverse Populations

3 credits

Prerequisite: EDU 226 or concurrently

Focusing on the study of culture as it relates to one's identity, the student analyzes how one's culture impacts learning. Students examine the ESOL Consent Decree, discuss stereotyping, and learn ways

to facilitate communication between cultures. In addition, societal issues that affect schools are investigated. Emphasis is placed on preventive measures and solutions to these issues.

EDU 226: Human Growth and Development

3 credits

This survey course emphasizes (1) the interdisciplinary contributions to the study of development from psychology, sociology, education, and other fields; (2) the multi-dimensional nature of development: physical, cognitive, emotional, and social; (3) multiple interacting influences on development: biological, psychological, social, community, societal, and cultural. Special emphasis is placed on infancy through adolescence, particularly as applicable to the helping professions.

EDU 228: Educational Technology

3 credits

This three-credit course introduces the student to the appropriate applications of technology within the educational setting. It is an exploration of the use of digital technologies within the classroom setting, including computer-assisted instruction, teacher productivity tools, evaluation of educational software, digital cameras, and the Internet. For this purpose, students will use commercial software packages (Office XP, Internet Explorer) in the microcomputer lab to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers and access to global networks for research, teaching, and learning. The course will include written and oral reflections on class readings, lectures, student presentations, and discussions.

EDU 304: Human Exceptionalities in the Classroom

3 credits

Prerequisites: EDU 226 (or concurrently), junior standing

This course offers secondary and elementary education students a multidisciplinary view of exceptionality and the benefits of inclusion for both typical students and students with special needs. This course provides a basic understanding in the foundations of special education, including the historical education and legal reforms that have impacted the field of special education. The characteristics and strategies for accommodations/modifications for students with exceptionalities and English language learners are highlighted using a case study approach.

EDU 317: Art in the Elementary Classroom

1 credit

This course is designed to provide elementary education majors with the theoretical base and experiential activities that will enable them to use visual arts to enhance concept learning across the curriculum. Special emphasis is placed on the integration of children's expression of creativity through the visual arts.

EDU 318: Music in the Elementary Classroom

1 credit

This course is designed to provide elementary education majors with the knowledge and skills to integrate music into their classrooms. The focus is on integrating melody and rhythm into the teaching of the core disciplines, understanding the relationship of music to the other arts in the elementary curriculum, and appreciating the contributions of music to the cultural diversity of American life.

EDU 319: Health and Physical Education in the Elementary Classroom

1 credit

This course serves to engage the elementary education major in the role that he or she will play as a classroom teacher in promoting health, fitness, and physical activities in regular elementary curriculum. The focus is on developing healthy and fit students at an early age and on integrating psychomotor activities into the curriculum.

EDU 320/321: Practicum I and Seminar: Reflection

2 credits

Prerequisite: EDU 226; corequisites: EDU 330, 332, and 334

This course introduces students to the world of teaching. Students engage in seminar discussions based on their observations and experiences in their practicum as well as in the reflective-action process as a basis for professional growth and development. Students will be introduced to the lesson-planning process, the professional portfolio, and the use of technology in education. The one-credit seminar (EDU 321) will focus on synthesizing the knowledge base gained during coursework with the experiences of the one-credit practicum (EDU 320). EDU 320 is a pass/fail course.

EDU 326: Reading Foundations in the Middle School

3 credits

This course allows preservice middle school teachers an opportunity to broaden their understanding of the processes by which children learn to read and write. Students will gain an understanding of the aspects of reading and the essential components of the reading process including phonemic awareness, phonics, fluency, vocabulary development, and comprehension, as well as how to organize and manage a literacy program. ESOL strategies are integrated into all methods, and access to a middle school classroom is required.

EDU 328: The Adolescent Learner

3 credits

Emphasis is placed on adolescent development and learning theories, linking to practices in the classroom. Special attention will be given to the diverse secondary education population (ESOL, special education, multicultural, at-risk, etc.) in preparation for planning responsive standards-based instruction.

EDU 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of education 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.

EDU 330: Mathematics in the Elementary Classroom

3 credits

Prerequisite: EDU 226; corequisites: EDU 320/321, 332, and 334

This course explores methods and problems in the teaching of mathematics in elementary school. Topics include the development of number concepts, problem solving, the use of manipulatives in the development of concepts, algorithms, whole numbers, integers, rational numbers as applied to the real number system, measurement, geometry, data analysis, and algebraic thinking. Accommodations and applications for teaching math content to English language learners are also included. Field experience is required.

EDU 332: Language Arts in the Elementary Classroom

3 credits

Prerequisite: EDU 226; corequisites: EDU 320/321, 330, 334

Students examine the processes of language arts development and apply this knowledge to create, practice, and evaluate K-6 classroom strategies for teaching the six language arts: listening, talking, reading, writing, viewing, and visually representing. Students will also explore the world of children's literature and how to use it in rich and meaningful ways that increase reading levels and enjoyment. Students select and evaluate culturally diverse folklore, fantasy, contemporary and historical fiction, science fiction, biography, poetry, and books of information and fact. In addition, students will learn how to develop strategies for native English speakers and for English language learners. Field experience is required.

EDU 333: Adolescent Literacy

3 credits

Prerequisites: ENG 122, EDU 228, and EDU 328 or EDU 226

Corequisite: EDU 450 or 470

This course explores the skills and behaviors required for adolescents to engage in literacy activities, including a focus on the necessary reading components of word recognition, comprehension, fluency, and vocabulary instruction. Students will study instructional strategies to address the needs of struggling readers and ELLs, and they will explore various texts and genres in young adult literature that meet curriculum needs as well as the real-world interests of adolescent students.

EDU 334: Reading Foundations in the Elementary Classroom

3 credits

Prerequisite: EDU 226; corequisites: EDU 320/321, 330, and 332

Investigation of basic theories underlying traditional and recent approaches to the teaching of reading. Includes the study and evolution of the five essential components of the reading process: phonemic awareness, phonics, fluency, vocabulary development, and comprehension. ESOL strategies are integrated into all methods. Field experience is required.

EDU 335: Reading Diagnosis and Remediation in the Elementary Classroom

3 credits

Prerequisites: EDU 360/361, 338, 341, and 343; corequisites: EDU 460/461, 339, and 342

This course provides the elementary education major the opportunity to administer and interpret informal reading inventories, criterion tests, and other diagnostic measures used for assessing the major elements of reading growth: phonemic awareness, phonics, fluency, vocabulary, and reading comprehension. Special strategies and use of resources for English language learners are infused throughout. Field experience is required.

EDU 336: Teaching Reading in the Secondary Content Areas

3 credits

Prerequisite: EDU 226 or EDU 328 (or concurrently); corequisite: EDU 450/455

Students will examine current research and instructional approaches that focus on improving adolescent literacy skills. The course is designed to address literacy issues in content area classrooms at the secondary school level. Students will learn about the reading process, identify reading demands in content areas, develop instructional activities to improve reading, and use reading/writing/thinking activities in daily instruction. Field experience is required. Offered spring semester on University Campus.

EDU 337: Children's Literature**3 credits**

This course explores the world of children's literature and emphasizes how to use it in rich and meaningful ways to increase reading levels and enjoyment. Students select and evaluate culturally diverse folklore, fantasy, contemporary and historical fiction, biography, and books of information and fact.

EDU 338: Science in the Elementary Classroom**3 credits**

Prerequisites: EDU 320/321, 330, 332, and 334; corequisites: EDU 360/361, 343, and 341

In this course, elementary education majors will expand their knowledge base of the fundamental concepts of earth, space, life, health, and physical science specifically targeted by the Sunshine State Standards for grades K-6. The course will focus on planning for effective investigations in a stimulus-rich, safe environment that meets the needs of all students, with special considerations for meeting the needs of English language learners. Field experience is required.

EDU 339: Social Studies in the Elementary Classroom**3 credits**

Prerequisites: EDU 360/361, 338, 343, and 341; corequisites: EDU 460/461, 335, and 342

This course focuses on the knowledge defined by the Sunshine State Standards in history, geography, government, and economics, and pro-social and multicultural education. Students also apply knowledge of ESOL Standards and Accomplished Practices as they write and teach lessons and create a multicultural/social studies integrated unit. Field experience is required.

EDU 340: Comprehensive ESOL Strategies**3 credits**

Prerequisites: EDU 226 or EDU 328, EDU 228

This course provides an overview of the five areas pertinent to teaching English language learners (ELLs) in order to (a) promote an understanding of first and second language acquisition processes, (b) facilitate the development of culturally and linguistically appropriate instructional and assessment skills, and (c) present effective means for modifying curricula. The five areas are 1) Applied Linguistics and Second Language Acquisition, 2) Cross-Cultural Communication and Understanding, 3) Methods in Teaching English to Speakers of Other Languages (ESOL), 4) Curriculum and Materials Development, and 5) Testing and Evaluation of ESOL. This course meets the 60-hour ESOL education requirement for social studies, math, and science teachers (Category II teachers) as determined by the Florida Department of Education. Field experience is required.

EDU 341: ESOL Foundations**3 credits**

Prerequisites: for elementary majors: EDU 320/321, 330, 332, and 334;

Prerequisites for middle grades majors: EDU 328 for middle grades majors;

Corequisites for elementary education majors: EDU 360/361, 338, and 343

Corequisites for middle grades majors: EDU 326 or EDU 450

This course introduces the theoretical and practical knowledge and skills for instruction in a diverse school environment. It is designed to prepare pre-professional teachers to promote effective linguistic and cultural classroom-based practices for English language learners. Applied linguistics is a main focus of this course as a foundation for the ESOL Performance Standards and Competencies. Culture of the English language learner is the secondary focal point. ESOL methods, curriculum, and assessment procedures for effective classroom teaching are also presented through the course readings and activities. Field experience is required.

EDU 342: ESOL Applications**3 credits**

Prerequisites for elementary education majors: EDU 360/361, 338, 341, and 343;

Prerequisites for middle grades majors: EDU 341

Corequisites for elementary education majors: EDU 460/461, 335, and 339

Corequisites for middle grades majors: EDU 450 or EDU 470

This course provides a framework for synthesizing the five ESOL content areas, the 25 ESOL Performance Standards, and the 11 ESOL Competencies in order to prepare pre-professional teachers with effective linguistic and cultural classroom-based practices. The focus of this course is on ESOL methods for comprehensible instruction, ESOL materials and curriculum, and ESOL assessment procedures for English language learners (ELLs). The final exam serves as a comprehensive overview of the ESOL components infused in the education program. An ESOL field experience is required.

EDU 343: Reading Across the Curriculum**3 credits**

Prerequisites: EDU 226, 320/321, 330, 332, 334; corequisites: EDU 360/361, 338, 341

This course introduces elementary education majors to the theoretical and practical issues involved in teaching the reading skills necessary for success in various content areas, such as science, social studies, and mathematics. Topics will include literacy in the elementary classroom, assessment,

technology and literacy, strategies for vocabulary and meaning instruction, study skills, and writing in the content areas.

EDU 350: Middle School Curriculum and Philosophy

3 credits

Prerequisite: EDU 226 or EDU 328

This course introduces the middle grades major to the world of middle school education. Students will apply theories of adolescent development to students ages 11-14 and connect appropriate classroom and school-based strategies. They will learn the expectations for professional teachers, with special emphasis on State of Florida standards, and attend the ethics workshop. Students will learn about the nature of the U.S. middle schools' structures, policies, and curriculum through research, readings, and discussions. They are expected to spend at least 6 hours observing in a local middle school.

EDU 360/361: Practicum II and Seminar: Planning

2 credits

Prerequisites: EDU 320/1, 330, 332, and 334; passing all sections of the FTCE General Knowledge exam or the CLAST; corequisites: EDU 338, 343, and 341

This course focuses on planning lessons effectively, using Florida's Curriculum Framework and Bloom's Taxonomy, with emphasis on guided discovery and direct instruction. Extensive professor feedback characterizes this course. The one-credit seminar (EDU 361) connects the knowledge base gained during coursework with the experiences of the one-credit practicum (EDU 360). EDU 360 is a pass/fail course.

EDU 300-400: Special Topics

3 credits

Prerequisites: permission of faculty member and Dean/Center Director

A variable-content course in education. Topic is announced in advance of registration.

EDU 425: Educational Management and Organization

3 credits

Prerequisites: EDU 360/361, 343, 338, and 341; or EDU 450

This course offers a broad and critical analysis of classroom management issues, including the major theories regarding understanding and managing student behavior, discussion of effective classroom rules and procedures, school safety, parental involvement, legal issues related to the rights and responsibilities of teachers, and the strategies for creating a positive, safe environment to meet the needs of all students, including English language learners. A field experience is required.

EDU 427: Educational Assessment

3 credits

Prerequisites: EDU 360/361 or EDU 450 (or concurrently); senior standing or permission of department chair

This senior-level course builds on assessment introduced in earlier methods and practica. Topics include basic concepts in statistical analysis for teachers, traditional norm and criterion-referenced assessment measures and test construction, performance assessment tasks and rubrics, reliability, validity, bias, and the current political issues in testing. Testing issues, test analysis, and strategies for English language learners are infused in the topics and expectations.

EDU 428: Education Governance, History, and Philosophy

3 credits

Prerequisites: EDU 360/361 or EDU 450; senior standing or permission of department chair

This is the capstone academic course for the teacher education program. The course provides the student with the knowledge of the organization of the education system and its impact on curriculum, its historical antecedents and influence on democratic values, and the major philosophies and their impact on educational decisions, including character education. Finance issues, current issues/trends in structures and policies, and legal rights and responsibilities of students and teachers, including ethical responsibilities, are also included.

EDU 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of education 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. Requests 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.

EDU 436: Teaching Writing Across the Curriculum

3 credits

Prerequisite: EDU 350; corequisite: EDU 470/471

This course explores writing across the curriculum as a tool for learning for students in grades 5-12. Topics include writing as a process; writing in content areas; types of writing; writing workshops;

assessing student writing; *FCAT Writes!*; rubrics; and using peer feedback. It is a required course for all middle school majors, all content specializations.

EDU 450/455: Middle/Secondary School Practicum and Seminar 2 credits

Prerequisites: EDU 226 or EDU 328, 228, and 350; corequisites: EDU 336 and EDU 451, 452, 453, or 454

This one-credit practicum and one-credit seminar accompany the methods for teaching in the discipline methods courses, EDU 451, 452, 453, and 454, and EDU 336: Teaching Reading in the Content Areas. Students are required to spend one full day or two half days per week (approximately 75 hours per semester) in a middle or secondary school classroom of their discipline under the guidance of a clinically trained mentor-teacher and supervised by a University supervisor. They are expected to help with all aspects of a typical classroom and teach lessons as appropriate to their readiness and course requirements. Placement and supervision will be arranged through the field placement officer at University Campus or the Center. EDU 450 is a pass/fail course.

EDU 451: English/Language Arts Methods in the Middle and Secondary School

3 credits

Prerequisite: EDU 226 or 328, EDU 228 and 350; corequisites: EDU 336, 341, and 450

This course explores the methods and challenges of teaching the English language arts in grades 5-12. Topics include lesson planning, the Florida Curriculum Framework, Sunshine State Standards, student-centered classrooms, fostering positive classroom communities, strategies for developing lifelong readers, facilitating class discussions, questioning strategies, authentic assessment, technological resources for middle school teachers, and reflective practice. Students will implement the lessons created in class while in the practicum (EDU 450).

EDU 452: Mathematics Methods in the Middle and Secondary School 3 credits

Prerequisites: EDU 226 or 328, 228, and 350; corequisites: EDU 336, 340, and 450

This course explores the methods and problems in the teaching of mathematics in grades 5-12. Students will learn innovative ways of instruction for teaching middle school students. They will learn the standards of curriculum as listed in the *Principals and Standards for School Mathematics* as well as the requirements listed in the Sunshine State Standards for Florida. Students will learn how to plan and implement lessons for a diverse classroom with a focus on using manipulatives. Accommodations and applications for teaching math content to English language learners are also included. The student will implement the lessons created in class while in the practicum (EDU 450).

EDU 453: Science Methods in the Middle and Secondary School 3 credits

Prerequisites: EDU 226 or 328, 228, and 350; corequisites: EDU 336, 340, and 450/455

This course explores the methods and problems in the teaching of science in grades 5-12. Students will learn innovative ways of instruction in the biological, earth, and physical sciences for teaching middle/secondary school students. They will practice state teacher certification standards as well as the knowledge defined by the Sunshine State Standards for Florida grades 5-12 students. Students will learn how to plan and implement lessons for a diverse classroom with a focus on using inquiry-based learning. Students will implement the lessons created in class while in the practicum (EDU 450).

EDU 454: Social Studies Methods in the Middle and Secondary School 3 credits

Prerequisites: EDU 226 or 328, 228, and 350; corequisites: EDU 336, 340, and 450

This course focuses on the knowledge defined by the Sunshine State Standards in history, geography, government, and economics, and pro-social and multicultural education for grades 5-9. Students also apply knowledge of ESOL Standards and Accomplished Practices as they write and teach lessons and create a matrix and calendar for a multicultural/social studies thematic unit. Students will implement the lessons created in class while in the practicum (EDU 450).

EDU 460/461: Practicum III and Seminar: Integration 2 credits

Prerequisites: EDU 360/361, 338, 343, and 341; corequisites: EDU 335, 339, and 342

Elementary education majors enroll in EDU 460/461 as part of their third block of study. The course emphasizes cooperative learning, application of teaching methods to meet individual student needs (especially English language learners), and exploration of thematic planning. Extensive professor feedback characterizes this course. One credit of this experience is applied to the fieldwork component (EDU 460), and one credit is applied to the seminar (EDU 461). EDU 460 is a pass/fail course.

EDU 470/471: Practicum II in Teaching Middle School and Seminar 3 credits

Prerequisites: EDU 226 or 328, 228, 350, and 450

This two-credit seminar and one-credit practicum provide students with opportunities to further explore teaching strategies and methods as well as to gain more experience in real-world classrooms.

Students engage in seminar discussions based on their observations and experiences in their practicum placement. Students engage in the reflective-action process as a basis for professional growth and development. Emphasis will be placed on planning effective lessons and meeting the needs of diverse learners. English specialization middle grades majors will be assigned to a field placement where they work with ESOL students and are under the supervision of an ESOL-endorsed teacher. The practicum, EDU 470, is a pass/fail course.

EDU 480: Internship

9-11 credits

Prerequisite: Completion of all education requirements except EDU 428, which may be taken concurrently with EDU 480/481; a cumulative 2.50 grade point average; a 2.0 or better in all education courses; and passing all parts of the Florida Teacher Certification Exam. Corequisite: EDU 481.

A full-time practice teaching experience in the classroom taken in the senior year under the supervision of a qualified teacher and a University supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to students who have applied and been approved for student teaching through the Department of Education. This is a pass/fail course.

EDU 481: Seminar: Final Internship—Synthesis

1 credit

Prerequisites: All EDU coursework except EDU 428, which may be taken concurrently with EDU 480/481. Corequisite: EDU 480.

This course is a problem-solving seminar connected to the full-time, final internship experience. This one-credit seminar will focus on synthesizing the knowledge base gained during coursework with the experiences of the final internship. Students will complete their professional portfolios and learn how to prepare for employment as teachers.

Engineering Course Descriptions

EGN 220: Computer Aided Design and Graphics

3 credits

Prerequisite: COM 140

A course in the theory and technique of technical graphics as related to the design process. Emphasis is placed on engineering drawings, measurements and tolerances, three-dimensional computer modeling, graphs, charts, diagrams, and flow charts, and use of spreadsheets for data analysis and graphing.

EGN 320: Circuit Theory and Analysis

3 credits

Prerequisite: MAT 152 or higher, PHY 222 recommended

A course in the underlying science and conventional practices of electrical circuits and basic electronics. Emphasis is placed on circuit analysis, evaluation, and the use of electrical components in engineering designs.

EGN 330: Mechanics of Materials

3 credits

Prerequisites: MAT 152 or higher and PHY 221

This course conveys the theory of material behavior under design loads and the implementation of materials to meet engineering design requirements. Emphasis is placed on stress, strain, torsion, shear, bending, and combined loads, and material response to these loads. In addition, a primer of material science will introduce the student to design and analysis of material requirements.

EGN 340: New Product Development

3 credits

Prerequisite: MAT 201 recommended

This course will introduce students to reliability analysis as applied to the assessment, development, and management of product and process design functions. This course offers an opportunity to observe the difference between the theoretical and experimental concepts, methodologies, and techniques of reliability and maintainability, as well as the ancillary aspects of quality control, safety engineering, and operational analysis.

EGN 350: Engineering Mechanics

3 credits

Prerequisites: MAT 152 or higher (MAT 231 recommended) and PHY 221

Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and center of mass, area and mass moments of inertia, friction, internal forces of structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles.

English Course Descriptions

ENG 002: Basic Composition Skills**3 semester hours**

This course does not satisfy a LINK (General Education) requirement in English or 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 written skills.

ENG 114: Composition and Grammar for**Speakers of Other Languages****3 credits**

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written English.

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 121: Academic Writing I**3 credits**

Prerequisite: Passing grade in ENG 002 or satisfactory score on the English Placement Test

The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Offered every semester.

ENG 122: Academic Writing II**3 credits**

Prerequisite: ENG 121

A continuation of ENG 121. Expository writing based on analytical study of literary genres and an introduction to the research process. To ensure competence in oral communications, a speech component is included. Offered every semester.

ENG 202: Creative Writing**3 credits**

Prerequisites: ENG 122 and FAS 101

Introduction to the creative process, analyzing creative writing in various genres, and the study of master writers. Offered annually.

ENG 205 Introduction to Professional Writing**3 credits**

Prerequisite: ENG 122

The application of the modes of discourse to business, technical, and other specialized document contexts, with special emphasis on rhetorical precision, sense of audience and context, and document presentation and appearance.

ENG 220: Introduction to Literary Study and Research**3 credits**

Prerequisite: 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 225: Survey of World Literature I**3 credits**

Prerequisites: ENG 122 and ART 123, ENG 202, FAS 123, FAS 125, or MUS 123

Designed to introduce non-English majors to world literature in translation, from ancient civilizations through the 17th century. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 226: Survey of World Literature II**3 credits**

Prerequisites: ENG 122 and ART 123, ENG 202, FAS 123, FAS 125, or MUS 123

Designed to introduce non-English majors to world literature in translation, from the 18th century through the 20th century. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 227: Basic Journalistic Writing**3 credits**

Prerequisite: ENG 122

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

ENG 311: Survey of Major Writers of the 20th Century**3 credits**

Prerequisites: ENG 122 and ART 123, ENG 202, FAS 123, FAS 125, or 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. Offered annually.

ENG 312: Foundations of British Literature I**3 credits**

Prerequisite: ENG 220

A survey of British literature and literary history from its beginnings to 1800, excluding Shakespeare and 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: 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 316: Southern Literature

3 credits

Prerequisite: 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

Prerequisites: 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 320: Foundations of American Literature

3 credits

Prerequisite: 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: ENG 220

The historical development of the English novel of the 18th and 19th centuries. Investigation and analysis of secondary materials and in-depth expository discussions of assigned novels. Offered in alternate years.

ENG 323: History and Structure of the English Language

3 credits

Prerequisite: ENG 122

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax, and vocabulary. Offered annually.

ENG 324: Writing About Audiovisual Media

3 credits

Prerequisites: ENG 122 and ENG 205

A course on analyzing and writing about films, plays, and television productions. Students will also read and respond to professional and academic reviews and analysis. Offered in alternate years.

ENG 326: Playwriting

3 credits

Prerequisite: ENG 202

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue, and characterization. Offered in alternate years.

ENG 327: Mythology

3 credits

Prerequisite: ENG 122

An in-depth study of representative myths and the recurring figures, themes, and motifs found in these myths (such as creation myths, flood myths, visions of the underworld, and the figure of the hero). Emphasis on classical myths found in our Western tradition. Offered in alternate years.

ENG 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of English 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.

ENG 332: Creative Non-fiction

3 credits

Prerequisite: ENG 202

Development of student skills in non-fiction prose, with special emphasis on practicing the array of "creative" devices currently in use. Workshop format. Offered in alternate years.

ENG 334: Writing the Short Story

3 credits

Prerequisite: ENG 202

Practicing traditional techniques in writing short fiction: plot, characterization, point of view, setting, voice, and style. Workshop format. Offered in alternate years.

ENG 335: Verse Writing

3 credits

Prerequisite: ENG 202

Technique in writing poetry: theme, imagery, musical devices, and metrics. Offered in alternate years.

ENG 336: Modern Drama

3 credits

Prerequisites: ENG 122, ENG 220

A study of modern drama from its origins in the late 19th century to the present. Styles investigated include modern realism, tragedy, expressionism, theatre of the absurd, and contemporary performance. Representative playwrights include Ibsen, Chekhov, Shaw, O'Neill, Williams, Miller, Beckett, and Shepard. Offered in alternate years.

ENG 340: Topics in Selected Literary Studies

3 credits

Prerequisite: 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 399: Junior Oral Examination

0 credits

Prerequisite: junior standing

Oral examination covering selected material from the English Foundations Courses: ENG 312, ENG 313, and ENG 320. Students must receive a passing score on the exam in order to enroll in ENG 498: Senior Seminar. Given every spring.

ENG 100-400: Special Topics

1-3 credits

Prerequisites: 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 413: Studies in Early British Literature

3 credits

Prerequisites: 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 420: Studies in American Literature

3 credits

Prerequisites: 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 422: Shakespeare

3 credits

Prerequisites: ENG 220 and ENG 312

Selected sonnets, comedies, histories, and tragedies, with consideration of Shakespeare's dramaturgical development. Offered in alternate years.

ENG 428: English Internship

3 credits

Prerequisites: 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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of English 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. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

ENG 430: The Independent Writer 3 credits

Prerequisites: ENG 122 and permission of faculty member

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit. Offered in alternate years.

ENG 433: Studies in Modernism and Postmodernism 3 credits

Prerequisites: ENG 220, ENG 313, and ENG 320

Intensive study of significant figures, movements, and works of 20th-century writers representing modern and postmodern literary periods.

ENG 435: Literary Criticism 3 credits

Prerequisite: 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: 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 450: Desktop Publishing and Design 3 credits

Prerequisite: 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 498: Senior Seminar 3 credits

Prerequisites: 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.

Environmental Science Course Descriptions

ENV 201(T): Geoscience 3 credits

Prerequisite: sophomore standing

This course will familiarize the student with the basic principles of hydrogeology, soils, topography, physiography, mapping, climate, and weather. The course also will investigate the nature of the physical environment from the standpoint of resource use. There is one three-hour lecture period scheduled each week. This course is offered on demand. Students registered for this course must also be registered for ENV 201L.

ENV 201L: Geoscience Laboratory 1 credit

Prerequisite: sophomore standing

This laboratory course will provide students with hands-on experience in the application of concepts and issues related to hydrogeology, soils, physiography, mapping, climate, and weather. One three-hour laboratory period is scheduled each week. This course is offered on demand. A course fee may apply. All students registered for this course must also be registered for ENV 201.

ENV 200-400: Special Topics 1-3 credits

Prerequisites: 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.

ENV 205: Oceanography 3 credits

This course will provide an introduction to the study of physical oceanography. Topic to be investigated will include ocean currents, waves, tides, bathymetry, biogeochemical cycles, and the physical and chemical properties of seawater. This course is offered every other year in fall semesters.

ENV 330: Environmental Studies: Creating Sustainable Societies**3 credits***Prerequisites: SCI 101 and SCI 102*

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 eco-sphere. 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 401: Advanced Environmental Science**3 credits***Prerequisites: BIO 325, BIO 325L, CHE 312, and CHE 312L*

This course is designed to provide students with a simulation of the work environment of a professional environmental scientist. This will include detailed information pertaining to many different situations that may potentially be encountered in the work environment. In addition, students may begin work on a field research project. Three hours of lecture are scheduled each week. This course is offered on demand, traditionally in the fall semester. All students registered for this course must also be registered for ENV 401L.

ENV 401L: Advanced Environmental Science Laboratory**1 credit***Prerequisites: BIO 325, BIO 325L, CHE 312, and CHE 312L*

This laboratory course will provide students with hands-on experience with carrying out procedures applicable to real environmental science work environments. One three-hour laboratory period is scheduled each week. This course is offered on demand, traditionally in the fall semester. All students registered for this course must also be registered for ENV 401.

ENV 402: Environmental Regulations**2 credits***Prerequisite: BIO 325*

This course will provide the student with a working knowledge of the major federal legislation that governs the use of environmental resources in the United States. In addition, information on the regulatory framework in the U.S. and in Florida will be presented. Legislation will be discussed from the viewpoint of the professional environmental scientist. Offered spring semesters in alternate years.

ENV 403: Seminar in Environmental Science**3 credits***Prerequisite: BIO 325*

Students are required to read and discuss current and historical literature and film to give them a broader understanding of environmental issues and ethics. The course will give students exposure to scientific readings documenting environmental transformation, as well as literature that examines how humans value nature and the ethical challenges that environmental change presents. This course is offered on demand, traditionally in the spring semester.

Fine Arts Course Descriptions

FAS 101: The Integrated Arts**3 credits**

An interdisciplinary course that introduces students to visual, written, and musical works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts. Regular classroom lectures/discussions will be complemented by live performances and exhibits.

FAS 123: Introduction to Film**3 credits***Prerequisite: FAS 101*

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

FAS 125: Introduction to Theatre**3 credits***Prerequisite: FAS 101*

Investigates the imaginative processes involved in creating theatre. Emphasizes the dramatic event, dramatic literature in performance. Examines the roles of audience, actor, playwright, director, and others who collaborate to create the theater experience.

FAS 127: Acting**3 credits**

Basic principles of acting open to all majors, including students with no theatre experience. There will be a study and practice of the stylized tradition and the method tradition.

FAS 220: Theatre Playhouse 90**1 credit**

Prerequisite: permission of instructor

Theatre performance open to all majors, including students with no theatre experience. Acting, directing, playwriting, and stagecraft will be studied and practiced. May be repeated for credit.

FAS 222: Directing

3 credits

Prerequisite: ENG 122

Basic principles of directing open to all majors. Emphasizes the director's artistic and collaborative responsibility for script analysis, blocking, intuitive movement, set design, and lighting design.

FAS 230: Theatre Practicum I

1 credit

Prerequisite: permission of the Director of Theatre

Provides students an opportunity to contribute to the technical aspects of a mainstage production of a full-length play. May be repeated for credit.

FAS 240: Theatre Practicum II

1 credit

Prerequisite: permission of the Director of Theatre

Provides students an opportunity to perform a significant role in a mainstage production of a full-length play and to examine issues related to acting and interpreting dramatic literature. May be repeated for credit.

FAS 305: Stagecraft

3 credits

Prerequisite: FAS 125

Planning, execution, and leadership of the technical and administrative elements of theatrical production, including lighting, scenery, audio, properties, costumes, makeup, house management, and stage management.

FAS 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

FAS 330: Theatre History and Theory

3 credits

Prerequisites: ENG 122 and FAS 125

The study of the development of theatre as an art form from antiquity to the present. Topics include theatre architecture, genre, and theoretical examinations of the means and goals of theatre. Offered as needed.

FAS 340: Dramaturgy I

3 credits

Prerequisites: FAS 125

This course covers analysis of the dramatic text. Study will focus on the forms, styles, and structures of various dramatic pieces and genres. Offered in spring semester.

FAS 100-400: Special Topics

1-3 credits

Prerequisites: permission of faculty member and Dean/Center Director

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

FAS 426: Full-Length Playwriting

3 credits

Prerequisite: ENG 326

Students in this course will build upon the short-form skills mastered in ENG 326 and modify them to create the long-form dramatic piece. By the end of each term, every student will have completed at least two full-length plays.

FAS 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of fine arts 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.

FAS 440: Dramaturgy II

3 credits

Prerequisite: FAS 340

This course covers analysis of the dramatic text within the developmental process. Study will focus on the issues facing dramaturges collaborating with playwrights and directors during the writing and productions process.

French Course Descriptions

FRE 111: Beginning French I (French Level I-A) 3 credits
An introduction to the fundamentals of pronunciation, conversation, grammar, and written communication through the acquisition of basic French vocabulary with an introduction to the culture of the francophone world. Open only to students with little or no background in French.

FRE 112: Beginning French II (French Level I-B) 3 credits
Prerequisite: FRE 111 or equivalent of one year high school French
Continuation of FRE 111.

FRE 211: Intermediate French I (French Level II-A) 3 credits
Prerequisite: FRE 112 or permission of instructor

A continuation of the study of the French language and its culture. Emphasis on the acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening, reading comprehension, and writing.

FRE 212: Intermediate French II (French Level II-B) 3 credits
Prerequisite: FRE 211 or permission of instructor
Continuation of FRE 211.

General Business Administration Course Descriptions

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: 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 321: Essential Business Skills 3 credits

Prerequisites: 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: 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: 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 de-

velopment, intent, and implications of protective labor legislation from the federal to the local level. Offered as needed.

GBA 100-400: Special Topics

1-3 credits

Prerequisites: 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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: 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

Prerequisites: 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

Prerequisites: ACC 202, MGT 325, MKT 301, GBA 334, and senior standing

This course is a formulation and implementation of strategies for top-level managers. It applies all functional business areas in dealing with organizational challenges. Decision-making crucial to strategy formulation and implementation is applied in a global setting. Additional fees apply for ETS examination and business computer simulation.

Geography Course Descriptions

GEO 221: Introduction to Physical and Cultural Geography

3 credits

Prerequisite: 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.

GEO 100-400: Special Topics

1-3 credits

Prerequisites: 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.

German Course Descriptions

GER 111: Beginning German I (German Level I-A)

3 credits

An introduction to pronunciation, conversation, grammar, and written communication through the acquisition of basic German vocabulary with an introduction to the culture of German-speaking countries. Open only to students with little or no background in German.

GER 112: Beginning German II (German Level I-B)

3 credits

Prerequisite: GER 111 or equivalent of one year high school German

Continuation of GER 111.

GER 211: Intermediate German I (German Level II-A)

3 credits

Prerequisite: GER 112 or permission of instructor

A continuation of the study of the German language and its culture. Emphasis on the acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening, reading comprehension, and writing.

GER 212: Intermediate German II (German Level II-B)**3 credits***Prerequisite: GER 211 or permission of instructor*

Continuation of GER 211.

Health Care Management Course Descriptions

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: 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***Prerequisites: 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 100-400: Special Topics**1-3 credits***Prerequisites: 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 402: Community Health Evaluation**3 credits***Prerequisite: 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: 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***Prerequisites: 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. Such requests will be determined on a case-by-case basis.

HCA 429: Advanced Directed Study and Research**1-3 credits***Prerequisites: 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 en-

rollment 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

Prerequisites: 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

Prerequisites: MGT 301, HCA 402, and taken during the last 15 hours of residency

A capstone course that integrates health services planning, organization, management, and evaluation. Policy formulation and management are studied. Additional fee applies for ETS examination.

History Course Descriptions

HTY 121: United States History to 1865

3 credits

Prerequisite: SSC 102

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

Prerequisite: SSC 102

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 the principal movements, events, ideas, and personalities in the Western world from ancient times to 1500. 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 225: Far-Eastern Civilization

3 credits

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues, and practices and developments in the post-World War II era. Offered annually.

HTY/POL 227: Latin America and the Caribbean

3 credits

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/POL 233: Modern Middle East

3 credits

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict, and oil. Offered annually.

HTY/POL 245: Vietnam War

3 credits

Prerequisite: sophomore standing

A study of America's political, economic, and military role in Vietnam from 1950 to 1975.

HTY/POL 301: Career Preparation

1 credit

This course helps the student to navigate the transition from undergraduate life to graduate school, professional school, or full-time employment.

HTY 320: History of Florida

3 credits

This course will explore the history of Florida from its first settlements to its modern development as the "Sunshine State." It will cover the different groups of people who have shaped the history of Florida—Native Americans, Europeans, and African Americans—and how their interactions have

contributed to Florida's culture as well as place Florida's past into its larger regional and national context. The course will use historians' essays, explorers' accounts, fiction, autobiographies, public history sites, song lyrics, and the natural landscape to learn about Florida history.

HTY/SSC 322: Racial and Ethnic Groups in America 3 credits

Prerequisite: SOC 121, SSC 101, or HON 150 and junior standing or permission from instructor

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on minorities, such as African Americans, Mexican Americans, Puerto Ricans, Asian Americans, and Native Americans. Offered fall semester.

HTY 324 Sub-Saharan Africa 3 credits

Prerequisite: junior standing or permission of the instructor

A survey of the major events, ideas, and problems of Sub-Saharan 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: sophomore standing

An intensive study of the history and development of Russia since 1900. Offered in alternate years.

HTY 329: Directed Study or Research 3 credits

Prerequisite: permission of faculty member

Designed for small groups of students to pursue a particular aspect of history 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.

HTY/POL 330: War and Peace Military Strategy:

Antiquity to Post Cold War 3 credits

Prerequisite: sophomore standing

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on U.S. military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. Offered in alternate years.

HTY 331: The American Civil War 3 credits

Prerequisite: 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/POL 333: Palestine and Israel 3 credits

Prerequisite: sophomore standing

A detailed examination of the 20th-century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

HTY/SSC 335: Women in American Society 3 credits

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/POL 337: Legacies of the British Empire 3 credits

Prerequisite: 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/POL 339: Readings in History 3 credits

Prerequisite: 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 341: The American War of Independence 3 credits

Prerequisite: junior standing or permission of instructor

An analysis of the military strategies and operations of each side in the American War of Independence, along with diplomatic and political aspects.

HTY/POL 395: Genocide, War-Crimes & Laws of War

3 credits

Prerequisite: 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 100-400: Special Topics

1-3 credits

Prerequisite: 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/POL 422: Europe Since the Twentieth Century

3 credits

Prerequisite: 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: 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.

POL/HTY 425: Internship

3-6 credits

Prerequisite: 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. Offered annually. This is a pass/fail course.

HTY/POL 426: American Diplomatic History

3 credits

Prerequisite: 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/POL 427: History of Ideas

3 credits

Prerequisite: 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: 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: 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/POL 430: Role of the Military in the Modern World

3 credits

Prerequisite: 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: senior standing in history or international studies*

Directed research and the development and presentation of a senior thesis on a significant historical issue. Offered annually.

Honors Course Descriptions

HON 101: Honors Freshman Apprenticeship**1 credit***Prerequisites: freshman standing and admission to the Honors Program*

A contract course whereby freshmen honor students may contract with individual faculty to assist in research, preparation for teaching, or the advancement of projects intended to enhance the intellectual or artistic environment of the campus. The availability of the course is dependent upon faculty requests. In general, students compete for assignments listed by faculty at the beginning of each academic term. Work requirements, duties and responsibilities, and grading policy are spelled out in a contract developed by the instructor and signed by the student before enrollment is completed.

HON 150: The Classical World View**3 credits***Prerequisite: admission to the Honors area of study or permission of faculty member*

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama, and philosophical writings that embrace questions relating to ethics, politics, physics, and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers. Offered annually.

HON 151: The Christian Vision**3 credits***Prerequisite: admission to the Honors area of study or permission of faculty member*

Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic, and Protestant authors. They learn to identify the literary, philosophical, and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life. Offered annually.

HON 250: The Humanistic Tradition**3 credits***Prerequisites: admission to the Honors area of study or sophomore standing and permission of faculty member*

Students read and discuss important works by diverse authors spanning the broad period from Renaissance through Enlightenment. Essays, poetry, drama, novels, and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation. Offered annually.

HON 251: Scientific Revolutions**3 credits***Prerequisites: admission to the Honors area of study or sophomore standing and permission of faculty member*

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals, and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures, and accomplishments of the scientific enterprise. Offered annually.

HON 329: Directed Study: Readings or Research**3 credits***Prerequisites: admission to the Honors area of study and permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion. Offered as needed.

HON 350: The Human Condition Re-examined**3 credits***Prerequisites: admission to the Honors area of study or junior standing and permission of faculty member*

A collectively led seminar on 19th and early 20th century post-Enlightenment developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology, and technology. Supervised by the faculty member, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western world's concept of human nature. Offered annually.

HON 351: The Modern World View**3 credits***Prerequisites: admission to the Honors area of study or junior standing and permission of faculty member*

A seminar on late 20th and early 21st century thought, culture, and religion. Students read and discuss contemporary best-selling works of fiction and non-fiction. Through these works a variety of disciplinary perspectives are brought to bear on significant issues of social justice, multiculturalism, and globalization. Students are required to select for themselves, critically review, and present to the class the insights of a thematically associated scholarly text in order to demonstrate that they are prepared for lifelong learning. Offered annually.

HON 100-400: Special Topics

3 credits

Prerequisites: admission to the Honors area of study and permission of faculty member and Dean

A variable-content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the Honors Program course requirements, excluding HON 498 and 499. Offered as needed.

HON 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: admission to the Honors area of study and permission of faculty member and Dean

Intensive individual study in a particular aspect of an Honors topic 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.

HON 498: Honors Research Methods

1 credit

Prerequisites: admission to the Honors area of study and junior standing

Planning for the senior Honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources. Offered annually.

HON 499: Senior Honors Project

3 credits

Prerequisites: senior standing and HON 498

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the Dean. See the Honors Area of Study guidebook for further details. Offered annually.

Human Resources Management Course Descriptions

HRA 329: Directed Study: Readings or Research

3 credits

Prerequisites: 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: Risk Management

3 credits

Prerequisite: 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: 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: Human Resource Development

3 credits

Prerequisite: 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: 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 100-400: Special Topics

1-3 credits

Prerequisites: 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 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. Such requests will be determined on a case-by-case basis.

HRA 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: 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

Prerequisites: 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. Additional fee applies for ETS examination.

Human Services Course Descriptions

HUS 101: Service Learning

1-3 credits

This course is designed for students who are interested in learning more about different aspects of community service. One major focus of the course is to examine how community empowerment brings about organizational changes. Students will learn about the resources available to people for revitalizing their communities. Special emphasis will be given to understanding and applying the Saint Leo University values of excellence, community, respect, personal development, responsible stewardship, and integrity as well as the values pertinent to their particular field of study. Finally, students will have the opportunity to develop basic knowledge and skills in community service strategies, tactics, and techniques, including the art of volunteerism. May be repeated for credit.

HUS 121: Introduction to Human Services

3 credits

This course explores the field of human services, its history, concepts, delivery strategies, and values. The course also examines the various roles of human services workers in contemporary society. Offered as needed.

HUS 100-400: Special Topics

1-3 credits

Prerequisites: permission of faculty member and Dean/Center Director

A variable-content course in human services that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of a specific topic, such as family violence or populations at risk, or a broad study, such as human services policy issues. Topics to be covered are announced in advance of registration. Offered as needed.

HUS 335: Interpersonal Helping Skills

3 credits

Prerequisite: junior standing in Human Services

This is a skills-based course which introduces the student to generalist practice in a variety of human services settings emphasizing micro, macro, and mezzo approaches. Students will become familiar with the Council of Standards for Human Services Education (CSHSE), including understanding human systems, professional identity, assessment, treatment planning, evaluating, use of theoretical interventions, self assessment, and awareness of ethical issues. The professional Code of Ethics for Human Services will be used to study values and their implications in practice. This course is designed as a lab where students can begin to practice, give, and receive feedback on their skills from the instructor and their classmates. Students will learn how to use assessment tools like eco-maps

and genograms, develop case assessments and treatment plans, role play client/worker situations, review videotapes of role plays, and learn to give and receive feedback during class discussions. This course will present practice cases on people of various ethnic backgrounds, women, children, the aged, and the disabled. It will emphasize the impact of discrimination, economic deprivation, and oppression of various groups. Students will work in dyads to develop interviewing skills, will work in small class groups to develop teamwork skills, and will use the Internet in skill activities.

HUS 340: Group Skills for the Human Services **3 credits**

Prerequisites: junior standing in Human Services and HUS 335.

Group Skills for the Human Services explores the different stages of groups, group structures, organization, and functions. Students will learn about the different types of groups, their purpose, and ethical and multicultural issues found in all types of groups. Additionally, students will learn how to use specific skills in the various stages of group work. In this course, there is a heavy emphasis on experiential learning processes where students learn about group processes via group exercises in class.

HUS 345: Social Policy for the Human Services **3 credits**

Prerequisite: junior standing in Human Services

This course attends to the major aspects of social welfare in the United States. The course will focus on the policy-making process, the government and social welfare, and understanding and preventing poverty. Current social welfare programs will be examined in order to ascertain patterns of service provision, and evaluating programs to determine effectiveness in meeting human need. The role of social policy in American society and implications for the human services professional are examined. Students will be taught the process of policy formulation and the frameworks for analyzing current social policies utilizing the principles of social and economic justice.

HUS 410: Human Services Administration **3 credits**

Prerequisites: senior standing in Human Services and HUS 121, HUS 335, HUS 340, and HUS 345.

This course provides students with an understanding of the components of human services administration and management. It focuses on both indirect and direct service utilization, attention to organizational theory relevant to the human services, and skills necessary for the effective management and administration of human services organizations.

HUS 423: Field Placement III, Module 1 **6 credits**

Prerequisites: Taken in second to last term of residency after completion of all other major coursework. Specific prerequisites are HUS 121, HUS 335, HUS 340, HUS 345, HUS 410, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SWK 321, SOC/SWK 322, , SSC 328 or SSC 337.

This may be taken instead of HUS 425 and must be completed before enrolling in HUS 424. It is the first module of the final supervised field placement in a human service organization for a minimum of 150 hours during the term and is intended to provide students with the opportunity to learn the roles, skills, and methods of human services professionals. Students should become familiar with the administrative processes of the organization. Course fee may apply. Offered as needed. This is a pass/fail course.

HUS 424: Field Placement III, Module 2 **3 credits**

Prerequisites: Taken in last term of residency after completion of all other major coursework, including HUS 423. Specific prerequisites are HUS 121, HUS 335, HUS 340, HUS 345, HUS 410, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SWK 321, SOC/SWK 322, SSC 328 or SSC 337. Corequisite: HUS 498.

This may be taken instead of HUS 425 and must be taken after completing HUS 423. It is the second module of the final supervised field placement in a human service organization for a minimum of 150 hours during the term and is intended to provide students with the opportunity to learn the roles, skills, and methods of human services professionals. Students should become familiar with the administrative processes of the organization. Course fee may apply. Offered as needed. This is a pass/fail course.

HUS 425: Field Placement III **9 credits**

Prerequisites: Taken in last semester of residency after completion of all other major coursework. Specific prerequisites are HUS 121, HUS 335, HUS 340, HUS 345, HUS 410, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SWK 321, SOC/SWK 322, SSC/CRM 328 or SSC 337. Corequisite: HUS 498.

This is a supervised field placement in a human services organization for a minimum of 300 hours during the term and is intended to provide students with the opportunity to learn the roles, skills, and methods of human services professionals. Students should also become familiar with the administra-

tive processes of the organization. Course fee may apply. Offered as needed. This is a pass/fail course.

HUS 429: Advanced Directed Study and Research

3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of human services 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.

HUS 498: Senior Seminar

3 credits

Prerequisites: Generally taken in last term of residency after completion of all other major coursework. Specific prerequisites are HUS 121, HUS 335, HUS 340, HUS 345, HUS 410, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SWK 321, SOC/SWK 322, SSC/CRM 328 or SSC 337. Corequisite: HUS 424 or 425.

A capstone course designed to integrate previous coursework in human services. Through readings, written assignments, and oral presentations, students demonstrate their ability to integrate theory with human services practice and administration. Offered as needed.

Interdisciplinary Inquiry in the Arts Course Descriptions

IDS 201: Introduction to Interdisciplinary Inquiry in the Arts

1 credit

Prerequisites: FAS 101 and ENG 121

An introduction to the integrated pursuit of knowledge, exploring connections between art and other disciplines. Development of critical thinking skills to converse across disciplines. A library component is included.

IDS 340: International Influences in Arts and Humanities in the Western World

3 credits

Prerequisite: English 122

A variable-content course focusing on the artistic reciprocity between British and American cultures and significant Western cultures, emphasizing the dynamic relationship between art and literature, and including the tensions and trends which influence this relationship. Sample versions of this course have included "The Influence of Art and Literature of United Kingdom and Ireland," "The Influence of Art and Literature of France," and "The Influence of Art and Literature of Italy." Students complete this course with a required week abroad. This course is writing intensive and reflects the University's Benedictine-inspired value of community. This course may fulfill one upper-division English elective requirement in the English major.

IDS 420: Interdisciplinary Inquiry in the Arts Project

2 credits

Prerequisites: IDS 201 and junior standing

Taken as the final course in the interdisciplinary inquiry in the arts minor. The student works with two faculty members, one from the arts focus and the other from the second discipline, in the development of a final project.

International Hospitality and Tourism Management Course Descriptions

IHT 105: Traveling the World for Fun and Profit

3 credits

International tourism will play an integral part in the personal and professional lives of college graduates in the 21st century. This course is designed to encourage students to develop a personal philosophy for experiencing travel in a meaningful and responsible manner. It will also explore basic tourism concepts and issues to facilitate the development of individual travel skills, to demonstrate the dynamic interaction of tourism's various sectors and components, and to develop an understanding of the many employment and business opportunities available within the industry on an international basis. In addition, tourism's multi-disciplinary character will be discussed to highlight its potential relevance and application to a wide variety of majors and career interests.

IHT 220: Introduction to Hospitality and Tourism Management

3 credits

As the introductory course in International Hospitality and Tourism, this course provides students with an overview of the tourism industry and its four main operational sectors, including their history, primary characteristics, and career opportunities.

IHT 305: Restaurant Management**3 credits***Prerequisite: IHT 220*

Operational management of a successful food service facility is studied. Restaurant characteristics, menu planning, service techniques, kitchen design, sanitation and safety, and food handling from ordering to preparation are featured.

IHT 310: Hotel Management**3 credits***Prerequisite: IHT 220*

This course examines the structure and staffing of full-service hotels and the activities, duties, functions, and systems required to manage and operate them profitably.

IHT 315: Tourism Management**3 credits***Prerequisite: IHT 220*

This course examines the various fundamental elements of destination management that are used to create a sustainable and competitive tourism industry. Topics include international tourism organizations and tourism policy, planning, development, and regulation. Tourist behavior is also studied, including purpose of travel, the destination selection and buying process, and characteristics of travel flows.

IHT 329: Directed Study: Readings or Research**3 credits***Prerequisites: IHT 220 and permission of department chair and Dean*

This course is intended for individuals or small groups interested in studying a specific hospitality and tourism topic that is not covered in a regular course. It can also be used as an independent study for students who are traveling internationally or studying abroad. Offered as needed.

IHT 100-400: Special Topics**1-3 credits***Prerequisites: permission of department chair and Dean*

This is a variable-content course in hospitality and tourism that is designed for a specific class level: freshman (100) through senior (400). Topic is selected by the instructor prior to registration. Offered as needed.

IHT 405: Convention Management and Event Tourism**3 credits***Prerequisite: IHT 220*

This course examines the lucrative MICE industry (meetings, incentives, conventions, and expositions) that caters to the needs of business travelers and festivals and events (ranging from mega-events to community celebrations) that serve as tourist attractions for pleasure travelers.

IHT 410: Resort Management**3 credits***Prerequisite: IHT 220*

Seaside and mountainside resorts have attracted visitors for centuries. Today's international resorts offer a vast array of recreational and social activities amid a variety of worldwide climates, physical environments, and exotic cultures. This course examines how these all-inclusive mini-destinations are developed, managed, and operated.

IHT 415: International Tourism**3 credits***Prerequisite: IHT 220*

This course provides a global perspective of the tourism industry by examining the tourism industries of various countries around the world. It features the relative importance of tourism to their national economies, how their tourism industries are organized and governed, and their tourism supply and demand on an inbound, outbound, and domestic tourism basis, as well as their major attractions, facilities, and tourist routes.

IHT 425: Internship in International Hospitality and Tourism**3-12 credits***Prerequisite: permission of Program Director*

Internships are the experiential component of the IHT major. They are privileged positions that enable students to build on classroom theory by gaining professional experience under the guidance of an accomplished mentor at a host agency that furthers their career aspirations. Students have the option of fulfilling the internship requirement of 6-12 credit hours in individual 3-credit hour increments or performing them at one time. Internships can also be performed internationally. Offered fall, spring, and summer semesters.

IHT 429: Advanced Directed Study and Research**1-3 credits***Prerequisites: permission of department chair and Dean*

This course is an intensive study for individual students interested in a specific hospitality and tourism topic that is not covered in a regular course. It can also be used as an independent study for students who are traveling internationally or studying abroad. Offered as needed.

**IHT 498: Senior Seminar in
International Hospitality and Tourism**

3 credits

Prerequisites: senior standing and completion of all other IHT requirements (except IHT 425)

This is a research-driven, portfolio-building capstone course that requires students to prepare and present a research paper that focuses on the specific career path they intend to take within one of the four main sectors of the tourism industry. It will include the steps they must take to reach their career goals and the issues and challenges they expect to encounter. Discussions, presentations, and progress reports will be guided and supplemented by input from the instructor and guest speakers. Additional fee applies for ETS examination.

Liberal Studies Course Descriptions

LBS 201: Critical Thinking in the Liberal Studies

3 credits

Prerequisite: 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 330: Mathematical Inquiry

3 credits

Prerequisite: 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

Prerequisites: 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 Course Descriptions

MGT 301: Principles of Management

3 credits

Prerequisites: 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: 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

Prerequisites: 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: 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 318: Contracts and Procurement

3 credits

Prerequisite: MGT 312

This course provides students with an understanding of proven approaches for timely procurement of high quality goods and services at the best possible price. Related functional areas covered include supply chain management and sourcing, supplier and subcontractor approval, the competitive bidding process, selection, contract negotiation, problem resolution, and performance monitoring for effectiveness. Differences between the private and public sectors also will be examined, including requirements for organizations to comply with various government regulations such as the Federal Acquisition Regulation (FAR). At the end of this course, each student will have a working knowledge and vocabulary necessary to apply the key concepts governing the field of contracts and procurement.

MGT 320: Entrepreneurship I

3 credits

Prerequisites: 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: 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 325: Finance for Managers

3 credits

Prerequisite: 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.

MGT 327: Management Information Systems

3 credits

Prerequisites: 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 329: Directed Study: Readings or Research

3 credits

Prerequisites: MGT 301 and permission of department chair and Dean

Designed for small student groups to pursue in-depth a particular aspect of management that is not covered or is treated lightly in regular courses. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

MGT 331: Management of Human Resources**3 credits***Prerequisite: MGT 301*

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***Prerequisites: 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: 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: 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 100-400: Special Topics**1-3 credits***Prerequisites: 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 410: Quality Improvement and Management**3 credits***Prerequisites: 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: 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***Prerequisites: 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: 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

Prerequisites: 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. Offered as needed. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.

MGT 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: MGT 301 and permission of department chair and Dean

Intensive individual study in a particular aspect of management that is not covered in regular courses. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that 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.

MGT 430: Business, Government, and Society

3 credits

Prerequisite: 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: 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

Prerequisites: 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. Additional fee applies for ETS examination.

MGT 495: Project Management Applications

3 credits

Prerequisites: 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. Additional fee applies for ETS examination.

Marketing Course Descriptions

MKT 301: Principles of Marketing

3 credits

Prerequisites: ECO 202, 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: 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. Offered fall semester.

MKT 310: Integrated Marketing Communication

3 credits

Prerequisite: MKT 301 and MKT 308

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 324: Marketing Research

3 credits

Prerequisites: 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 345: Social Media Marketing

3 credits

Prerequisites: MKT 301 and COM 140

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 social media marketing strategies in a way that maximizes a company's long-term competitive advantage. Offered spring semester.

MKT 383: Consumer Behavior

3 credits

Prerequisite: 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, pre-purchase evaluation, consumption, and satisfaction, with an emphasis on individual consumer differences, the psychological process, and environmental influences. Offered fall semester.

MKT 100-400: Special Topics

1-3 credits

Prerequisites: 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 425: Marketing Internship

3-12 credits

Prerequisites: 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. Offered as needed. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.

MKT 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: 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 498: Marketing Policies and Strategies

3 credits

Prerequisites: 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. Additional fees apply for ETS examination and marketing computer simulation.

Mathematics Course Descriptions

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

MAT 002: Fundamentals of Math

3 semester hours

A minimum grade of C or higher is required in MAT 002 to take MAT 003, Basic Algebra. This course does not satisfy a LINK (general education) requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students improve basic math-

matical skills and to build a foundation for algebra. Topics include integers, rational, proportion, percentages, and elementary equations.

MAT 003: Basic Algebra

3 semester hours

Prerequisite: 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 128: Intermediate Algebra

3 credits

Prerequisite: MAT 003 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: College Mathematics

3 credits

Topics include number theory, numeration systems, geometry, counting methods, probability, and statistics. Offered every semester.

MAT 141: Finite Mathematics

3 credits

Prerequisite: MAT 003 or 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: MAT 128 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: 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 231. Offered every semester.

MAT 201: Introduction to Statistics

3 credits

Prerequisite: C or better in MAT 141 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. Offered every semester.

MAT 231: Calculus—with Analytic Geometry I

4 credits

Prerequisite: C or better in MAT 152 or mathematics placement

Topics include limits, derivatives, continuity, applications of derivatives, indeterminate forms, introduction to integrals, and the Fundamental Theorem of Calculus. Offered every semester.

MAT 232: Calculus II

4 credits

Prerequisite: MAT 231

Techniques and applications of integration, improper integrals, sequences, and series. Offered as needed.

MAT 251: Introduction to Discrete Mathematics

3 credits

Prerequisite: MAT 231

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 320: History of Mathematics

3 credits

Prerequisites: ENG 122 and MAT 231

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 323: Calculus III

4 credits

Prerequisite: MAT 232

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, and multiple integration. Offered as needed.

MAT 329: Directed Study: Readings or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of mathematics 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.

MAT 331: Probability and Statistics

3 credits

Prerequisite: MAT 232

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 334/GBA 334: Applied Decision Methods for Business

3 credits

Prerequisites: MAT 201 and junior standing

The use of 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; inventory control; forecasting; statistical process control; and linear programming. Offered every semester.

MAT 341: College Geometry

3 credits

Prerequisite: MAT 231

An examination of the foundations of geometry, modern modifications of Euclidean geometry, projective geometry, and transformation theory. Offered as needed.

MAT 351: Number Theory

3 credits

Prerequisite: MAT 232

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: MAT 231

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 362: Modern Abstract Algebra

3 credits

Prerequisite: MAT 232

The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms, and homomorphisms. Offered as needed.

MAT 100-400: Special Topics

1-3 credits

Prerequisites: 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 411: Differential Equations

4 credits

Prerequisite: MAT 232

Linear equations of first order and higher, simple non-linear equations, Laplace Transform, and systems of linear equations. Offered as needed.

MAT 423: Advanced Calculus

3 credits

Prerequisite: MAT 323

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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: 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: at least junior standing as a mathematics major

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 i) consider pursuing graduate degrees by researching different programs, understanding the application process and the demands of passing the GRE and the GRE subject test, ii) prepare for the process of attaining a job post-graduation, by creating a resume and cover letter, participate in a mock interview, and iii) 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 is going to serve as the prerequisite for MAT 499 Senior Research Project, the capstone course in mathematics. In MAT 497a proposal for a mathematics research paper will be written, submitted to the faculty mentor. This research will continue on in MAT 499.

MAT 499: Senior Project in Mathematics

3 credits

Prerequisite: 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.

Military Science Course Descriptions

Air Force ROTC

MSE-AFR 1101: Foundations of the United States Air Force (1) US AFR 1 credit

CR: AFR 2000, AFR 2001

Introduction to the Air Force Reserve Officer Training Corps (AFROTC) and the United States Air Force (USAF) including lessons in officership and professionalism and an introduction to communication. AFR 2001: Leadership Laboratory augments the course, providing followership and leadership experiences.

MSE-AFR 1120: Foundations of the United States Air Force (1) US AFR 1 credit

CR: AFR 2000, AFR 2001

A study of Air Force installations, core values, leadership, team building, and diversity within the armed forces. AFR 2001: Leadership Laboratory augments the course, providing followership and leadership experiences, using leadership and management principles learned.

MSE-AFR 2000: Enhanced Physical Fitness Training

0 credits

Required of all students. It meets twice per week for 1.25 hours. Concentrates on motivational physical fitness, healthy lifestyle, and cadet esprit. A minimum of 80 percent attendance in physical fitness training events is required for a passing grade.

MSE-AFR 2001: Leadership Laboratory

0 credits

Leadership laboratory is required for each of the Aerospace Studies courses. It meets 1.8 hours per week. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. Leadership laboratory involves a study of Air Force customs and courtesies; drill and ceremonies; career opportunities in the

Air Force; and the life and work of an Air Force junior officer. Students develop their leadership potential in a practical laboratory, which typically includes field trips to Air Force installations.

MSE-AFR 2130: Evolution of USAF Aerospace Power Part 1

1 credit

CR: AFR 2000, AFR 2001

A study of air power from balloons and dirigibles to the space-age global positioning systems in the Persian Gulf War. Emphasis is on the employment of air power in WWI and WWII and how it affected the evolution of air power concepts and doctrine.

MSE-AFR 2140: Evolution of USAF Aerospace Power Part 2

1 credit

CR: AFR 2000, AFR 2001

A historical review of air power employment in military and nonmilitary operations in support of national objectives. Emphasis is on the period from post-WWII to present.

MSE-AFR 2940: Basic Aerospace Internship

4 credits

This internship is granted **only** to AFROTC students who participated in the 6-week field training encampment. Those students receive academic instruction equal to AFR 1101, 1120, 2120, and 2140. Internship certified by the Professor of Aerospace Studies. Department approval required.

MSE-AFR 3220: Air Force Leadership and Management Part 1

3 credits

Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

The study of Air Force advancement and leadership. Concentration is on organizational and personal values, management of forces in change, organizational power, politics, and managerial strategy and tactics discussed within the context of the military organization. Actual Air Force cases are used to enhance the learning and communication processes.

MSE-AFR 3231: Air Force Leadership and Management Part 2

3 credits

Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

A continuation of Air Force advancement and leadership. Concentration is on organizational and personal values, management of forces in change, organizational power, politics, and managerial strategy and tactics discussed within the context of the military organization. Actual Air Force cases are used to enhance the learning and communication processes.

MSE-AFR 4201: National Security Affairs & Preparation

for Active Duty Part 1

3 credits

CR: AFR 2000, AFR 2001

Examines national security processes, regional studies, advanced leadership ethics, Air Force doctrine with concentration on military as a profession, communication, officership, military justice, civil control of military, preparation for active duty, and current issues affecting military professionalism.

MSE-AFR 4211: National Security Affairs & Preparation

for Active Duty Part 2

3 credits

CR: AFR 2000, AFR 2001

Continued study of national security processes, regional studies, advanced leadership ethics, and Air Force doctrine. Specific topics include studies of Europe, Middle East, Russia (formerly Soviet Republics), performance feedback, effective performance report writing, enlisted/officer evaluation systems, and operations risk management to prepare students for active duty.

Army ROTC

MSL 1001: Leadership and Personal Development

2 credits

MSL 1001 introduces students to the personal challenges and competencies that are critical for effective leadership. Students will learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student.

MSL 1002: Introduction to Tactical Leadership

2 credits

MSL 1002 overviews leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback, and using effective writing skills. Students will explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises.

MSL 2101: Innovative Team Leadership

2 credits

MSL 2101 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises, and participating in leadership labs. The focus continues to build on developing knowledge of the leadership values and attributes through understanding Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and warrior ethos as they apply in the contemporary operating environment.

MSL 2102: Foundations of Tactical Leadership

2 credits

MSL 2102 examines the challenges of leading tactical teams in the complex contemporary operating environment (COE). This course highlights dimensions of terrain analysis, patrolling, and operation orders. Continued study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. MSL 2102 provides a smooth transition into MSL 3201. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team-building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

MSL 2900: Army Physical Readiness

1 credit

This course will train students in the unique role of Army physical readiness in sustaining military operations. It will also prepare students to plan, prepare, and conduct military fitness training. Repeatable for 8 semesters, but only 4 credit hours will be counted toward the program.

MSL 3201: Adaptive Team Leadership

3 credits

Students are challenged to study, practice, and evaluate adaptive team leadership skills as they are presented with the demands of the ROTC Leader Development and Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Students will receive systematic and specific feedback on their leadership abilities.

MSL 3202: Leadership in Changing Environments

3 credits

Students will be challenged to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of the ROTC Leader Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Students will receive systematic and specific feedback on their leadership abilities.

MSL 4301: Developing Adaptive Leaders

3 credits

MSL 4301 develops student proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing performance feedback to subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and lead fellow ROTC cadets. Lessons on military justice and personnel processes prepare students to make the transition to becoming Army officers.

MSL 4302: Leadership in a Complex World

3 credits

MSL 4302 explores the dynamics of leading in the complex situations of current military operations in the contemporary operating environment (COE). Students will examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. Students also explore aspects of interacting with non-government organizations, civilians on the battlefield, and host nation support.

Music Course Descriptions

MUS 106:Saint Leo Singers

1 credit

Performance of wide variety of choral music, including jazz, contemporary pop, classical, multicultural, and folk music. Open to all students. May be repeated for credit.

MUS 115: Voices of Christ

1 credit

Voices of Christ is the music ministry for Saint Leo University Ministry. The musical choir and band are designed to foster passionate involvement in music ministry through scripture reflection, prayer, and regular weekly practice. The students will learn many liturgical musical styles as well as proper ministerial practices during liturgical services. Students will learn the purpose of music in ministry and how vital their role is as music ministers. May be repeated for credit.

MUS 120, 220, 320, 420: Private Instruction

1 credit

Students may request private instruction in keyboard, voice, brass, percussion, strings, woodwinds, and guitar. Ten 30-minute lessons per semester. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121: Music Theory I 3 credits
Beginning principles of musical structure and style including analysis, writing, and ear training.

MUS 122: Music Theory II 3 credits
Prerequisite: MUS 121
A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training.

MUS 123: Introduction to Music 3 credits
Prerequisite: FAS 101
Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 130: Instrumental Ensemble 1 credit
This course is designed to develop individual and group performance skills within an instrumental ensemble. Instrumental ensembles will be organized based on student interest and the availability of sufficient participants for proper ensemble balance. Possible ensembles include jazz, strings, percussion, guitar, and mixed instrument. May be repeated for credit.

MUS 131: Sight Singing and Ear Training I 1 credit
Corequisite: MUS 121
MUS 131 is designed to begin training in aural recognition and vocal realization of materials used in music composition.

MUS 231: Sight Singing and Ear Training II 1 credit
Corequisite: MUS 122
MUS 231 is a continuation of the training begun in MUS 131, expanding the harmonic, interval, and rhythmic vocabulary in correlation with the materials used in music composition.

MUS 241: Practicum in Music Ministry I 1 credit
Corequisite: MUS 340
Designed to foster passionate involvement in ministry and gain practical working knowledge of the duties of a music minister. The student will learn the practices of directing a music ministry and apply the concepts learned in Music Ministry Leadership for four hours per week. Offered every spring.

MUS 321: Music History I 3 credits
Prerequisite: MUS 123
The study of the Medieval, Renaissance, and Baroque periods of music, focusing on forms, styles, and composers from each period.

MUS 322: Music History II 3 credits
Prerequisite: MUS 123
The study of the Classical, Romantic, Impressionistic, and Modern periods of music, focusing on forms, styles, and composers from each period.

MUS 329: Directed Study: Readings or Research 3 credits
Prerequisites: permission of faculty member and Dean
Designed for small groups of students to pursue in-depth a particular aspect of music 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.

MUS 332: The Story of Western Christian Music 3 credits
The relationships between musical art and the Christian faith. The music of the church, past and present. Christian folk music of the twentieth century in relation to the Christian musical tradition and to biblical expressions of faith. Previous study of music not required.

MUS 335: Introduction to Choral Conducting 3 credits
Prerequisites: MUS 122, MUS 231, and basic piano skills
Designed to introduce the fundamentals of choral conducting for professional and amateur groups. It will cover basic choral conducting techniques, vocal warm-ups, and rehearsal techniques.

MUS 340: Music Ministry Leadership 3 credits
Corequisite: MUS 241

Designed to teach the basic skills necessary to be a leader of Catholic Liturgical Musical Ministry, this course will highlight major liturgical celebrations and the music minister's role in coordinating worship. It will also emphasize the importance and purpose of music in liturgy as a means of celebrating and worshiping as a faith community. Offered in alternate years.

MUS 341: Practicum in Music Ministry II

3 credits

Prerequisite: MUS 241

Designed for further practical working experience of the duties of a music minister through placement in a local church or school. Placement will vary depending upon the student's strengths and career path. The student will learn the practices of directing a music ministry and continue to apply the concepts learned in Music Ministry Leadership for four hours per week.

MUS 100-400: Special Topics

1-3 credits

Prerequisites: 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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of music 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.

Philosophy Course Descriptions

PHI 101: The Quest for Wisdom

3 credits

The course examines human beings as present to themselves, as having a narrative self-understanding, and as being on a quest for meaning and orientation in life. Some of the topics are the mystery of existence; thinking and prejudice; the good, conscience, and the power of choice; the state and the dignity of the person; the problem of materialism and scientism; and the place of imagination in articulating life's meaning.

PHI 223: Logic

3 credits

An introduction to different methods of formal and informal analysis of the logical structure of propositions and arguments. Possible topics include syllogistic logic, propositional logic, predicate logic, inductive inferences, and informal fallacies.

PHI 224: Ethics

3 credits

Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

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, 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/POL 311: Political Philosophy I

3 credits

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.

PHI/POL 312: Political Philosophy II

3 credits

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.

PHI 324: Bio Ethics

3 credits

Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328: Business Ethics 3 credits

Prerequisites: ENG 122 and junior standing

A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329: Directed Study: Readings or Research 3 credits

Prerequisites: 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.

PHI 332: Philosophy of Human Being 3 credits

A study of what it means to be human, with particular emphasis on concepts of the self and the questions of freedom and responsibility.

PHI 335: Philosophy of Love 3 credits

Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 345: Contemporary Moral Issues 3 credits

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice, and population control.

PHI 346: Environmental Ethics 3 credits

A study of the philosophical aspects of ethical issues involved in the relation of human beings to the environment, including religious perspectives.

PHI/REL 364: Studies in Jewish Thought 3 credits

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

PHI/REL 366: Asian Studies 3 credits

Selected topics in Asian thought, with emphasis on problems, thinkers, and movements.

PHI 100-400: Special Topics 1-3 credits

Prerequisites: 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 429: Advanced Directed Study and Research 1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of philosophy 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 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.

Physical Education Course Descriptions

PED 102: Concepts of Wellness 2 credits

Designed for students to develop an increased understanding and appreciation of the significance of physical fitness and wellness, to assess their present status, and to formulate positive attitudes and actions toward maintaining and/or improving their current level of fitness and health.

PED 162: Beginning Golf 1 credit

This course is designed to give the beginning player the fundamentals to play the game of golf properly. The course involves classroom instruction in rule interpretation, course management, equipment selection, common beginner mistakes, and golf etiquette. The practical part of the course will involve skill attainment in all the fundamentals of the golf swing.

PED 172: Beginning Racquetball 1 credit

This course is designed for the pupil to develop skills in racquetball, as well as insight into how it can be of value to the student in the future. The course will involve physical skills in racquetball as well as rules, regulations, team and individual competitions, and written tests covering all of these components.

PED 176: Beginning Tennis 1 credit

This course is designed to acquaint the student with some of the educationally sound contributions that participation in tennis can give the individual. As an academic course, emphasis is placed on knowledge of the origin and evolution of tennis and the rules of the game, as well as the development of specific tennis skills.

PED 182: Beginning Weight Training

1 credit

This course is designed to allow beginning students in weight training to construct their own weight-training program as a part of a total fitness program. The students will start their program at a safe and comfortable level and progress at an acceptable rate of improvement. The student will be exposed to all the proper techniques and safety factors involved in a weight-training program.

PED 201: Beginning Swimming

1 credit

This course is designed to follow the American Red Cross Learn to Swim Program and the Basic Water Rescue course. In the Learn to Swim Program, students will learn aquatic and safety skills in a logical progression. The Basic Water Rescue course will provide students with information and skills to prevent, recognize, and respond to aquatic emergencies using non-swimming rescues. This is a pass/fail course.

PED 220: Motor Skill Development and Analysis

3 credits

Prerequisite: BIO 225

A study of the growth and maturational processes that affect motor skill acquisition and performance throughout the life span. Theories are examined regarding learned motor behavior and the control of movement, focusing on the role of perceptual, memory, and motor functions in the acquisition and retention of skilled movement. Students attain the knowledge necessary to undertake a systematic approach to the analysis of human motion. Offered fall semester.

PED 230: Community First Aid and Safety

3 credits

The goal of this course is to provide students with knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain, and to minimize the consequences of injury or sudden illness until professional help arrives. Course includes adult, child, and infant CPR, first aid, and automatic external defibrillation training. Course fee may apply.

PED 306: Instructional Design and Content of Racquet Sports/

3 credits

Track and Field

Prerequisite: sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach racquet sports and activities. Emphasis is placed upon the development of competencies needed to develop a racquet sports curriculum, design and implement effective lessons, and create an appropriate learning environment. Field work required. Offered spring semester of even years.

PED 307: Instructional Design and Content of Swimming and Golf

3 credits

Prerequisite: sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach swimming and golf. Emphasis is placed upon the development of competencies needed to develop a lifetime sports curriculum, design and implement effective lessons, and create an appropriate learning environment.

PED 308: Instructional Design and Content of Personal Fitness/

3 credits

Weight Training

Prerequisite: sophomore standing

This course is designed to prepare pre-professional physical educators to implement the Personal Fitness course that is Florida's physical education high school graduation requirement. The emphasis is on developing understanding of the content of the Personal Fitness course and competencies to assess fitness levels and design fitness programs for individuals. Field work required. Offered fall semester of odd years.

PED 309: Instructional Design and Content of Team Sports

3 credits

Prerequisite: sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach team sports and activities. Emphasis is placed upon the development of competencies needed to develop a team sports curriculum, design and implement effective lessons, and create an appropriate learning environment. Field work required. Offered spring semester of odd years.

PED 311: Lifeguard Training

3 credits

This course is designed to teach prospective lifeguards the skills and knowledge needed to prevent and respond to aquatic emergencies. Upon successful completion of this course, candidates will be awarded the American Red Cross Lifeguard Training certification.

PED 313: Water Safety Instruction

3 credits

This course is designed to train instructor candidates to teach American Red Cross Swimming and Water Safety courses. Practice teaching is an integral part of the course. Upon successful completion of this course, candidates will be awarded the American Red Cross W.S.I. certification. Lab fee may apply.

PED 320: Theory and Practice of Coaching

3 credits

Prerequisite: sophomore standing

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology, and psychology serve as the research base. Offered spring semester of even years.

PED 322: Coaching Football

3 credits

Prerequisite: sophomore standing

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered fall semester of even years.

PED 323: Coaching Golf and Tennis

3 credits

Prerequisite: sophomore standing

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels. Field work required. Offered fall semester of odd years.

PED 324: Coaching Basketball

3 credits

Prerequisite: sophomore standing

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered spring semester of even years.

PED 325: Coaching Baseball

3 credits

Prerequisite: sophomore standing

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered spring semester of odd years.

PED 329: Directed Study or Research

3 credits

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue a particular aspect of physical education 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.

PED 340: Prevention and Treatment of Athletic Injuries

3 credits

Prerequisite: sophomore standing

The primary purpose of this course is to provide prospective teachers, coaches, and recreational leaders with an in-depth study of practices and techniques applicable to the prevention and treatment of athletic injuries and conditions that might occur in activities that they may have under their supervision. Course fee may apply. Offered fall semester of odd years.

PED 341: Advanced Care and Treatment of Athletic Injuries

3 credits

Prerequisite: PED 340

The primary purpose of this course is for the students to have an advanced understanding of the care and treatment of athletic injuries. This is to include but is not limited to advanced anatomy, specialized taping and wrapping techniques, thorough evaluation and rehabilitation of injuries, communicating with physicians, observation and assistance to the athletic trainers on staff, use of modalities, and description of over-the-counter medications.

PED 347: First Aid and CPR Instructor

3 credits

Prerequisites: PED 230 with current Red Cross certification

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Course fee may apply.

PED 350: Adaptive Physical Education and Recreation

3 credits

Prerequisite: junior standing

A study of the principles and methods of adaptive physical education and recreation for persons with disabilities. Content of the course includes a diversified program of developmental activities, games, and sports suited to the interest, capacities, and limitations of students with disabilities who may not safely or successfully engage in unrestricted participation in vigorous activities and sports both in school and in out-of-school community programs. Offered fall semester.

PED 100-400: Special Topics

1-3 credits

Prerequisites: permission of faculty member and Dean

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

PED 429: Advanced Directed Study or Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of physical education 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.

PED 443: Organization and Administration of Physical Education

3 credits

Prerequisites: EDU 380 and junior standing

Designed to cover the organization and administrative policies, standards, and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems. Offered fall semester of odd years.

Physics Course Descriptions

PHY 221: General Physics I

3 credits

Prerequisite: MAT 152 or corequisite with approval of instructor

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. All students registered for this course must also be registered for PHY 221L.

PHY 221L: General Physics Laboratory

1 credit

Prerequisite: MAT 152 or corequisite with approval of instructor

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. All students registered for this course must also be registered for PHY 221.

PHY 222: General Physics II

3 credits

Prerequisites: PHY 221 and PHY 221L

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. All students registered for this course must also be registered for PHY 222L.

PHY 222L: General Physics II Laboratory

1 credit

Prerequisites: PHY 221 and PHY 221L

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. All students registered for this course must also be registered for PHY 222.

PHY 329: Directed Study: Readings or Research

3 credits

Prerequisites: 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.

PHY 100-400: Special Topics

1-3 credits

Prerequisite: 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.

PHY 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: 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.

Political Science Course Descriptions

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/CRM 123: Introduction to Law and the Legal System

3 credits

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. Understanding the role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations is stressed. Offered annually.

POL/CRM 222: Introduction to Homeland Defense

3 credits

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 quickly recover from disaster.

POL 223: American Federal Government

3 credits

Prerequisite: SSC 102

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/HTY 227: Latin America and the Caribbean

3 credits

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/HTY 233: Modern Middle-East

3 credits

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict, and oil. Offered annually.

POL 295: International Relations Theories and Crises

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/HTY 301: College Preparation

1 credit

This course helps the student to navigate the transition from undergraduate life to graduate school, professional school, or full-time employment.

POL/PHI 311: Political Philosophy I**3 credits**

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/PHI 312: Political Philosophy II**3 credits**

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 325: Public Administration**3 credits**

Prerequisite: sophomore standing

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations, and public relations. Offered annually.

POL 326: United States Constitutional Law I**3 credits**

Prerequisite: 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: 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 329: Directed Study or Research**3 credits**

Prerequisite: permission of faculty member

Designed for small groups of students to pursue a particular aspect of political science 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.

POL/HTY 330: War and Peace Military Strategy:**3 credits****Antiquity to Post Cold War**

Prerequisite: sophomore standing

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on U.S. military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars are included. Offered in alternate years.

POL/CRM 332: Terrorism**3 credits**

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/HTY 333: Palestine and Israel**3 credits**

Prerequisite: sophomore standing

A detailed examination of the 20th-century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

POL/ECO 334: International Political Economy**3 credits**

Prerequisite: 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/HTY 337: Legacies of the British Empire

3 credits

Prerequisite: 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.

POL/HTY 339: Readings in Political Science

3 credits

Prerequisite: junior standing or permission of instructor

Students will read intensively about some major themes and events of U.S. 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 preparation for Senior Seminar, and students are strongly encouraged to take it first.

POL/CRM 361: Legal Issues in Counter-Terrorism

3 credits

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/CRM 363: Exploitable Weaknesses in Terrorist Organizations

3 credits

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.

POL/CRM 365: Local Response to Terrorism

3 credits

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 governments' 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.

POL/HTY 395: Genocide, War-Crimes and Laws of War

3 credits

Prerequisite: 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 100-400: Special Topics

1-3 credits

Prerequisite: 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/HTY 422: Europe Since the Twentieth Century

3 credits

Prerequisite: 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/HTY 425: Internship

3-6 credits

Prerequisite: 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. Offered annually. This is a pass/fail course.

POL/HTY 426: American Diplomatic History

3 credits

Prerequisite: 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/HTY 427: History of Ideas

3 credits

Prerequisite: 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: 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 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of political science 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.

POL/HTY 430: Role of the Military in the Modern World

3 credits

Prerequisite: 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: 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.

Psychology Course Descriptions

PSY 121: Introduction to Psychology

3 credits

Prerequisite: SSC 101

A survey of the major areas in psychology. Principal topics covered are physiological bases of behavior, personality, mental disorders and their treatment, social influences, motivation and emotions, and other basic issues. The course introduces the student to the broad spectrum of theories used in understanding human behavior and extends knowledge from the LINK Human Behavior Perspective course into specific areas of psychology.

PSY 161: Fundamentals of Psychology

3 credits

Prerequisite: declared major in psychology

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 201: The Psychology Major: Academic and Professional Issues

3 credits

Prerequisites: PSY 121 or PSY 161; taken concurrently with PSY 205 or before student can complete fourth psychology course

This course is a required three-credit course that was 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 résumé, and conducting a successful job search or application process to graduate school. Offered annually.

PSY 205: Research Methods I

3 credits

Prerequisites: 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: 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: 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

Prerequisites: 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: 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: 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: 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

Prerequisites: 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, pre-nursing, public administration, marketing, and management.

PSY 329: Directed Study: Readings or Research

3 credits

Prerequisites: 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: 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

Prerequisites: 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: 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: 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: 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: 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: 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: 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: 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: 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: 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 in class as well as the classroom, 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. The course will include small group exercises, journal writing, discussion, and lectures.

PSY 345: Human Memory: An Integrated Exploration

3 credits

Prerequisite: PSY 305 completed or taken concurrently

The purpose of this course is to provide a multifaceted and integrated approach to the psychological study of human memory. This course will explore the recent, converging evidence from cognitive psychology, neuroscience, developmental psychology, and applied memory research. It will also introduce principal issues in memory research and describe important research paradigms. Topics include the history of human memory research, memory and the brain, memory for facts and skills, working memory, forgetting, memory models, developmental changes in memory, emotional memories, memory disorders, issues in memory research, and ways to improve your memory.

PSY 347: Human Behavior in Crisis

3 credits

Prerequisite: 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 100-400: Special Topics

1-3 credits

Prerequisites: 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 401: Introduction to Community Counseling and Mental Health

3 credits

Prerequisite: 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: 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 psy-

chology, 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: 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: 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: 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

Prerequisites: 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: 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: 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

Prerequisites: 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

Prerequisites: 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

Prerequisites: 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: 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: 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 em-

phasis 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: 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

Prerequisites: 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 441: Evolutionary Psychology

3 credits

Prerequisite: PSY 121 or PSY 161

This course presents an overview of the growing field of evolutionary psychology. Students will be exposed to empirical research findings, theoretical bases, and methodological issues related to socio-biology, behavioral genetics, and the evolution of species. Students will become familiar with concepts of natural and sexual selection, inclusive fitness, competition, evolved psychological mechanisms, and environmental influences on species. Students will gain a deeper understanding of human nature through exposure to the history of the human species as a changing social animal in dynamic relationship with his or her environment, strongly influenced by the past in his or her efforts to strive for a better future. Lectures and discussions will be supplemented by both cutting-edge and seminal primary readings.

PSY 445: Experimental Design, Analysis and Program Evaluation

3 credits

Prerequisite: PSY 305

Expands upon the research topics addressed in the PSY 205 and 305 research methods classes by examining more complex research and analytic issues, experimental designs (including higher order factorial designs), data analysis, data interpretation, and output dissemination. This course is particularly important for students who plan to pursue graduate study or a career with an applied research or critical thinking emphasis.

PSY 496: Comprehensive Psychology Examination

0 credits

Corequisite: PSY 499

Final comprehensive written examination for students majoring in psychology. Examination is administered in the PSY 499: Senior Seminar in Psychology course. Test fee.

PSY 499 Senior Seminar in Psychology

3 credits

Prerequisites: senior standing in psychology with a minimum of six psychology courses including PSY 305. Corequisite: PSY 496.

Designed as the capstone course in psychology, this course is a review of the evolution of the history and major systems of psychology including behaviorism, Gestalt psychology, psychoanalysis, and the humanistic and cognitive movements. The course develops in students a basic understanding of the development of psychology as an independent discipline. It helps students to develop an historical context that will help them to better understand the diverse people, ideas, and schools of thought that have shaped psychology through the ages.

Religion Course Descriptions

REL 123*: Foundations of Christian Faith

3 credits

Prerequisite: PHI 101

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.

REL 124*: Introduction to the Old Testament**3 credits***Prerequisite: PHI 101*

A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.

REL 201*: Introduction to the New Testament**3 credits***Prerequisite: PHI 101*

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and redaction criticisms. Offered annually.

REL 223: Religions of the World I: Western Religions**3 credits***Prerequisite: PHI 101*

A study of Western religions, including religions of nonliterate societies and ancient religions, Judaism, Christianity, and Islam. Offered annually.

REL 224: Religions of the World II: Eastern Religions**3 credits**

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism, and the religions of Japan. 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 301*: Management of Human Resources for Ministry**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This hands-on course in parish management includes the study of solid business and management principles integrated into a Catholic atmosphere of respect and dignity for each person on staff.

REL 325: The Gospels of Matthew, Mark, and Luke**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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 329: Directed Study: Readings or Research**3 credits***Prerequisites: REL 123, REL 124, REL 201, or REL 223; permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of theology 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.

REL 330*: Christian Morality**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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.

REL 331: Religion and Personal Experience**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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 333: Survey of Christian Theology I**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

REL 334: Survey of Christian Theology II**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

Christian theology from the Reformation to the present. Offered in alternate years.

REL 335: The Torah**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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 336: Historical Books**3 credits**

Prerequisite: REL 123, REL 124, REL 201, or REL 223

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, and Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

REL 337: Prophetic Writings

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel, and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

REL 338: Poetry and Wisdom Literature

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

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 341: Theological Responses to the Shoah

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

How does one respond to the Shoah, i.e., the catastrophic systematic extermination of millions of Jews by the Nazi regime? The inhumanity with which the Jews were massacred is beyond the capacity of words to convey. The magnitude of this genocide raises complex questions, as well as moral and religious reflection. The fact that the Shoah took place in Europe, that is, in countries of long-standing Christian civilization, also raises questions about the relation between Nazi persecution and the attitudes down the centuries of Christians toward the Jews.

REL 345*: Christian Social Justice: A Roman Catholic Perspective

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace, and justice.

REL 351: Theological, Moral, and Spiritual Aspects of Marriage and Sexuality

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

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 357: Women in the Church

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church. Offered as needed.

REL/PHI 364: Studies in Jewish Thought

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

REL/PHI 366: Asian Studies

3 credits

Selected topics in Asian thought, with emphasis on problems, thinkers and movements.

REL 100-400*: Special Topics

1-3 credits

Prerequisites: REL 123, REL 124, REL 201, or REL 223; 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.

REL 401: The Catholic Tradition

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

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 410*: Theological Foundations I

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

This is an inquiry into theological method, theological anthropology, sin, grace, faith, revelation, God, Christ, and Trinity.

REL 411*: Theological Foundations II

3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

This course continues the exploration of Christian ecclesial and self-understanding: Christ, Trinity, Church, sin, and grace. The course cites important movements in the history of Christian thought with attention to how language, culture, and history have affected our interpretation of God's saving acts.

REL 423*: Christian Ethics III: Medical-Moral Issues 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

This course studies the ethical principles related to medical-moral concerns, such as abortion, stem cell research, issues around sexual reproduction, and end of life issues.

REL 424: Death and the Meaning of Life 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

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: REL 123, REL 124, REL 201, or REL 223

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: REL 123, REL 124, REL 201, or REL 223

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

REL 427*/THY 527: Ecclesiology 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

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.

REL 428: Gospel of Luke 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

This intermediate-level course will explore the origins of Christianity through the lens of the two biblical works attributed to the Evangelist Luke. We will primarily be engaged in reading Luke and Acts closely and carefully, using the exegetical methods of source and redaction criticism. In the process, we will also address various issues of history, theology, and spirituality, in the contexts of the Judeo-Christian culture of the first century and our own diverse cultures of the early twenty-first century.

REL 429: Advanced Directed Study and Research 1-3 credits

Prerequisites: REL 123, REL 124, REL 201, or REL 223; permission of faculty member and Dean

Intensive individual study in a particular aspect of theology 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.

REL 431*: Liturgy 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

A study of Christian worship and sacramental theology. Offered as needed.

REL 432*: Christian Spirituality 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

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.

REL 441/THY 551: Abraham's Tent: Christian and Jews in Dialogue 3 credits

Prerequisite: REL 123, REL 124, REL 201, or REL 223

This course is designed as a study of what Christians and Jews share, where they differ, and how they might work together for a more peaceful world.

REL 442: The Second Vatican Council & Beyond**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church.

REL 450*: History of Christianity**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This is an inquiry into theological, spiritual, and institutional history of Christianity from the time of Jesus until the present.

REL 455*: American Catholicism:**Theology, Spirituality, Culture, and History****3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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 460: Cybersculture: New Challenges for Pastoral Ministry**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This course explores major themes of communication theology in today's cybersculture. This exploration includes an overview of different ways that church ministers are using communication technologies from an international down to a local level. This overview includes a critical evaluation/discrimnment of how Internet culture reflects positively or negatively on the world of faith and religion. Pastoral ministers will explore how to integrate their ministry into the emerging digital culture as an active content producer. Students will acquire skills necessary to be effective Gospel proclaimers in cybersculture.

REL 467/THY 567: Introduction to Hebrew**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This course is a general introduction to the modern Hebrew language. Designed as part of a broader theological context, however, it is presumed that most students will participate in this course out of a desire to enhance their ability to study Hebrew scripture more intently through familiarity with the Hebrew language. Therefore, students will also examine selected texts of biblical Hebrew as well. Students taking this course for graduate credit will be required to complete a module on biblical Hebrew; undergraduates may do so at their discretion for extra credit. The course will consist of language drills in class, readings on the Hebrew language and Hebrew culture, and other activities. The use of Hebrew in both Hebrew and Christian scripture study and worship will be examined.

REL 468*: Catechesis (Religious Education): Theory and Practice**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This course explores the 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.

REL 470*: Christology**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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.

REL 480*: Theology and Spirituality of Ministry**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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.

REL 482*: Finding God in All Things:**The Apostolic and World-Embracing Spirituality of Ignatius Loyola****3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This course will study the life and history of Ignatius of Loyola and will explore the Spiritual Exercises as a developmental approach to his apostolically based spirituality.

REL 487*: Spiritual Direction**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This course will explore the role of the spiritual director or guide in helping directees follow the lead/direction of the Holy Spirit in their life. Besides exploring the art and principles of spiritual direction, the students will explore important themes that recur in spiritual direction—e.g., healthy and unhealthy images of God and of oneself, "spiritual darkness," crisis and tragedy in the context of the pastoral mystery. Contributions coming from humanistic psychology will be integrated into the presentations to help understand the mystery of the human person coming for spiritual direction.

REL 488: Eco Theology:**Ethical Reflections on Environmental Stewardship****3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

"The foundational moral experience is reverence for the human person, and her/his environment." For centuries, Christian moralists have focused almost exclusively on the first part of this statement—"the person." The current environmental crisis extending from the later 20th century to the present raises numerous challenges to that focus and other traditional approaches to Christian ethics.

REL 489*: World Religions**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

Vatican II recognized God's presence in other religions and thus emphasized understanding and dialogue with them. This course studies a primal religion, Judaism, Islam, Hinduism, Chinese thought, and Buddhism.

REL 496: Comprehensive Religion Examination**0 credits***Prerequisite: REL 401*

Final comprehensive written examination for students majoring in religion. Examination is administered in REL 401: The Catholic Tradition. Test fee. Offered annually.

REL 498: Senior Seminar**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

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.

REL 499*: Youth Ministry**3 credits***Prerequisite: REL 123, REL 124, REL 201, or REL 223*

This course examines key socio-cultural and faith-development characteristics of adolescent life today and the broad foundations for doing youth ministry with and for young people. Participants will be encouraged to reflect upon and articulate their own vision of and hopes for youth ministry in their local contexts.

*Designated courses for the Undergraduate Certificate in Pastoral Studies.

Science Course Descriptions

SCI 101: Integrated Physical Science**3 credits***Prerequisites: MAT 003 or MAT 131 and/or be eligible for MAT 128, MAT 141, or higher*

This is the first of two required LINK interdisciplinary liberal arts science courses designed to provide the student with a fundamental and integrated understanding of the physical universe and natural world of which he or she is a part. Topics covered include the scientific way of knowing; the origin, history, structure, and fate of the universe; the nature of the elementary particles which make up matter; the four fundamental forces which shape the universe; energy; the laws of the universe; galaxies, stars, supernovas, black holes, and planets; the origin, structure, and fate of the solar system; the death of the sun; plate tectonics, earthquakes, and volcanoes; chemical reactions, bonding, and molecules; biogeochemical cycles, winds, tides and oceanic currents; El Niño; and global climate change. Students will demonstrate critical thinking skills and an understanding of how physical systems operate. Social and environmental justice themes are woven throughout the course.

SCI 102: Integrated Life Science**3 credits***Prerequisite: SCI 101*

The second of two required interdisciplinary liberal arts science courses designed to provide the student with a fundamental and integrated understanding of the natural world of which he or she is a part. Topics covered include ecology; levels of organization of life; ecosystems; current environmen-

tal issues; organic molecules, macromolecules, biochemistry, and molecular biology; cell anatomy and physiology; protein synthesis, cell division, and genetics; evolution; and diversity of life. Students will demonstrate critical thinking skills and will understand how living things and physical systems operate and the interrelationships between them. Social and environmental justice themes are woven throughout the course.

SCI 103: Human Physiology and Reproduction

1 credit

Prerequisites: SCI 101 is recommended. It is also suggested that this course be taken concurrently with SCI 102.

This course is designed for non-science majors who wish to further their investigation into the life sciences. Saint Leo University stresses student development in mind, body, and spirit. This course will encourage students to gain more understanding and a better appreciation of their own bodies. This is a continuation of the integrated life science course and is a requirement for all majors in elementary education and social work. This course meets for one hour of lecture per week.

Social Science Course Descriptions

SSC 101: The Human Behavior Perspective

3 credits

An interdisciplinary course designed to provide students with the opportunity to consider the many ways in which human beings function as individuals, as members of larger groups and demographic segments, and as members of a particular culture. This course explores the disciplines of sociology, psychology, and anthropology within the framework of the scientific method, social constructivism, ethics, and values. Value systems, including the core values of Saint Leo University, and the ways in which they affect social structure are also explored.

SSC 102: The Global Perspective

3 credits

A survey of various global issues arising in the world since World War II. The course combines the disciplines of history, political science, and economics. Emphasis will be placed on the interaction of the superpowers during the Cold War, the post-colonial emergence of the Third World, the ascendancy of regional and international economic and political institutions, the ambiguous blessing of technological innovation, and the reshaping of contemporary Europe.

SSC/SOC 222: Social Problems

3 credits

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. Offered spring semester.

SSC/SOC 223: Statistics for the Social Sciences

3 credits

Prerequisite: one course in mathematics (MAT 128 or above)

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r, and Chi Square.

SSC/SOC/SWK 320: Methods of Social Research

3 credits

Prerequisite: junior standing

A detailed examination of the techniques and methods of social research as they relate to sociological theory construction and to social work practice. The following themes are covered: hypothesis construction; formulating a research design; measurement; data collection methods; elementary and social statistical data analysis; and the ethics, politics, and uses of social research. Offered fall semester.

SSC/HTY 322: Racial and Ethnic Groups in America

3 credits

Prerequisite: SSC 101 or HON 150 and junior standing or instructor permission

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on minorities, such as African Americans, Mexican Americans, Puerto Ricans, Asian Americans, and Native Americans. Offered fall semester.

SSC/SOC 324: Marriage and the Family

3 credits

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding U.S. family life. Offered spring semester.

ANT/SSC/SOC 327: Cultural Anthropology

3 credits

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/SOC/CRM 328: Drugs, Society, and Human Behavior

3 credits

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/SOC 332: Social Interaction in Everyday Life

3 credits

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 in odd years.

SSC/HTY 335: Women in American Society

3 credits

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 the economy; family life and motherhood; and women and the law. Offered spring semester in even years.

SSC/SWK 337: Diversity Issues in Social Work Practice

3 credits

Prerequisite: senior standing in social work or by permission of instructor

This course is designed to provide knowledge and skills for working with diverse populations, focusing on economically disadvantaged and oppressed people, including ethnic minorities of color, women, people with disabilities, gay and lesbian people, and poor people. Students participate in community service for 20 hours to better understand the nature of diversity in society and learn the importance of providing service to the community. Offered annually.

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.

SSC 100-400: Special Topics

1-3 credits

Prerequisites: 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.

Social Work Course Descriptions

SWK 121: Introduction to Social Work

3 credits

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare. Offered annually.

SWK 315: Human Behavior in the Social Environment I

3 credits

Prerequisite: junior standing in social work or by permission of instructor

This is the first of two required courses in human behavior in the social environment and is designed to prepare the student to understand human development across the life cycle, focusing on the interactions between and among systems (cultural, biological, social, psychological, and ethnic lifestyles) that impact human development. Offered fall semester or fall term.

SWK 317: Human Behavior in the Social Environment II

3 credits

Prerequisites: junior standing in social work or by permission of instructor

A study of the theories and knowledge about the range of social systems in which individuals live; how human behavior affects and is affected by these systems; how these systems promote or deter

human health and well-being; and introduction to theory evaluation and application to client situations. Offered spring semester or spring term.

SOC/SWK 321: Methods of Social Research I: Quantitative Methods **3 credits.**

Prerequisite: junior standing in social work

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 and social work practice: hypothesis testing, research design, measurement, quantitative data collection methods (surveys, experiments, and single subject design), statistical data analysis and ethics including development and submission of an IRB proposal. This course also covers descriptive and inferential methods of statistical analysis emphasizing measures of central tendency and dispersion, construction of graphs and tables, univariate, bivariate, and multivariate analysis including tests of statistical significance. Students will use SPSS to apply statistical techniques. Offered spring semester or spring term.

SOC/SWK 322: Methods of Social Research II: Qualitative Methods **3 credits**

Prerequisite: senior standing in social work

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 social work 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 completion of a qualitative research project compliant with IRB requirements. Offered fall semester or term.

SWK 328 (R,T): Social Welfare Policy **3 credits**

Prerequisite: junior standing in social work or by permission of the instructor

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples. Offered fall semester or fall term.

SWK 329: Directed Study: Readings or Research **3 credits**

Prerequisites: permission of faculty member and Dean

Designed for small groups of students to pursue in-depth a particular aspect of social work 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.

SWK 331: Methods of Social Work Practice I **3 credits**

Prerequisite: junior standing in social work

The course orients the student to the profession and introduces the student to generalist social work practice. Emphasis is placed on basic communication skills, the problem-solving method, and practice with individuals. Ethical decision making and issues of diversity in social work practice are included. Offered fall semester or fall term.

SWK 332: Methods of Social Work Practice II **3 credits**

Prerequisites: SWK 331 and junior standing in social work

This course builds on SWK 331: Methods of Social Work Practice I and emphasizes the problem-solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision making and issues of diversity in social work practice. Offered spring semester or spring term.

SWK 336: Gerontology **3 credits**

Prerequisites: SWK 121 and junior standing in social work

This course is designed to introduce students to the field of social gerontology. This class will provide an overview on a variety of topics such as the demography of aging and the physical, emotional, cognitive, and psychosocial-spiritual aspects of aging. Students will increase their awareness of society's and their own stereotypes, prejudice, and/or discrimination of the elderly and learn how to promote dignity, self-determination, and social and economic justice for older persons. Health care and social policies, knowledge of the system(s) of aging services, and the role of both informal and formal support networks will be stressed as students learn to comprehensively assess older clients and develop intervention and evaluation plans. Offered fall semester or fall term.

SWK/SSC 337: Diversity Issues in Social Work Practice **3 credits**

Prerequisite: senior standing in social work or by permission of instructor

This course is designed to provide knowledge and skills for working with diverse populations, focusing on economically disadvantaged and oppressed people, including ethnic minorities of color, women, people with disabilities, gay and lesbian people, and poor people. Students participate in community service for 20 hours to better understand the nature of diversity in society and learn the importance of providing service to the community. Offered fall semester or fall term.

SWK 100-400: Special Topics

1-3 credits

Prerequisites: permission of faculty member and Dean

A variable-content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school-related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration. Offered as needed.

SWK 350: Loss and Bereavement

3 credits

This elective course is designed for social work students who wish to increase their knowledge, skills, and understanding of issues surrounding loss, bereavement, dying, and death, and how to live to the fullest while addressing these challenges both personally and professionally with our clients. The course will utilize an interdisciplinary perspective and will look at the ethical, psychological, social, cultural, political, medical, legal, policy, and spiritual issues surrounding grief, dying, and death. We will address ways to develop an appreciation for the traditions, rituals, beliefs, terminology, and language used surrounding what is frequently considered a difficult topic. One of the primary goals of the course will be for social work students to become familiar with and gain confidence in skills to help clients who have suffered significant losses in their lives.

SWK 355: Global Issues in Social Work

3 credits

This elective course is designed to introduce students to the theoretical foundations, global issues, and practice implication that are pertinent to the social work profession. This course also addresses topics in multiculturalism, global mental health, healthcare, human trafficking, poverty, homelessness, and crisis intervention with communities who have experienced disasters, terrorism, and other catastrophes. The role of both informal and formal support networks will be delineated as students learn to comprehensively assess, discuss and evaluate global issues in the social work profession.

SWK 421: Methods of Social Work Practice III

3 credits

Prerequisites: SWK 333 and senior standing in social work

This course builds on SWK 331 and SWK 333 (Methods of Social Work Practice I and II) and emphasizes social work practice with communities and organizations. It includes the relationship among micro, mezzo, and macro skills and continues the emphasis on ethical decision-making and issues of diversity in social work practice. Offered fall semester or fall term.

SWK 425: Field Placement in Social Work

4-12 credits

Prerequisites: senior standing in social work, completion of all social work courses

Corequisite: SWK 426

Supervised field placement giving students an opportunity to apply theory to practice by working with individuals, families, groups, and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes, and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. Course fee may apply. Offered spring semester or spring term. This is a pass/fail course.

SWK 426: Senior Seminar in Social Work

1-3 credits

Prerequisites: senior standing in social work, completion of all social work courses

Corequisite: SWK 425

This capstone course meets once a week for three hours. Through integrative assignments and seminar presentations, the student demonstrates ability to integrate theory with social work practice. Offered spring semester or spring term.

SWK 429: Advanced Directed Study and Research

1-3 credits

Prerequisites: permission of faculty member and Dean

Intensive individual study in a particular aspect of social work 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.

Sociology Course Descriptions

SOC 121 (R,T): Introduction to Sociology

3 credits

Prerequisite: SSC 101

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. Offered fall semester.

SOC 222/SSC 222: Social Problems

3 credits

Prerequisite: SSC 101

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. Offered spring semester.

SOC/SSC/SWK 223: Statistics for the Social Sciences

3 credits

Prerequisite: one course in mathematics (MAT 128 or above)

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r, and Chi Square.

SOC/SSC/SWK 320: Methods of Social Research

3 credits

Prerequisite: junior standing

A detailed examination of the techniques and methods of social research as they relate to sociological theory construction and to social work practice. The following themes are covered: hypothesis construction; formulating a research design; measurement; data collection methods; elementary and social statistical data analysis; and the ethics, politics, and uses of social research. Offered fall semester or fall term.

SOC/SWK 321: Methods of Social Research I: Quantitative Methods

3 credits

Prerequisite: 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 and social work practice: hypothesis testing, research design, measurement, quantitative data collection methods (surveys, experiments, and single subject design), statistical data analysis and ethics including development and submission of an IRB proposal. This course also covers descriptive and inferential methods of statistical analysis emphasizing measures of central tendency and dispersion, construction of graphs and tables, univariate, bivariate, and multivariate analysis including tests of statistical significance. Students will use SPSS to apply statistical techniques. Offered spring semester.

SOC/SWK 322: Methods of Social Research II: Qualitative Methods

3 credits

Prerequisites: completion of SOC/SWK 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 social work 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 completion of a qualitative research project compliant with IRB requirements. Offered fall semester.

SOC 323: Sociological Theory

3 credits

Prerequisite: 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. Offered fall semester in odd years.

SOC/SSC/SWK 324: Marriage and the Family

3 credits

Prerequisite: SSC 101

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding U.S. family life. Offered spring semester.

SOC 329: Directed Study: Readings or Research

3 credits

Prerequisites: 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/SSC 331:Global Social Change and Development **3 credits**

Prerequisites: SSC 101 or HON 150 and SSC 102 or HON 151.

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 change agents themselves.

SOC/SSC/SWK 332: Social Interaction in Everyday Life **3 credits**

Prerequisite: SSC 101

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 343: Social Stratification **3 credits**

Prerequisite: SSC 101

This course is designed to provide an examination of the nature, degree, and consequences of social inequality in U.S. society. Various theoretical approaches will be used to promote understanding of these phenomena. Emphasis will be placed on understanding the inequalities associated with race, gender, and ethnicity and their interconnectedness to economic and social stratification.

SOC 345: Deviance and Social Control **3 credits**

Prerequisite: SSC 101 or HON 150

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, and the consequences of deviance; an analysis of various types of deviant behavior; and a critical assessment of the mechanisms society uses to address deviance.

SOC 348: Medical Sociology **3 credits**

Prerequisite: SSC 101 or HON 150

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 100-400: Special Topics **1-3 credits**

Prerequisites: 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 425: Field Placement in Sociology **3 credits**

Prerequisite: senior standing

This course is designed to allow students supervised practical experience in a local agency, organization, institution, or business for a minimum of six hours per week. It includes an integrative seminar one hour per week. This is a pass/fail course.

SOC 429: Advanced Directed Study and Research **1-3 credits**

Prerequisites: 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 496: Comprehensive Sociology Examination **0 credits**

Corequisite: SOC 499

Final comprehensive written examination for students majoring in sociology. Examination is administered in the SOC 499: Senior Seminar in Sociology course. Test fee.

SOC 499: Senior Seminar in Sociology

3 credits

Prerequisite: SOC 322, SOC 323, senior standing. Corequisite: SOC 496.

Designed as a capstone course in sociology. Students will conduct directed research and develop and present in oral and written form a senior thesis on a specified social problem or issue.

Spanish Course Descriptions

SPA 111: Beginning Spanish I (Spanish Level I-A)

3 credits

An introduction to the fundamentals of pronunciation, conversation, grammar, and written communication through the acquisition of basic Spanish vocabulary. Open only to students with little or no background in Spanish.

SPA 112: Beginning Spanish II (Spanish Level I-B)

3 credits

Prerequisite: SPA 111 or the equivalent of one year of high school Spanish

Continuation of SPA 111.

SPA 211: Intermediate Spanish I (Spanish Level II-A)

3 credits

Prerequisite: SPA 112 or permission of the instructor

A continuation of the study of the Spanish language and its culture. Emphasis is on acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening and reading comprehension, and writing.

SPA 212: Intermediate Spanish II (Spanish Level II-B)

3 credits

Prerequisite: SPA 211 or permission of the instructor

A continuation of the study of the Spanish language and its culture. Emphasis is on acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening and reading comprehension, and writing.

SPA 215: Business Spanish

3 credits

Prerequisite: SPA 211 or permission of the instructor

Continuation of SPA 211 with a special emphasis on the needs of the business community.

SPA 216: Health and Medical Spanish

3 credits

Prerequisite: SPA 211 or permission of the instructor

Continuation of SPA 211 with a special emphasis on the needs of the health and medical communities.

SPA 217: Law Enforcement Spanish

3 credits

Prerequisite: SPA 211 or permission of the instructor

Continuation of SPA 211 with a special emphasis on the needs of the law enforcement community.

SPA 311: Advanced Spanish I (Spanish Level III-A)

3 credits

Prerequisite: SPA 212 or near-native fluency

Composition and advanced conversation to increase fluency in reading, writing, and speaking Spanish. A non-technical course. Includes an introduction to works of literature in Spanish for reading comprehension and discussion.

SPA 312: Advanced Spanish II (Spanish Level III-B)

3 credits

Prerequisite: SPA 311 or near-native fluency

Continuation of SPA 311 with an added emphasis on advanced Spanish literature and culture. Class exercises will include readings and discussions in Spanish of some of the outstanding works of prose and poetry in Spanish literature.

SPA 329: Directed Study: Readings or Research

3 credits

Prerequisite: SPA 312 or permission of the instructor

Selected works in Spanish literature combining library and videocassette studies and additional readings in Spanish.

SPA 411: Advanced Spanish Grammar

3 credits

Prerequisite: SPA 312 or permission of the instructor

A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429: Advanced Directed Study and Research

1-3 credits

Prerequisite: SPA 312 or permission of the instructor

Selected works from the Americas combining library and videotape studies and additional readings in Spanish. May be repeated for credit.

Speech Course Descriptions

SPH 221: Fundamentals of Speech

3 credits

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

Sport Business Course Descriptions

SPB 101: Introduction to Sport Business

3 credits

An overview of different career opportunities available in sport business. Examines historical and current trends in the field as well as prepares the students for further professional study in facility and event management, sport marketing, sport communication, college athletic administration, international sport, sport tourism, professional sports, history of sport, national and international governing bodies, and campus recreation.

SPB 230: Sport Facility and Event Management

3 credits

Prerequisites: MAT 141, sophomore standing, and admission to the major or permission of department chair

This course is designed to promote an understanding of the management of sporting events and the venues in which they are housed. Topics include ownership and governance, scheduling, box office management, ancillary services and operations, facility contracts, budget development, television options and broadcasting issues, building sport facilities, tournament organization, and staffing. Field trips to facilities and actual event participation are planned as part of the course.

SPB 240: Media Relations in Sport Business

3 credits

Prerequisites: SPB 101 and sophomore standing, or permission of the department chair

A review of current communication techniques used in sport business, including printed approaches, personal approaches, TV and radio approaches, and Internet techniques. The areas covered include youth, amateur, and professional sport organizations; recreational, collegiate, and university sports; sports commissions; national and state sport governing bodies; and sport-related goods and services.

SPB 295: Sport Business Apprenticeship

1 credit

Prerequisites: SPB 101 and sophomore standing, or permission of the department chair

This course provides actual working experience in the area of sport business. The areas include youth, amateur, and professional sport organizations; recreational, collegiate, and university sports; sports commissions; national and state sport governing bodies; and sport-related goods and services. Students will have a chance to evaluate an area or field in sport business that interests them through work experience, observation, and discussions with the job site supervisor and other students. This course may be repeated up to three hours but may not be repeated at the same job site or area of interest.

SPB 320: Sociology of Sport

3 credits

Prerequisites: SPB 101, junior standing, and admission to the department. Other non-majors may take with junior standing.

A study of sport as social phenomena. Discussion of issues in sports and sport-related behaviors as they occur in social and cultural contexts.

SPB 350: Risk Management in Sport

3 credits

Prerequisites: junior standing and admission to the major or permission of department chair. Students in pre-law studies with junior standing may take with permission of the Sport Business department chair.

Introduction to basic legal terminology and court procedures. This course is designed to help students develop "safety conscious" attitudes in the management of sport and recreation activities.

SPB 360: Sport Marketing and Promotion

3 credits

Prerequisites: SPB 295, MKT 301, junior standing, and admission to the major or permission of department chair. Other Donald R. Tapia School of Business majors may take with junior standing and MKT 301.

This class builds on the general principles of marketing by discussing the unique aspects of sport marketing and applying marketing concepts to sport as a product and the promotion of sports activities. Topics focus on the spectator as the product consumer and will include consumer analysis, mar-

ket segmentation, product licensing and positioning, pricing, promotion, distribution, and sponsorship as they apply to sport.

SPB 370: Ethics in Sport

3 credits

Prerequisites: junior standing and admission to the major or approval of department chair. Other majors may take with junior standing and PHI 101.

This is a class about ethics, the discipline devoted to the study of what is right and wrong, and sport, which is used as a metaphor for examining societal values.

SPB 380: Sales in Sport

3 credits

Prerequisites: SPB 360, MKT 308, junior status, or permission of department chair; SPB 360 can be taken as a corequisite.

This course will completely immerse the student into the sales and sport environment. This includes but is not limited to ticketing, groups, signage, retail, telemarketing, cold calling, and fundraising for sport foundations. Developing sales campaigns and maximizing the skills and efforts of the sales staff will be included.

SPB 395: Practicum in Sport Business

3 credits

Prerequisites: SPB 295 and junior standing, or permission of department chair. Other Donald R. Tapia School of Business majors may take with SPB 101 and senior standing.

This course provides additional field experience in the area of sport business. The areas can include youth, amateur, and professional sport organizations; recreational, collegiate, and university sports; sport-governing bodies; and sport-related goods and services. This course is an elective for students wishing to gain additional experience in the sport industry.

SPB 100-400: Special Topics

1-3 credits

Prerequisites: permission of the department chair and Dean

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

SPB 410: Sport Governance

3 credits

Prerequisites: senior standing and admission to the major or permission of department chair

Focuses on governance issues involved in the management of amateur (interscholastic, intercollegiate, recreational, Olympic, and Paralympic) and professional sport. Regulatory powers, strategic management, policy development, organizational structure, and sanctioning within the varying national governing bodies will highlight the course.

SPB 414: Internship in Sport Business

6-12 credits

Prerequisite: SPB 449

This internship involves actual work in a sport business setting in the senior year in which management practices are applied. Directed and evaluated by a qualified faculty member with appropriate supervision by an on-site professional. This is a pass/fail course. Number of credit hours (6, 9, 12) determines number of hours worked (20, 30, 40) per week. The duration of the internship is 13 weeks with prescribed start and end dates. Note: This course is taken only by students who entered the University prior to the fall 2004 semester.

SPB 420: Sport Finance

3 credits

Prerequisites: ACC 202, MAT 141, and MGT 325, senior standing, and admission to the major; or permission of department chair. Other Donald R. Tapia School of Business majors may take with all of the stated prerequisites excluding admission to the major.

This course focuses on the financial status of varying sport industry sectors and strategies that an organization might use in controlling organizational costs, including how to implement and handle salary caps in the varying leagues. Ticket, group, sponsorship, food service, and broadcast sales as well as fund development will be a major emphasis in this class.

SPB 430: Legal Issues in Sport

3 credits

Prerequisites: SPB 350 and senior standing or permission of department chair. Students in pre-law studies with senior standing may take with permission of the Sport Business department chair.

An in-depth look at certain constitutional amendments and statutory and administrative laws that apply to the sport industry and impact the work setting. Class discussion surrounding current issues will constitute a major portion of this class. A legal research paper is expected.

SPB 449: Professional Development Seminar

3 credits

Prerequisites: senior standing, admission to the major, current enrollment in the last semester of coursework, and permission of department chair

The main purpose of the course is complete immersion into the sport business industry to prepare the student for the internship and entry-level job placement. Analysis of management issues, concepts, and strategies as applied to sport organizations, internship selection, and a comprehensive section on current issues in sport business constitute the bulk of this course. A paper and presentation are required. Additional fee applies for ETS examination.

SPB 495: Internship Performance

6 credits

Prerequisites: All required courses for the sport business major, 2.5 GPA, and permission of department chair. Corequisite: SPB 496.

This course evaluates the student's on-site performance of their culminating field experience. The student is required to work full-time for a minimum of 12 weeks with an approved site supervisor in an approved sport business organization. The field experience is intended as a culminating experience of the sport business curriculum. It will expose students to organizational structure and function, help them gain additional work experience, enhance their employability skills, and expose them to other areas applicable to the specific area of sport business they have selected. This course is a graded experience. The duration of the internship is 12 weeks, 40 hours per week.

SPB 496: Internship Assignments and Colloquium

6 credits

Prerequisites: All required courses for the sport business major, 2.5 GPA, and permission of department chair. Corequisite: SPB 495.

This course is the corequisite for SPB 495 and is designed as the portion of the internship for which all paperwork including work logs, organizational analysis, internship portfolio, and the required colloquium presentation at the completion of the internship are graded. All assignments are discussed in the prerequisite course SPB 449. Special attention is paid toward the enforcement of professional writing, APA Style Manual application, and quality presentation skills.

University Studies Course Descriptions

SLU 100: Introduction to the University Experience

3 credits

This course provides a unique, collective, intellectual experience that helps to establish familiar and cooperative bonds among the student, the instructor, and the academic advisor. It provides a framework of effective academic and personal strategies to help the student succeed both in and out of the classroom. Students are engaged in reflective writing assignments, group and class discussions, individual and group presentations, and various Internet activities. The course is supplemented with convocations and guest speakers from many disciplines, including career development, majors, campus support services, personal finance, Saint Leo history, and our Benedictine-inspired values. The student also becomes an active member of a support group by examining problems and issues common to the freshman experience.

SLU 115: Student Development Issues

1 credit

Prerequisite: permission of instructor

The purpose of this course is to help students develop skills that relate to their personal development, interaction with individuals and groups, community development, and leadership issues. This course is primarily designed for students interested in being, or currently employed as, a resident assistant. It will focus on the development of the interpersonal and helping skills useful to any student.

SLU 120: Pride Leadership

3 credits

The Pride Leadership course enhances each student's personal development by fostering a higher level of integrity, excellence, and respect, as well as instilling students with a sense of community. Pride is the first course in the four-year PEAK leadership program, which integrates leadership development and institutional values. Upon the completion of the Pride Leadership course, students will have developed academic, personal, and life goals, and will have a heightened sense of responsibility, allowing these students to further develop their leadership skills.

SLU 220: Exemplary Leadership Program

3 credits

The Exemplary Leadership Program is the second course in the leadership development minor. It is designed for students who have completed the Pride course and want to further build or enhance their leadership skills and get involved on campus. The course will help refine students' leadership skills, leadership theories, decision-making techniques, and advanced communication skills. Students will participate in various leadership experiences both inside and outside of the classroom.

These experiences will allow participants to use their classroom learning and integrate it with practical experience.

SLU 270: Service Learning

3 credits

The Service Learning course is the fourth course in the leadership development minor. This course will use what service learning theorists call the PARE Model: preparation, action, reflection, and evaluation. The goals for this class include these: Students will be able to articulate an understanding of community service and service learning, understand ethical implications of leadership, apply theories and models of service and leadership to an issue of their choosing, and be encouraged to be life-long learners and advocates for social change.

SLU 320: Advanced Leadership

3 credits

This course incorporates the core values of the institution, helping students to focus on their personal development and integrity as they examine various principles, values, and ethics of leadership. Upon completion of this course, students will have developed an understanding of leadership principles that will allow them to positively effect change in their community. This class will look into diversity issues, including sexism, heterosexism, racism, and ableism.

SLU 100-400: Special Topics

1-3 credits

Prerequisites: permission of department chair and Dean

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

SLU 425: Internship

3-12 credits

Prerequisite: junior-senior standing

Internships represent a learning strategy that integrates practical work experience with a directed, reflective, academic component to help students develop personal, professional, and academic competencies. The student will be using the workplace as a starting point for study; however, the student will need to go beyond the common experiences of an employee. Study, reasoning, reflection, theoretical, and/or conceptual exploration supplement work experience to help students develop new skills and knowledge.

SLU 498: Knowledgeable Leadership

3 credits

Prerequisite: junior-senior standing

This course is the senior capstone class for those students seeking a minor in the area of leadership. This course builds upon all of the other leadership courses by continuing to incorporate the core values of the institution, as well as developing leadership skills. Upon completion of this course, students will have developed an understanding of how to effectively lead groups and organizations to accomplish established goals.

5: Division of Continuing Education and Student Services/ The Center for Online Learning

Saint Leo University's Division of Continuing Education and Student Services 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 Continuing Education and Student Services. Degree programs are provided at Continuing Education Centers located in the states of California, Florida, Georgia, Mississippi, South Carolina, Texas, and Virginia.

Students enrolled in degree programs within the Division of Continuing Education and Student Services find the course schedules are developed to serve the needs of adult learners. They are able to enroll at Continuing 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 the needs of all students. Support services and degree program characteristics at the Continuing Education Centers include the following:

1. professionally staffed 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.

The Center for Online Learning allows adult learners to complete associate's and bachelor's degrees completely online.

This first section of this chapter contains information on policies and procedures that apply only to Division of Continuing Education and Student Services students. The second section applies only to students of the Center for Online Learning. The chapter supplements the information in chapters 1-4.

CONTINUING EDUCATION CENTERS

California

San Diego Education Office

Marine Corps Air Station Miramar Education Office

Naval Base Coronado Education Office

Naval Station San Diego Education Office

Florida

Gainesville Education Center

Starke Education Office

Key West Education Center

Lake City Education Center

Madison Education Office

Trenton Education Office

Northeast Florida Education Center

Mayport Naval Station Education Office
Orange Park Education Office
Palatka Education Office
Saint Augustine Education Office
Ocala Education Center
Leesburg Education Office
Lecanto Education Office
Tallahassee Education Center
Eglin Education Office
Tampa Education Center
HCC SouthShore Education Office
MacDill Education Office
Saint Petersburg Education Office
Weekend and Evening Education Programs
Brooksville PHCC Education Office
New Port Richey PHCC Education Office
Spring Hill PHCC Education Office

Georgia

Atlanta Education Center
Gwinnett Education Office
Marietta Education Office
Morrow Education Office
Savannah Education Center

Mississippi

Columbus Education Center

South Carolina

Shaw Education Center
Sumter Education Office
Joint Base Charleston—Naval Weapons Station Charleston Education Office
North Charleston Education Office

Texas

Naval Air Station Corpus Christi Education Center

Virginia

Fort Lee Education Center
South Hampton Roads Education Center
Chesapeake Education Office
Naval Air Station Oceana Education Office
Joint Expeditionary Base Little Creek–Fort Story Education Office
Naval Station Norfolk Education Office
Virginia Peninsula Education Center
Fort Eustis Education Office
Langley Education Office
Newport News Education Office

To learn which programs are offered at each Center, see the list at the end of Chapter 2.

Student Services

Career Planning

The Career Planning Department provides a variety of services designed to assist students with their job search and placement activities, internships, and off-campus employment. All Saint Leo University students have access to the services (go to www.saintleo.edu/Campus-Life/Student-Services-Division/Career-Planning) and are encouraged to use the job-search and résumé posting services located there. Workshop materials, schedules of career-related events, and links to other websites containing career information can also be found at the Career Planning link.

Saint Leo University sponsors an on-campus career fair, which is held during the spring semester and is open to all students and alumni.

Information on the specific student services offered at each Continuing 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 web page, and/or referral services to local agencies.

Servicemembers Opportunity Colleges

Saint Leo University is a member of Servicemembers Opportunity Colleges and participates in the SOCAD (Army), SOCNAV (Navy), SOCMAR (Marines), and SOCCOAST (Coast Guard) networks. The University supports the SOC statement of principles and criteria as a framework for transfer policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students.

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at <http://www.soc.aascu.org>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate's and bachelor's degree programs to service members and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses, and their college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System-2 and -4 Handbooks to view associate's and bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, and on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

SOC agreements are prepared at the time of the transfer evaluation for all active-duty Army, Navy, Marine Corps, and Coast Guard members applying for SOC-network majors. Military family members may request agreements for SOC-network majors through their Center.

THE CENTER FOR ONLINE LEARNING

Saint Leo University's Center for Online Learning (COL) was established in October 1998 to meet the needs of adult students and offer the best attributes of traditional classroom education along with today's cutting-edge computer technology. The Center offers busy

working adults the opportunity to earn an associate's or bachelor's degree entirely online at <http://online.saintleo.edu>. No conventional classroom attendance is required. Through the Internet, COL provides students with the benefit of advancing their education without having to travel to a campus. Saint Leo's COL students receive the same associate's and bachelor's degrees as do their campus-based counterparts. The administrative staff, student services coordinators, and academic advisors can be reached at The Center for Online Learning, Saint Leo University, 1120 E. Kennedy Blvd., Suite 214, Tampa, FL 33602. Toll-free: 877/856-2144. You may also e-mail your questions to the following addresses:

Application: <http://online.saintleo.edu>

Admission: coladmission@saintleo.edu

VA benefits: colvabenefits@saintleo.edu

Graduation: colgraduation@saintleo.edu

Student Involvement: colinvolvement@saintleo.edu

Help Desk (eLion, Windows Live mail, and my.Saintleo.edu): helpdesk@saintleo.edu

Help Desk (eCollege): 866/501-1636

Student ID: id.cards@saintleo.edu

Update contact information: <http://my.saintleo.edu>. Log in. Click on eLion. Click on Students. Click on Information Change Screen.

Online help request: <http://www.saintleo.edu/col/FAQ/Help.cfm>

Academic Regulations and Definitions

Each of COL's courses uses a standard textbook and an online learning system. Participating via the Internet, students are expected to complete reading and homework assignments; hand in 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.

To register for classes with COL, new students may call 888-875-8265. Continuing students must register via eLion through the University's website.

One course is considered part time, two or more courses full time. Students must apply for admission prior to taking classes but may take up to four classes before applying for admission to the University. Financial aid is available only to those students who have been admitted and have matriculated.

All students must participate in the Strategies for Success course. This mandatory pass/fail course gives students the opportunity to familiarize themselves with the process of online education, online library resources and services, and the policies and procedures of the University. All students are subject to English and math placement tests.

All students are required to take the same comprehensive examinations for graduation as on-campus and Continuing Education 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's LINK (General Education) curriculum. The goal of the University's LINK 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 adjustment to college 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; and
- 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 are available to all students through the Daniel A. Cannon Memorial Library. For online students, the library website (www.saintleo.edu/library) and the Ask-a-Librarian feature are designed to aid remote access to the library's resources and services. Online students may also call the reference desk at 800/359-5945 for person-to-person assistance from a reference librarian.

Computer Specifications

Saint Leo University highly recommends all students have:

- Pentium 4 or higher PC
- Windows XP or Windows 7
- Internet Explorer 7.0 or higher
- Video display 800 x 600 or greater
- 2 gigabyte of RAM or higher
- wired or wireless ethernet
- Internet service provider (broadband recommended)
- Sound card and speakers
- CD/DVD-ROM

Software Requirements

- Microsoft Word 2010, Excel 2010, Access 2010, and PowerPoint 2010
- Adobe PDF 9.0
- Adobe Flash Player 10.0

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.

Technical support can be reached at 866/501-1636, 24 hours per day, 7 days per week.

Strategies for Success

All new students must successfully complete and pass Strategies for Success prior to their first eight-week term at Saint Leo. This two-week course introduces and acquaints students to online academic life, preparing them to be successful, active, independent learners and thinkers. University policies and procedures are also reviewed.

University Placement Exams

All new students will be placed in MAT 003 and ENG 002 unless the prerequisites for placement into higher courses are met. Prerequisites for placement into higher courses can be met through transfer credit or placement exam scores.

The placement exam process is critical in determining students' abilities and knowledge. Placement 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 002: Basic Composition Skills

This course does not satisfy a LINK (general education) requirement in English or 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 003: Basic Algebra

This course does not satisfy a LINK (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, Academic Advisement, and Program Coordination

my.Saintleo

Center for Online Learning students have access to the my.Saintleo portal. With a single login, students will be able to access iROAR, eLion, e-mail, and the Daniel A. Cannon Memorial Library. The portal also offers access to the Pearson Learning (formerly eCollege) classroom. my.Saintleo features a personal calendar, contacts list, briefcase, and much more. my.Saintleo is located at <http://my.saintleo.edu>.

eLion

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. Access to eLion is available through my.saintleo.edu.

Academic Advising

Students at the Saint Leo University Center for Online Learning can count on the Center's professionals to provide them with the guidance they need to achieve their educational goals.

The Center has professional academic advisors charged with the responsibility of advising students and reviewing programs and courses. The administrative staff can help resolve academic matters. All are available to assist and support by telephone at 877/856-2144 and by e-mail or online at <http://www.saintleo.edu/col>.

Honor Societies

Delta Epsilon Sigma

Delta Epsilon Sigma is a national scholastic honor society for students, faculty, and alumni of colleges and universities with a Catholic tradition. It was founded in 1939 to recognize academic accomplishments, to foster scholarly activities, and to encourage a sense of intel-

lectual community among its members. More than 100 colleges and universities have received charters to establish chapters of Delta Epsilon Sigma. Delta Nu is the local chapter of Delta Epsilon Sigma.

Sigma Beta Delta

Sigma Beta Delta, the international honor society in business, management, and administration, was founded in 1994. The Saint Leo chapter was established in 1994 as one of the founding chapters. Sigma Beta Delta was established to encourage and recognize scholarship and accomplishment among students of business, management, and administration and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Sigma Beta Delta espouses three principles: wisdom, honor, and meaningful aspirations. Sigma Beta Delta members are challenged to pursue wisdom throughout their lives, to accept honor as a constant companion throughout their lives, and to aspire to goals that will chart them on the path of wisdom and honor throughout their lives. Sigma Beta Delta inducts eligible students and qualified faculty based on their sustained scholastic and personal achievement in business, management, and administration and a dedication to the principles of wisdom, honor, and meaningful aspirations.

Learning Resource Center

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

Notes

6: Administration and Faculty

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Saint Leo, Florida
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St. Petersburg, Florida
St. Petersburg, Florida
Allendale, New Jersey / Naples, Florida
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Senior Executive Assistant
Assistant to the President
Assistant to the President for University Ministry

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Marcia Malia
Dr. David Persky
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Associate Vice President of Enrollment
Associate Vice President of Marketing
Director of Graduate Admission
Director of Undergraduate Admission
Director of Enrollment Communications
Director of Enrollment Information Systems
Associate Director of Admission
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Associate Director of Admission (NY/NJ/PA)
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Assistant Director—Transfer Admission
Assistant Director
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Affiliate Faculty for Admissions
Assistant Director of Graduate Re-enrollment
Assistant Director of Graduate Admission
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Assistant Director
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Student Financial Services (Provided by University Financial Aid Solutions, LLC)

Saint Leo University Account Manager
Student Financial Services Site Manager

Annette Linders
Maureen Campbell

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Associate Vice President for Academic Affairs
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Dean, Donald R. Tapia School of Business
Dean, School of Education and Social Services

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Associate Dean, School of Education and Social Services
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Director, Academic Advising
Director, Adjunct Faculty Relations
Director, First Year Experience
Director, MBA
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Director, Graduate Studies in Criminal Justice
Director, Graduate Theology
Director, Graduate Studies in Social Work
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Associate Athletic Director
Associate Athletic Director/SWA
Sports Information Director
Director of Recreation
NCAA Faculty Athletic Representative
Baseball Head Coach
Basketball Head Coach (Men)
Basketball Head Coach (Women)
Soccer Head Coach (Men)
Soccer Head Coach (Women)
Tennis Head Coach (Men and Women)
Volleyball Head Coach (Women)
Trainer, N.A.T.A./Assistant Athletic Director
Golf Head Coach (Men)
Golf Head Coach (Women)
Cross Country Head Coach (Men and Women)
Lacrosse Head Coach/Assistant Athletic Director
Softball Head Coach
Swimming Head Coach (Men and Women)

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Associate Vice President for Business Affairs
and General Counsel
Associate Vice President of Business Affairs
Associate Vice President/Chief Information Officer
Associate Chief Information Officer
Director, Information Systems
Director, Network and System Services
Controller
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TBA

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Academic Advisor, Langley

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TBA

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Assistant Director, Career Services

TBA

Assistant Director, Career Services

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Executive Chef, Dining Services

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Director, Parent Relations
Director, University Communications
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Senior Development Officer
Associate Director, Annual Fund
Development Officer
Development Officer
Alumni Assistant/Event Coordinator
Applications Specialist
Communications Manager
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Assistant Director for University Ministry
Director of Music and Drama Ministry
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Magda Robles
Melissa Hollis
Mary Ann Neuhofer

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Richard Cabbage

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Laurel Cobb

B.A., University of Florida; C.P.A., M.Acc., Ph.D., University of South Florida

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C.P.A., Assistant Professor of Business Administration (MacDill Office); B.S., West Virginia University; M.B.A., University of Utah

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Mark Edmonds

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William Foley

B.A., University of West Florida; C.P.A., M.B.A., University of South Florida

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John Swart

B.S., M.S., Illinois State University

Sara A. Thrash

B.A., Carson Newman College; M.A., University of South Florida; Ed.S., University of Florida; Ph.D., Brunnel University, Oxford, England

Marvin T. Travis

B.A., Emory University; M.B.A., Arizona State University; D.P.A., Nova University

James E. Woodard Jr.

B.A., M.A., University of the Americas; Ph.D., University of New Mexico

Jeanne Wright

B.S., Fontbonne College; M.S., Ph.D., University of Notre Dame

UNIVERSITY CAMPUS**Full-Time Faculty****Elisabeth C. Aiken—Instructor of English**

B.A., James Madison University; M.A., Western Carolina University

Galo E. Alava—Assistant Professor of Health Care Administration

M.B.A., University of Phoenix; M.D., Universidad Central del Ecuador

Leland Tyson Anderson—Professor of Religion and Philosophy

B.A., University of Colorado; M.A., Catholic University of America; Ph.D., Temple University

Corey R. Anthony—Assistant Professor of Chemistry

B.S., University of the West Indies; Ph.D., University of Florida

Victoria A. Anyikwa—Associate Professor of Social Work

B.A., Queens College of the City University of New York; M.S.W., New York University; Ph.D., Barry University

Frank Arnold—Professor of Public Administration, Management, and Human Resources

B.S., University of Connecticut; M.P.A., Auburn University; D.P.A., Nova University

Douglas M. Astolfi—Professor of History

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Lecanto, FL 34461
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8102 Condor St., Suite 116
MacDill AFB, FL 33621-5408
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Madison, FL 32340
Telephone: 850/973-3356. E-mail: madison@saintleo.edu

Mayport Education Office
Saint Leo University
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Mayport, FL 32228
Telephone: 904/249-0911. Fax: 904/249-0895. E-mail: mayport@saintleo.edu

New Port Richey Education Office
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PHCC West Campus
10230 Ridge Rd.
New Port Richey, FL 34654-5199
E-mail: weadmissions@saintleo.edu

Northeast Florida Education Center
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Palatka, FL 32177
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Ocala Education Center
Saint Leo University
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Ocala, FL 34474
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Orange Park Education Office
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Saint Augustine Education Office
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St. Petersburg Education Office
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St. Petersburg College Seminole Campus
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Seminole, FL 33772
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SouthShore Education Office
Saint Leo University
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Ruskin, FL 33570

Spring Hill Education Office
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Spring Hill, FL 34606
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Starke Education Office
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Starke, FL 32091
Telephone: 352/367-1192

Tallahassee Education Center
Saint Leo University
Tallahassee Community College
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University Center Building, Suite 136
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Trenton Education Office
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Weekend and Evening Education Center
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Savannah Education Center
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Mississippi

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Charleston Education Office
Saint Leo University
Joint Base Charleston—Naval Weapons Station
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Building 302
Goose Creek, SC 29445-6511
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E-mail: charleston@saintleo.edu

Shaw Education Center
Saint Leo University
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Shaw AFB, SC 29152
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Texas

NAS Corpus Christi Education Center
Saint Leo University
Naval Air Station Corpus Christi
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Corpus Christi, TX 78419-5000
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Virginia

Chesapeake Education Office
Saint Leo University
BECO Corporate Center
Independence Parkway, Suite 105
Chesapeake, VA 23320

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Fort Eustis Education Center

Saint Leo University

US Army Education Center

1500 Madison Ave., P.O. Box 4326

Fort Eustis, VA 23604

Telephone: 757/887-1166 or 0655. Fax: 757/887-0562.

E-mail: forteustis@saintleo.edu

Fort Lee Education Center

Saint Leo University

700 Quarters Road, Building 12400, P.O. Box 5220

Fort Lee, VA 23801

Telephone: 804/861-9634. Fax: 804/861-1816.

E-mail: fortlee@saintleo.edu

Langley Education Center

Saint Leo University, P.O. Box 65519

450 Weyland Rd., Bldg. 1027

Langley AFB, VA 23665

Telephone: 757/766-1812. Fax: 757/766-3049.

E-mail: langley@saintleo.edu

Naval Air Station Oceana Education Office

Saint Leo University

902 E Ave., Bldg. 531, Rm. 105

Virginia Beach, VA 23460-5120

Telephone: 757/428-8395. Fax: 757/428-8587.

E-mail: southhamptonroadscenter@saintleo.edu

Naval Station Norfolk Education Office

Saint Leo University

c/o Navy Campus Education Center

9269 First Ave., Bldg. U-40

Norfolk, VA 23511-2321

Telephone: 757/489-0969. Fax: 757/489-1232.

E-mail: southhamptonroadscenter@saintleo.edu

South Hampton Roads Education Center

Joint Expeditionary Base Little Creek–Fort Story

Saint Leo University

1481 D St., Bldg. 3016

JEB Little Creek–Fort Story

Virginia Beach, VA 23459

Telephone: 757/464-6449. Fax: 757/464-3472.

E-mail: southhamptonroadscenter@saintleo.edu

Classes are also scheduled at classroom locations near several of these Centers.

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