



# Academic Catalog

2007-2008

Saint Leo University

Student Academic Catalog 2007-2008

**Saint Leo University**

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, sex, 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 that 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. Although 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 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 in 2006. We serve nearly 15,000 students in California, Florida, Georgia, South Carolina, Texas, and Virginia, and around the world through our 15 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 advisor, who is a critical component in our student-first practices.

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

A handwritten signature in dark ink, reading "Arthur F. Kirk, Jr." The signature is fluid and cursive, with a large, stylized "K" and "J".

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 regional continuing education 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 to 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 (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404/679-4501) to award the associate's, bachelor's, and master's degrees. Saint Leo University's 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 management program is nationally "approved" (accredited) by the Sport Management Program Review Council (SMPRC), which is the nationally recognized body of academic sport management programs that grants approval to sport management programs at all levels. Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Council on Education (ACE), 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, 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: 2189 Northlake Parkway, Building 10, Suite 100, Tucker, GA 30084-4113; telephone 770/414-3300.

Saint Leo University Shaw Center, South Carolina, is licensed by the South Carolina Commission on Higher Education, 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, Building 8035 Bishop Loop, P.O. Box 5220, Fort Lee, VA 23801-0220; Langley Center, P.O. Box 65519, Langley AFB, VA 23665; and South Hampton Roads Center, Naval Amphibious Base, 1481 D. Street, Bldg. 3016, Norfolk, VA 23521-2498).

## **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, 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 Director of the Center for Online Learning; Director of Dis-

tance Learning; Registrar; Director for Academic Student Support Services; Director of Counseling and Career Services and Experiential Education; Assistant Vice President for Student Services; and the Assistant Vice President of the Central, Florida, and Virginia regions.

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

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

## **Center for Online Learning**

### **Central Region**

Fort McPherson Center, Georgia  
Atlanta Police Academy, Georgia  
Gwinnett Office, Georgia  
NAS Atlanta, Georgia  
Naval Station Ingleside Center, Texas  
NAS Corpus Christi Office, Texas  
Savannah Center, Georgia  
Shaw Center, South Carolina

### **Florida Region**

Brooksville Office, Florida  
Gainesville Center, Florida  
Starke Office, Florida  
Lake City Center, Florida  
Leesburg Office, Florida  
MacDill Center, Florida  
Avon Park Office, Florida  
Madison Office, Florida  
Mayport Office, Florida  
North-East Florida Center, Florida  
Orange Park Office, Florida  
Palatka Office, Florida  
Saint Augustine Office, Florida  
Ocala Center, Florida  
Saint Petersburg Office, Florida  
Tallahassee Office, Florida  
Weekend and Evening University College Office, Florida

### **Virginia Region**

Fort Eustis Center, Virginia  
Fort Lee Center, Virginia  
Key West Center, Florida  
Langley Center, Virginia  
San Diego Office, California  
Marine Corps Air Station Miramar  
NAS North Island  
Naval Base Coronado  
Naval Base San Diego

South Hampton Roads Center, Virginia  
Chesapeake Dominion Boulevard Office, Virginia  
Naval Air Station Oceana Office, Virginia  
Naval Amphibious Base Little Creek Office, Virginia  
Naval Station Norfolk Office, Virginia

With the exception of the Center for Online Learning, which provides adults an opportunity to earn associate's and bachelor's degrees completely online, 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 8 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

Theatre

Creative Writing

English with minor in Secondary Education

History

International Studies

Mathematics

Political Science

Psychology

Religion

Sociology

#### **Bachelor of Science**

*Majors:*

Biology

Environmental Science

Medical Technology

*Minors:*

Art

Biology

Chemistry

English

Ethics and Social Responsibility

History

Interdisciplinary Arts

Mathematics

Music

Philosophy

Political Science  
Psychology  
Religion  
Sociology  
Theatre

*Special Areas of Study:*

Honors

Pre-professional Studies

Dentistry

Law

Medicine

Veterinary

Undergraduate Certificate in Pastoral Studies

**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

Health Services Management

International Business

Management

Marketing

Technology Management

Communication Management

Entrepreneurship and Family Business

Human Resources Administration

International Hospitality and Tourism Management

Management (offered only at University College)

Marketing (offered only at University College)

Sport Business

**Bachelor of Science**

*Majors:*

Computer Information Systems

Health Care Management

*Minors:*

Accounting

Economics

Human Resource Administration

Management

Marketing

Management Information Systems

Information Security  
International Hospitality and Tourism Management

## **School of Education and Social Services**

### **Bachelor of Arts**

#### *Majors:*

Criminal Justice

Criminal Justice with Specializations in:

Criminalistics

Homeland Security

Elementary Education (K-6)

Human Services Administration Major with Specializations in:

Administration

Social Services

Middle Grades Education with Specializations in:

English

Mathematics

Science

Social Science

#### *Minors:*

Criminal Justice

Education

Leadership

#### *Special Area of Study:*

Florida Coaching Endorsement

### **Bachelor of Social Work**

#### *Major:*

Social Work

## **Graduate Degree Programs**

### *Master of Business Administration*

Accounting Concentration

Criminal Justice Concentration

Human Resource Administration Concentration

Information Security Management Concentration

Sport Business Concentration

### *Master of Science in Criminal Justice*

Graduate Certificate in Criminal Justice Administration

Critical Incident Concentration

### *Master of Arts in Counseling Psychology*

Mental Health Counseling Concentration

School Guidance Counseling Concentration

### *Master of Arts in Teaching*

### *Master of Education*

Educational Leadership Concentration

Exceptional Student Education Concentration

## **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 also will 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 will be piloted in fall 2007 for University Campus students where 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. More information will be distributed at the opening of the school year.

## 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 Regional Director 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 which 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 ten days.

## 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 X 4)
SPA 111	3	B-	(2.67)	8.01	(3 X 2.67)
CHE 121	3	D	(1.00)	3.00	(3 X 1)
HTY 121	3	F	(0.00)	0.00	(3 X 0)
ENG 121	3	C+	(2.33)	6.99	(3 X 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. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

## 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 appeal to the next step.
2. The appeal must be submitted in writing to the instructor's dean if a University Campus student or to the Center Director if an off-campus or online 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 and, 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.

## 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, 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 With-

hold 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 or misleading, or is 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 reasonable notice of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted by persons of his or her choice, including attorneys, but at his or her own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he or she may place a statement in his or her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

## **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 \$5.00 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 \$25.00. Students may also submit transcript requests using eLion.

## **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 \$200 per course. Full-time University campus 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 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 grade point average of 3.50.

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 grade point average of 3.50 or better overall and in English.

*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.

*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."

For community college transfer students, Saint Leo has an Alumni chapter of *Phi Theta Kappa* (PTK), the International Honor Society of two-year schools.

*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 organiza-

tion'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.

*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 grade point average of 3.0 (on a 4.0 scale), and achieve a 3.25 grade point average in required social work courses.

*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 an average of "B" or higher in all political science courses, maintained general scholarship 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.

*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.

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 grade point average of 3.0, and a 3.25 grade point average in required social work courses.

## 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. 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 room 125 of Lewis Hall. 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 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 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/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. The library 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 facilitate 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, interlibrary loan, document delivery, and course reserve services.

Besides the resources of the Cannon Memorial Library, University Library Services also maintains the Jerome Library at Saint Leo University's Savannah Center. The Jerome Library houses a basic book and periodicals collection and offers research and reference assistance for students. The regional librarian in charge of the Jerome Library collaborates with the Cannon Memorial Library staff to provide library support services for the Central Region. Other regional librarians also work closely with University Campus librarians to provide library support services for the Virginia and Florida regions. Additionally, the 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 by the President, Vice President, Dean, Department Chair, or an authorized representative of Saint Leo University. The appropriate dean or department chair must approve access to University and departmental computer systems. Approvals vary depending upon the division or unit.
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.
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, 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.
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 chapters 4 and 6), 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, 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 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. Traditional learners (those between the ages of 18 and 22) are encouraged to enroll at the University College location and may not enroll at the Continuing Education Centers.

Students interested in graduate studies at Saint Leo University should refer to Chapter 6: "Graduate Programs of Study."

## **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 for undergraduate students, see Chapter 3. For information about financial assistance for graduate students, see Chapter 6.

## **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 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.

## **Student Involvement**

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 and student affairs, 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 Assistant Vice President for Student Services.

## **Code of Conduct**

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. The Student Handbook, which is available electronically each year, contains detailed information concerning student guidelines and policies for students. Students are responsible for their behavior and the behavior of their guests on the campus at all times. Students may be suspended from the University if they are judged to be disruptive or at odds with normal standards of good citizenship. A

University Campus student whose conduct on or off campus is damaging to the special interests of the University may expect disciplinary action. 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.

## **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 obligations 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 Vice President of Academic Affairs 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 also occurs 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 Assistant 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 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 spe-

cifically “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 values of excellence, community, respect, personal development, responsible stewardship, and integrity. University Ministry especially promotes the Benedictine 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 each other in sacred trust and never to violate that sacred bond. Thus, we affirm and call forth the best of each other 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 Ministry, Student Affairs, and Residence Life to share programs and to support each other'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

- Assures 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 the Counseling Center, 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](http://www.saintleo.edu/umin).

## CENTER FOR CATHOLIC-JEWISH STUDIES

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 outreach to Catholic and Jewish laity and clergy of all ages, including high school and university students, the Center's mission promotes education and dialogue through the following:

- Conferences featuring world-class scholars and leaders in interreligious affairs
- The *Eternal Light Newsletter*, published quarterly
- Town Hall meetings on topics of interest to the general public
- Parish/Synagogue partnerships
- Public lectures
- Pulpit exchanges
- Academic courses and lectures at Saint Leo University and elsewhere
- The CCJS website and electronic newsletter
- Annual gala fund-raising dinner
- The Eternal Light Award, which recognizes an outstanding leader in Catholic-Jewish relations

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 Commit-

tee. 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.

### **Board of Directors**

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E. Robert Goodkind, President, the American Jewish Committee

### **Professional Staff**

TBA, Executive Director

Jane Bracken, Administrative Assistant

## **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, and golf.



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. This may be accomplished by providing each faculty member with a list of scheduled dates of absences. 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 a 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.

## **ALUMNI ASSOCIATION**

The Saint Leo Alumni Association offers membership to all individuals who graduated from Saint Leo University, Saint Leo College, Saint Leo College Preparatory School, or Holy Name Academy. Additionally, any former student who attended at least one year and whose entering class has already graduated is welcome as a member. There is no charge for membership.

The Alumni Association is an active organization that connects alumni with one another and with the University. Alumni gather regionally around the country throughout the year at alumni events. Alumni also gather at University Campus each spring to celebrate class reunions.

The Office of Alumni Relations supports the Alumni Association, provides the link between alumni and the University, and maintains alumni records. Saint Leo alumni now number over 47,000 and can be found in every state and 43 countries.

# Notes

# Notes

## **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.

#### **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, Graduate Studies, Institutional Research and Assessment, and the Copy Center.

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 Residence Hall complex. Marmion/Snyder Halls house the Lion's Den. In this large lounge are pool tables, table tennis tables, air hockey, foosball, 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 freshman and upperclassmen students. 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, new apartment complexes have been built near the lake. The apartments have either four singles or two doubles with two bathrooms, common living room, and either a full kitchen or kitchenette. These facilities also have a common lounge, conference rooms, and laundry room.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Mathematics and Sciences; Academic Student Support Services, which includes the Learning Resource Center and the Office of Disability Services as well as the LEAP Program; 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 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 newly completed Video Teleconferencing Classroom are located on the lower level.

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

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

The new Student Community Center will form a hub and focal point for campus social activities and provide dining and recreational spaces for students, faculty, staff, and community members for meeting, eating, and socializing together. On the ground floor of the Center is the dining room with its open-air ceiling into the first floor, which will house the campus bookstore, snack bar coffee-house, convenience store, large lounge area, and a series of meeting rooms. The Student Involvement Building will house the offices of Student Services, Student Involvement, Greek Life, International Students, and Student Government as well as other student organizations on the first floor. The second floor will be host of University Ministry, Academic Student Support Services, and Disability Services. The Clock Tower will house a small multifunctional room that will be used for meetings and small-group liturgies. Connecting these three buildings will be an open-air plaza that will become a beautiful destination for our campus.

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, 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 2007-2008

### Fall 2007 Semester

#### August

W	15	Opening School Year Mass (a.m.)
M	20	New Employee HR Benefits Orientation (a.m.)
T	21	International students arrive
T	21	International student orientation
T	21	New Employee Orientation (a.m.)
W	22	Faculty Development Day (a.m.)

W	22	School and Department Meetings (p.m.)
TH	23	Fall Senate Meeting (a.m.)
TH	23	Community Day (p.m.)
TH	23	Non-traditional student orientation (p.m.)
F	24	New Students arrive and orientation begins
F	24	Faculty Meeting (1:30 p.m.)
F	24	Matriculation Ceremony (3:30 p.m.)
F	24	Academic Affairs Student Advising and Registration (8:00 a.m.-1:30 p.m.)
F	24	Reception (4:30 p.m.)
SA	25	Student Affairs Orientation
SU	26	Freshman Trip
SU	26	Residence Halls open for returning students
M	27	Academic Affairs Student Advising and Registration (Fall 2007/Spring 2008)
T	28	Classes Begin—mandatory attendance
F	31	Last Day to Add/Drop Courses without a Fee
<b>September</b>		
M	3	Labor Day (Classes in session, University Offices Open)
TH	6	Mass of the Holy Spirit/Convocation Mass in the Abbey Church 3:30 (p.m.)
T	11	Last Day to withdraw from University with a 90% tuition credit
F	14	Last Day for faculty to submit first alert advisory warnings.
F	21	Last Day to withdraw from University with a 75% tuition credit
<b>October</b>		
F	12	Last Day to Withdraw from University with a 50% tuition credit
M	15	Mid-Term Grades Due
<b>November</b>		
F	9	Graduation applications due for May 2008 Commencement
S	10	Feast of Saint Leo
M	12	Community Service Day, Veteran's Day Observation, No Classes
M 19—F 23		Thanksgiving Break
M	26	Classes Resume
M	26	Last Day to Withdraw from Courses without failure (Fee)
<b>December</b>		
F	7	Last Day of Regular Class Schedule
M 10—TH 13		Final Exam Schedule
TH	13	Last Day to Withdraw from University without failure
TH	13	Last Day to Remove Incompletes from Spring/Summer 2007
SA	15	Residence Halls Close at 7 p.m.
M	17	Final Grades Due

## Spring 2008 Semester

### January

TH	10	Senate Meeting (a.m.)
TH	10	Community Day (p.m.)
F	11	Faculty Development Day (a.m.)
F	11	Faculty Meetings (p.m.)
SA	12	New Students Arrive for Orientation
M	14	Returning Students Arrive
M	14	Academic Affairs Student Advising and Registration
T	15	Classes Begin—Mandatory Attendance

F	18	Last Day to Add/Drop Courses without a Fee
M	21	Community Service Day, MLK Jr. Celebration, No Classes
F	25	Last Day to Withdraw from University with a 90% tuition credit
<b>February</b>		
F	1	Last Day for faculty to submit first alert advisory warnings.
F	8	Last Day to Withdraw from University with a 75% tuition credit
<b>March</b>		
M	3	Mid-Term Grades Due
M	3	Last Day to Withdraw from University with a 50% tuition credit
M 10—F 14		Spring Break
M	17	Classes Resume
F	21	Good Friday, No Classes, University Offices Closed
SU	23	Easter
M	31	Advance Registration for Summer and Fall 2008
<b>April</b>		
F	11	Last Day to withdraw from Courses without failure (Fee)
TH	17	Academic Excellence Day
W	23	Last Day of Regular Class Schedule
TH 24—T 29		Final Exam Schedule
T	29	Last Day to Remove Incompletes from Fall 2007
T	29	Last Day to Withdraw from University without failure
W	30	Residence Halls Close for Non-Graduates at 11 a.m.
W	30	Senior Day
<b>May</b>		
TH 1—F 2		Senior Days
F	2	Final Grades Due
F 2—SA 3		Baccalaureate Mass
F 2—SA 3		Commencement
SA	3	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 under "Academics."

## Special Academic Areas of Study

### Honors

The Saint Leo University Honors Program serves the special 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 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.

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 supervision of a distinguished faculty mentor. Because honors core courses substitute for many of the required general education courses, the Honors Program may be viewed as an alternative means of satisfying the General Education (LINK) requirements. As a complement

to the honors core courses, the Department of English provides special honors sections of the freshman composition courses: ENG 121H and ENG 122H.

Honors courses revolve around the reading, interpretation, and assimilation of great books in the liberal arts and sciences. Informed absorption of original and great ideas, rather than mere acquaintance with them, is the goal. The Honors Program neither seeks to provide a comprehensive treatment of world intellectual achievement nor endeavors 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.

Honors courses tend to be small in size and feature student participation through class discussion and responsive writing. Each course has its own theme or focus, but the entire sequence of honors courses is integrated so that knowledge builds over time and academic skills obtained in one course are applied directly to 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."

All honors students are supplied with laptop computers that become theirs after two years of regular and successful participation in the Honors Program. Each honors class uses a web page to supplement classroom learning, and every student is expected to maintain a personal web page as an academic portfolio. Students are frequently involved in activities that explore the boundaries of computer-enhanced learning.

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 then presented to the public during Academic Excellence Day. Completion of the Senior Honors Project provides incontrovertible proof of the student's arrival as a truly independent and self-actuated learner, and the project itself has frequently provided a springboard for success in graduate or professional school.

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 General Education requirements as follows:

HON 150	PHI 101: The Quest for Wisdom
HON 151	The 200-Level Religion and Values 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 admissions requirements of the Honors Program are a high school grade point average of 3.5 and an SAT score of 1160 or the ACT equivalent of 23. For international students who do not have the opportunity to take either the SAT or ACT and who wish to be considered for the Honors Program, a thorough review of all academic records and school-leaving examinations will be made to determine honors eligibility. Students must also submit a letter of recommendation confirming their aptitude for independent and collaborative work.

Students who complete the freshman year with a 3.75 or higher grade point average may also be invited 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 3.5 or higher grade point average are also 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 cumulative 3.25 GPA, must have completed the required honors coursework with a cumulative 3.25 GPA in honors classes, and must receive a grade of B- or better for the senior honors project.

Any student who receives a grade of less than a B- in any two honors core courses (which excludes English honors courses) may no longer register for honors courses nor receive further honors benefits.

The Saint Leo University Honors Program is affiliated with the National Collegiate Honors Council, an organization of over 200 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 Area of Study, 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 Paris, France; Engelberg and Leysin, Switzerland; Rome, Italy; Quito, Ecuador; Madrid, Spain; Sydney, Australia; Limerick and Belfast, Ireland; Bristol, Essec, Kent at Canterbury, London, Sunderland, and York, England; Dundee, Scotland; and through an unpaid internship in London, England.

For further information regarding study abroad opportunities, students should contact their academic advisor or the Assistant Director for International Students in Student Affairs.

## **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 Internships.

## **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 Affairs 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, then, 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.

Particularly useful courses include those that develop analytical skills. Philosophy, logic, and mathematics, communication skills such as speech and writing, and knowledge of social institutions, such as criminal justice, history, and political science, are particularly valuable. 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 Officer's 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](mailto: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 commissioning, 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.

**Undergraduate Program of Study:** See Chapter 4.

## **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 one- to four-year period. A student who completes the AFROTC program will receive an Air Force commission as a second lieutenant and is guaranteed a position in the active duty Air Force at a starting salary of approximately \$36,000 per year.

AFROTC is offered as a one-, two-, 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. 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 one-year program is provided to students entering their senior year—per the needs of the Air Force. The one- and two-year students attend a six-week field-training encampment in the first available summer.

ROTC 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 the Reserve Office Training Corps or are eligible to pursue a commission as determined by the professor of aerospace studies.

AFROTC 4-, 3-, 2-, and 1-year scholarships are available for eligible applicants. Depending on student qualifications, these scholarships may pay all tuition, fees, books, and a \$250-\$400 per month tax-free stipend. Active ROTC non-scholarship sophomores are eligible to compete for a scholarship to receive up to \$1,500 in tuition. Those interested in more information about scholarship criteria should contact the AFROTC Department or go to [www.afrotc.com](http://www.afrotc.com).

Students interested in enrolling in the programs can begin registration procedures through the ROTC office in BEH 360 (USF) or by registering for the appropriate "AFR" course through University registration. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. 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 between 12 and 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, must 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 \$200 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 courses must be taken in conjunction with on-ground courses. These courses are designed primarily to meet the needs of adult learners. The education of full-time, Univer-

sity College undergraduate students is best accomplished through classroom experiences.

At the same time, it is recognized that some University College undergraduate students have specific needs that can be best met by enrolling in an online course. University College undergraduate students who wish to enroll in an online course must have written approval of their advisor.

University College undergraduate students may not enroll in more than one Internet-based course per semester and no more than two Internet-based courses during the summer except with permission from the Department Chair.

To enroll in an Internet-based course, students should first meet with their 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 University website under "Academics."

## Graduation Awards

The following awards are given to 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 Assistant Vice President for Student Services will be located in our new Student Community Center. Students with personal and campus concerns and questions should contact this office for assistance and information. The Assistant 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 Assistant 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 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. Tutoring is voluntary, and the student may request ongoing appointments for the entire semester, 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. We encourage students to visit the Learning Resource Center at all stages of the writing process: pre-writing, 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.

The Learning Resource Center has a computer laboratory with twelve PCs for student use. All computers have Internet capability, and printers are available for use with student laptops. The Center also 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 multi-media projection area where workshops on study skills, reading, and organizational skills are also taught. 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 Services & Experiential Education**

Career Services & Experiential Education 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 Services 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.

All Saint Leo University students and alumni have access to Career Services & Experiential Education 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 also be found on the department's web page.

Career Services & Experiential Education hosts an on-campus career/internship fair in the spring semester. Saint Leo University also co-sponsors

an annual Career Expo, which is held in Orlando during the spring semester and is open to all students and alumni.

## **Disability Services**

(See "Disability Services" in Chapter 1.)

## **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 Student Counseling Center 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 by selecting "Student Services," then "Counseling Services." Self-help resources are available on the counseling center website to all University students. 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.

## **Health Center**

The Health Center is located in deChantal Hall, room 13. The phone number is 352/588-8347. Health 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 Center is closed, please contact Jody Jeffers, Senior Coordinator, at ext. 8199 for non-emergency assistance. For emergencies, contact Security at 8333.

**Insurance**—To assure the highest quality of health care, the University has implemented a supplemental insurance plan. All registered students taking twelve or more credit hours in the on-campus program at Saint Leo will be enrolled in this plan. This is a mandatory accident insurance plan that cannot be waived. In addition, all full-time students in the University Campus program must carry health insurance. Health insurance can be purchased through the University insurance provider. The health insurance coverage can be waived if the student is not an international student and submits a waiver form and proof of other health insurance coverage by the September 15 deadline in the fall and the March 1 deadline in the spring. Insurance waiver forms are available for the student's convenience online and at Trane Stop. All insurance waivers must be approved by the Director of Student Financial Services. Saint Leo University is not responsible for payment of any medical bills incurred by the student. Students should be aware that emergency room visits are not covered completely under the University insurance program. We advise students to consult with their parents' health insurance in advance to avoid problems with billing. Students with out-of-state insurance may wish to designate a local provider as the primary care physician. The Health Center Director is available to assist in the claim filing process, but the student is responsible for initiating all claims.

**Absences**—When a student is treated in the Health Center or referred to outside specialists, he or she is offered a Verification of Health 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 Center Visit slips will not be issued at any time other than during the Health Center visit. The Health 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, a complete Health History Report with complete and current immunization documentation is required of all full-time students. The Health History report is available online, at Trane Stop and the Health Center. Due to Florida state requirements, students will be unable to register for classes until this requirement is met.

## 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 Affairs 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 towards academic and personal success at Saint Leo University.

## 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 work out 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 also is able to supply campers with backpacks, tents, and coolers.
4. **Lakefront:** Saint Leo University campus 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.

## **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 College 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 to the residence requirement are made for those students living and commuting from the residence of their parent(s) or legal guardian(s). Exceptions can also be requested by married students, veterans, non-traditional students, or students who have earned over 90 credit hours. Students wishing to request an exemption from the residence requirement must do so in advance, in writing, to the Director of Residence 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 individuals. 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 for 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 Student Handbook, which is available electronically to students each academic year on the Saint Leo University web page ([www.saintleo.edu](http://www.saintleo.edu)), under "Student Affairs."

## **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 Campus students paying the activities fee. The goal is to provide a wide variety of opportunities for involvement and leadership 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 plan per week (if they have a kitchen) or a ten-meal plan per week (if they have a kitchenette).

## University Ministry

The following programs and activities are provided to University Campus 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 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 new 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 further information and updates, consult our website:  
[www.saintleo.edu/umin](http://www.saintleo.edu/umin).

## **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 abbreviations following the centers refer to tables 1-7 at the end of the chapter.

### **Center for Online Learning (COL)**

#### **Central Region**

Fort McPherson Center, Georgia (FMC)  
Atlanta Police Academy, Georgia  
Gwinnett Office, Georgia  
NAS Atlanta, Georgia  
Naval Station Ingleside Center, Texas (IC)  
NAS Corpus Christi Office, Texas  
Savannah Center, Georgia (SGC)  
Shaw Center, South Carolina (SCSC)

#### **Florida Region**

Brooksville Office, Florida (BOF)  
Gainesville Center, Florida (GC)  
Starke Office, Florida  
Lake City Center, Florida (LCC)  
Leesburg Office, Florida (LO)  
MacDill Center, Florida (MC)  
Avon Park Office, Florida  
Madison Office, Florida (MO)  
Mayport Office, Florida (MPO)

North-East Florida Center, Florida (NEF)  
Orange Park Office, Florida  
Palatka Office, Florida  
Saint Augustine Office, Florida  
Ocala Center, Florida (OC)  
Saint Petersburg Office, Florida (SP)  
Tallahassee Office, Florida (TO)  
Weekend and Evening University College Office, Florida (WE)

### **Virginia Region**

Fort Eustis Center, Virginia (FEC)  
Fort Lee Center, Virginia (FLC)  
Key West Center, Florida (KWC)  
Langley Center, Virginia (LC)  
San Diego Office, California (SDO)  
Marine Corps Air Station Miramar  
NAS North Island  
Naval Base Coronado  
Naval Base San Diego  
South Hampton Roads Center, Virginia (SHR)  
Chesapeake Dominion Boulevard Office, Virginia  
Naval Air Station Oceana Office, Virginia  
Naval Amphibious Base Little Creek Office, Virginia  
Naval Station Norfolk Office, Virginia

With the exception of the Center for Online Learning (COL), which provides adults an opportunity to earn associate's and bachelor's degrees completely online, 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 8 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  
Theatre  
Creative Writing  
English with minor in Secondary Education  
History  
International Studies  
Mathematics  
Political Science  
Psychology  
Religion  
Sociology

## **Bachelor of Science**

### *Majors:*

Biology  
Environmental Science  
Medical Technology

### *Minors:*

Art  
Biology  
Chemistry  
English  
Ethics and Social Responsibility  
History  
Interdisciplinary Arts  
Mathematics  
Music  
Philosophy  
Political Science  
Psychology  
Religion  
Sociology  
Theatre

### *Special Areas of Study:*

Honors  
Pre-professional Studies  
    Dentistry  
    Law  
    Medicine  
    Veterinary  
Undergraduate Certificate in Pastoral Studies

## **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  
    Health Services Management  
    International Business  
    Management  
    Marketing  
    Technology Management  
Communication Management  
Entrepreneurship and Family Business  
Human Resources Administration

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

### **Bachelor of Science**

*Majors:*

Computer Information Systems  
Health Care Management

*Minors:*

Accounting  
Economics  
Human Resource Administration  
Management  
Marketing  
Management Information Systems  
Information Security  
International Hospitality and Tourism Management

### **School of Education and Social Services**

#### **Bachelor of Arts**

*Majors:*

Criminal Justice  
Criminal Justice with Specializations in:  
    Criminalistics  
    Homeland Security  
Elementary Education (K-6)  
Human Services Administration Major with Specializations in:  
    Administration  
    Social Services  
Middle Grades Education with Specializations in:  
    English  
    Mathematics  
    Science  
    Social Science

*Minors:*

Criminal Justice  
Education  
Leadership

*Special Area of Study:*

Florida Coaching Endorsement

### **Bachelor of Social Work**

*Major:*

Social Work

### **Graduate Degree Programs**

*Master of Business Administration*

Accounting Concentration

Criminal Justice Concentration

Human Resource Administration Concentration  
Information Security Management Concentration  
Sport Business Concentration

*Master of Science in Criminal Justice*

Graduate Certificate in Criminal Justice Administration  
Critical Incident Concentration

*Master of Arts in Counseling Psychology*

Mental Health Counseling Concentration  
School Guidance Counseling Concentration

*Master of Arts in Teaching*

*Master of Education*

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

*Master of Arts in Pastoral Studies*

Graduate Certificate in Pastoral Studies



Tables 1-7 indicate where Saint Leo University's undergraduate degrees are offered.

**Table 1. School of Arts and Sciences**  
**Associate of Arts and Bachelor of Arts**

	A.A. L.A.	B.A. ENG	B.A. HTY	B.A. I.S.	B.A. MAT	B.A. POL	B.A. PSY	B.A. REL	B.A. SOC
BOF									
COL	X								
FEC	X						X		X
FLC	X								
FMC	X							X	X
GC							X		
IC	X								
KWC	X								
LC	X						X		X
LCC							X		
LO							X		
MC	X						X		X
MO									
MPO									
NEF							X		
OC									
SCG	X							X	
SCSC	X								
SDO	X								
SHR	X						X	X	X
SPO							X		
TO									
UC	X	X	X	X	X	X	X	X	X
W/E	X						X	X	

**Key:** A.A./L.A. = Associate of Arts in Liberal Arts; ENG = English; HTY = History; I.S. = International Studies; MAT = Mathematics; POL = Political Science; PSY = Psychology; REL = Religion; SOC = Sociology.

# **Table 2. School of Arts and Sciences** **Bachelor of Science**

	B.S. Biology	B.S. Environmental Science	B.S. Medical Technology
BOF			
COL			
FEC			
FLC			
FMC			
GC			
IC			
KWC			
LC			
LCC			
LO			
MC			
MO			
MPO			
NEF			
OC			
SCG			
SCSC			
SDO			
SHR			
SPO			
TO			
UC	X	X	X
W/E			

# **Table 3. School of Business: Associate of Arts,** **Bachelor of Applied Science, Bachelor of Science**

	A.A. Bus. Admin.	B.A.S. Bus. Admin.	B.S. C.I.S.	B.S. H.C.M.
BOF				
COL	X		X	
FEC			X	
FLC			X	
FMC			X	
GC			X	X
IC	X		X	
KWC			X	
LC			X	
LCC			X	X
LO				
MC			X	
MO				
MPO	X		X	
NEF			X	
OC			X	
SCG	X		X	
SCSC			X	
SDO	X			
SHR	X		X	
SPO				
TO				
UC	X	X	X	X
W/E			X	X

**Key:** Bus. Admin. = Business Administration; C.I.S. = Computer Information Systems; H.C.M. = Health Care Management.

**Table 4. School of Business: Bachelor of Arts  
(Excepting Business Administration)\***

	B.A. ACC	B.A. CM	B.A. EFB X	B.A. HRA	B.A. IH	B.A. MAN	B.A. MAR	B.A. SB
BOF								
COL	X							
FEC			X	X				
FLC			X	X				
FMC				X				
GC	X		X	X				
IC			X	X				
KWC				X				
LC				X				
LCC				X				
LO								
MC				X				
MO								
MPO								
NEF								
OC	X							
SCG			X	X				
SCSC				X				
SDO								
SHR			X	X				
SPO								
TO								
UC	X	X	X	X	X	X	X	X
W/E	X			X				

\*For bachelor programs in Business Administration, see Table 5.

**Key:** ACC = Accounting; CM = Communication Management; EFB = Entrepreneurship and Family Business; HRA = Human Resources Administration; IH = International Hospitality and Tourism Management; MAN = Management; MAR = Marketing; SB = Sport Business.

**Table 5. School of Business: Bachelor of Arts  
Business Administration Specializations**

	B.A. ACC	B.A. HSM	B.A. IB	B.A. MAN	B.A. MAR	B.A. TM
BOF	X			X		
COL	X	X		X		
FEC	X			X		X
FLC	X			X		X
FMC	X			X		X
GC	X	X		X	X	
IC				X		X
KWC				X		X
LC	X	X		X	X	X
LCC	X			X		
LO				X	X	
MC	X			X	X	X
MO				X		
MPO	X			X		X
NEF	X	X		X		X
OC				X	X	
SCG		X		X		X
SCSC				X		X
SDO						
SHR	X	X		X	X	X
SPO	X			X	X	
TO						
UC	X	X	X			X
W/E	X	X		X		

**Key:** ACC = Accounting; HSM = Health Services Management; IB = International Business; MAN = Management; MAR = Marketing; TM = Technology Management.

**Table 6. School of Education and Social Services  
Bachelor Degrees (Excepting Criminal Justice)\***

	B.A. EE	B.A. MGE/E	B.A. MGE/M	B.A. MGE/S	B.A. MGE/SS	B.A. HSA/A	B.A. HSA/SS	B.S.W. SW
BOF								
COL								
FEC								
FLC								
FMC								
GC	X	X	X	X	X	X	X	
IC								
KWC						X	X	
LC								
LCC	X	X	X		X	X	X	
LO	X						X	
MC								
MO	X					X	X	
MPO								
NEF	X							
OC	X	X	X		X		X	
SCG						X	X	
SCSC								
SDO								
SHR								
SPO								
TO								
UC	X	X	X	X	X	X	X	X
W/E	X	X	X	X	X	X	X	X

\*For bachelor programs in Criminal Justice, see Table 7.

**Key:** EE = Elementary Education (K-6); MGE/E = Middle Grades Education (English specialization); MGE/M = Middle Grades Education (Mathematics specialization); MGE/S = Middle Grades Education (Science specialization); MGE/SS = Middle Grades Education (Social Science specialization); HSA/A = Human Services Administration (Administration specialization); HSA/SS = Human Services Administration (Social Services specialization); SW = Social Work.

**Table 7. School of Education and Social Services  
Bachelor of Arts in Criminal Justice**

	B.A. Criminal Justice	B.A. Criminal Justice/ Criminalistics	B.A. Criminal Justice/ Homeland Security
BOF	X		
COL	X		
FEC	X	X	X
FLC	X	X	X
FMC	X	X	X
GC	X	X	X
IC	X	X	X
KWC	X	X	X
LC	X	X	X
LCC	X	X	X
LO			
MC	X		X
MO			
MPO	X		X
NEF	X		X
OC	X		
SCG	X	X	X*
SCSC	X	X	X
SDO	X	X	X*
SHR	X	X	X
SPO			
TO	X		
UC	X	X	X*
W/E	X	X	X

\*These Centers also offer a Certificate Program in Homeland Security.

# 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 INterdisciplinary 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:

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

### 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. Most students are undecided about which major they should choose.

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 of arts 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. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. 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 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, 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 21st-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, and 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.

### **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.
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 (unless waived).
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 with Saint Leo University.
8. Satisfy all financial obligations.
9. All transfer credit must be received and posted.
10. 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 (unless waived).
3. Complete the required 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 all the requirements of the student's academic school and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.
9. Complete such comprehensive examinations as may be required by the University.
10. Fulfill the academic residence requirement of a minimum of 30 semester hours to be taken at Saint Leo University.

11. Fulfill the academic residence requirement of a minimum of 15 semester hours in the major to be taken at Saint Leo University.
12. Satisfy all financial obligations.
13. All transfer credit must be received and posted.
14. Apply for degree.

## **Class Attendance**

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

## **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 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.*

*\*\*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.*

## 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 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 only repeat a grade of "F" 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 would 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 with 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 "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. The Division of Continuing Education and Student Services 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	
Warning	1.80—1.99
Probation	1.50—1.79
Suspension	Below 1.50
31-59 hours attempted	
Warning	1.90—1.99
Probation	1.70—1.89
Suspension	Below 1.70
60-89 hours attempted	
Probation	1.90—1.99
Suspension	Below 1.90
90 plus hours attempted	
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, participate in selected activities, pledge a Greek organization, or 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 inter-collegiate 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.

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. 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 in the school's catalog 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 Continuing Education Centers located on the campuses of two-year colleges in Florida and in the Weekend and Evening Program Center, there are three 15-week terms: fall, spring, and summer.
- For Continuing Education and students in Regional Continuing Education Centers located in all other locations, there are five 8-week terms.
- For the Center for Online Learning, there are six 8-week terms per year.
- For students enrolled in graduate programs, the academic terms are listed in Chapter 6.

## **Academic Advising**

All first-time freshman students are assigned an academic advisor who assists students in selecting courses, learning about the resources available to assist them in their studies, and selecting a major that meets the student's interests and needs. Freshman advisors assist students in:

- 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,
- Becoming familiar with academic and student life policies and procedures,
- Exploring career options and interests, in conjunction with Career Services, and
- Making informed decisions concerning their academic program and course schedules.

All degree-seeking transfer students are provided with a formal evaluation recognizing transfer of credit and specifying associate'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 personalized advising. All new students, except those matriculating through Continuing Education Centers, 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 also are 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, and externally through the Division of Continuing Education and Student Services. 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.

## **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 \$50 administration fee, which must be paid in advance and is non-refundable.

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.

Students will take tests or complete surveys designed to measure General Education achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness.

**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 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 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.

## **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.

## **Traditional Transfer Credit**

Saint Leo University recognizes transfer credit only from regionally accredited institutions. 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 with 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 are required to transfer or complete the following:

- two religious studies courses, one of which must be the Saint Leo University course REL 401: The Catholic Tradition;
- two science courses: one physical science and one life science;
- one survey of literature course;
- one course in history or economics or political science;
- one mathematics course at the level of MAT 128 or higher; and
- one capstone course in the major.

Students transferring to Saint Leo University with an associate of arts degree under the Independent Colleges and Universities Articulation agreement will have General Education requirements met with the exception of COM 130: PC Applications and REL 401: The Catholic Tradition.

Students who hold a bachelor's degree from a regionally accredited college or university will be considered to have satisfied all General Education requirements, except for REL 401, 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 with 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 or Regional Continuing Education Center director 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.

## **Non-Traditional Transfer Credit**

Saint Leo University recognizes non-traditional 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 33 semester hours.

### **Police Training Experience**

Credit for training may be granted based upon individual evaluations of official training center certificates and/or transcripts. A maximum of 24 semester hours of transfer credit for training and police courses may be awarded if not duplicated elsewhere. State and training center certificates must be presented for evaluation. Courses of less than 40 contact hours will not be considered for credit.

### **Nursing School Credit**

Credit may be awarded for nursing training when verified by a copy of license and transcript of training courses and hours attended unless duplicated elsewhere. A maximum of 60 semester hours for a RN license and 30 semester hours for the LPN license 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 Noncollegiate 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.

## **Standardized Examinations**

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

- Excelsior College Examinations (formerly ACT PEP: Regents)

- College Level Examination Program (CLEP) general examinations and specific subtests. Up to 30 credits may be earned through the general examinations. Information on CLEP exams may be obtained by contacting **[www.collegeboard.org](http://www.collegeboard.org)**.
- Defense Activity for Non-Traditional Education Support (DANTES). Information on DANTES may be obtained by contacting **[www.chauncey.com](http://www.chauncey.com)**.

In most cases, transfer credit is granted in accordance with scores recommended by the American Council of Education. However, there are specific exceptions where 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.

## **Advance Placement Exam**

### **Transferability Guidelines**

Credit awarded with score of 3 or higher

#### **SUBJECT EXAM**

Biology  
Calculus AB  
Calculus BC  
Chemistry  
Chinese Language and Culture  
Computer Science A  
Computer Science AB  
English Language and Composition  
English Literature and Composition  
Environmental Science  
French—Language  
French—Literature  
German—Language  
Government and Politics/Comparative  
Government and Politics/U.S.  
History—European  
History—Art  
History—U.S.  
Human Geography  
Italian Language and Culture  
Japanese Language and Culture  
Latin—Literature  
Latin/Vergil  
Macroeconomics  
Microeconomics  
Music Theory  
Physics B  
Physics C—Mechanics  
Physics C—Electric/Magnet  
Spanish—Language  
Spanish—Literature

#### **SLU EQUIVALENCY**

BIO-225, BIO-1XX  
MAT-231  
MAT-231, MAT-232  
CHE-123, CHE-1XX  
FRL-2XX  
COM-207  
COM-207, COM-2XX  
ENG-121, ENG-1XX  
ENG-121, ENG-122  
PSC-1XX  
FRL-1XX (6 credits)  
FRL-1XX (6 credits)  
FRL-1XX (6 credits)  
POL-223  
POL-223  
HTY-124, HTY-1XX  
ART-123, FAS-101  
HTY-121, HTY-122  
GEO-1XX  
FRL-2XX  
FRL-2XX  
FRL-1XX (6 credits)  
FRL-1XX (6 credits)  
ECO-201  
ECO-202  
MUS-123, MUS-121  
PHY-221, PHY-222  
PHY-221  
PHY-222  
SPA-111, SPA-112  
SPA-212, SPA-211

Statistics  
Studio Art

MAT-201  
ART-221, ART-1XX

## **CLEP Standardized Tests**

### **Transferability Guidelines**

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

#### **TITLE**

#### **SLU COURSE**

##### *GENERAL EXAMS*

General Exam: English Composition  
General Exam: Mathematics  
General Exam: Humanities  
General Exam: Natural Sciences  
General Exam: Social Sciences and History

ENG-121, ENG-122  
MAT-003, MAT-131  
FAS-101, HUM -1XX  
SCI-101, SCI-102  
SSC-1XX, HTY-1XX

##### *COMPOSITION AND LITERATURE*

American Literature  
Analyzing and Interpreting Literature  
English Literature  
Freshman College Composition  
College Spanish Language  
College Spanish Language

ENG-2XX, ENG-2XX  
ENG-122, ENG-1XX  
ENG-2XX, ENG-2XX  
ENG-121, ENG-122  
SPA-111, SPA-112  
SPA-111, SPA-112, SPA-211, SPA-212

##### *SOCIAL SCIENCES AND HISTORY*

American Government  
History of the U.S. to 1877  
History of the U.S. 1865 to present  
Human Growth and Development  
Intro to Educational Psychology  
Macroeconomics  
Microeconomics  
Intro to Psychology  
Intro to Sociology  
Western Civ: Ancient Near East to 1648  
Western Civ: 1648 to the Present

POL-223  
HTY-121  
HTY-122  
EDU-226  
PSY-423  
ECO-201  
ECO-202  
PSY-121  
SOC-121  
HTY-123  
HTY-124

##### *SCIENCE AND MATHEMATICS*

Calculus with Elementary Functions  
College Algebra  
General Biology  
General Chemistry  
Precalculus

MAT-231, MAT-232  
MAT-151  
BIO-1XX  
CHE-123  
MAT-161

##### *BUSINESS*

Information Systems and Computer Apps.  
Principles of Management  
Principles of Accounting  
Intro Business Law  
Principles of Marketing

COM-1XX  
MGT-301  
ACC-201, ACC-202  
GBA-231  
MKT-301

## **DANTES Subject Standardized Tests**

### **Transferability Guidelines**

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

<b>TITLE</b>	<b>SLU COURSE</b>
Art of the Western World	ART-123
Astronomy	PSC-1XX
Business Law II	GBA-332
Business Math	ELE-1XX
Civil War and Reconstruction	HTY-331
Contemporary Western Europe: 1946-1990	SSC-102
Criminal Justice	CRM-220
Drug and Alcohol Abuse	SSC-328
Environment and Humanity	ENV-1XX
Ethics in America	PHI-224
Finance	MGT-325
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
Physical Science I	SCI-101
Public Speaking	SPH-221
Rise and Fall of the Soviet Union	HTY-325
Statistics	MAT-201
Supervision	MGT-1XX
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.

<b>TEST CODE</b>	<b>TITLE</b>	<b>SLU COURSE</b>
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 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 financial need 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.
- **Perkins Loan Program.** A limited number of Perkins Loans are made annually by Saint Leo to students with exceptional 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 subsidized interest benefits. 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. All principal payments are deferred until six months after graduation for subsidized and unsubsidized loans.
- **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 by a PLUS lender 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.

## 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.** Various lenders offer educational loans that are not sponsored by the federal government. These long-term loans are subject to credit approval. The lender establishes the interest rates and repayment options. Please contact the Office of Financial Aid for further information.

## 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 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, and 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 Office of Financial Aid.

**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](http://www.fafsa.ed.gov)). Filing for federal aid is free—do not pay any service offering assistance.

Financial aid for 2007-2008 is awarded for those terms between July 1, 2007, and June 30, 2008.

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](mailto: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 2006 tax information for the 2007-2008 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 a 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](http://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 2006 tax return(s);
    - Submit a completed 2007 verification worksheet (available at [www.saintleo.edu](http://www.saintleo.edu)).
  - You are considered a dependent student,
    - Submit a signed copy of your and your parent(s)’ 2006 tax return(s);
    - Submit a completed 2007 verification worksheet (available at [www.saintleo.edu](http://www.saintleo.edu)).

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 1/2 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 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.

**Standards of Academic Progress:** Students receiving federal financial aid must meet the Saint Leo academic standards of academic progress. Florida state aid such as the FRAG and FSAG requires that students maintain a 2.0 cumulative grade point average and the successful completion of 12 credit hours per semester for each semester Florida aid is received. The Florida Academic Scholars Award requires a cumulative grade point average of 3.0 for

renewal. The Florida Merit Scholarship and the Florida Gold Seal Scholarship require a cumulative grade point average of 2.75 for renewal.

Failure to maintain Standards of Academic Progress for Federal aid will result in losing aid eligibility. Students who lose federal aid eligibility may petition the Student Financial Services Office for reinstatement of federal aid if the next semester attended a student maintains a minimum term grade point eligibility of 2.0 and successfully completes all hours attempted during that semester.

Failure to maintain Standards of Academic Progress for Florida State aid will result in losing aid eligibility for the next academic year and until Standards of Academic Progress are met.

Students have the right to petition for reinstatement of financial aid if documentation of unusual family, medical, or other circumstances substantially contributed to the lack of progress. Contact the Student Financial Services Office for information on the petition process.

**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 aid award amounts may change.

6. To apply for Stafford loans:

*Students who have not received a loan at Saint Leo:*

- Sign and return a copy of the award letter to the Student Financial Services Office.
- Complete the required entrance interview that will explain the rights and responsibilities for taking out a student loan (do this at **[www.mapping-your-future.org](http://www.mapping-your-future.org)**). The Student Financial Services Office will receive confirmation once completed.
- Complete the one-time-required Master Promissory Note that will be mailed or be available online.

*Students who have already received a loan at Saint Leo:*

- Sign and return a copy of the award letter to the Student Financial Services Office.

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 submit a signed award letter at least three 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 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.

## 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 Financial Aid.

## 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 check for hours worked. A portion of a paycheck may be applied toward their fees.
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 877/375-2346.
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. All questions from University College and Graduate Program students relating to charges and payments should be directed to the Trane Stop Student Service Center. Questions or concerns that cannot be resolved at the Continuing Education Center or Trane Stop should be addressed to the Student Financial Services office.

## **Financial Responsibility**

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 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.

Students must understand and agree that they are responsible for all charges occurring as a result of their educational activities. 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 will be sent to a collection attorney.

## **Personal Property**

The University is not responsible for loss or for damage to the personal property of students. Ordinarily, the insurance carried by a parent automatically provides or can be extended for this purpose. 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 if the student has not elected to have these funds retained in his or her account. Questions regarding refunds should be addressed to the Office of Accounting and Finance (Bursar's Office).

# **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](http://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, and special talents. 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](http://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.
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.
4. **Application fee of \$35 (non-refundable).** 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 University 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 Clearinghouse, P.O. Box 4044, Iowa City, Iowa 52243-4044.

Students are encouraged to visit the campus. Interviews are not required, but a visit permits 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](mailto: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 2.3 GPA in college preparatory academic units upon application to Saint Leo University. An applicant must have a minimum SAT score of 900 or an ACT score of 19. 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 the Undergraduate Programs of Study section for admission into the major. Admission is not guaranteed. Due to 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. Saint Leo 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, above, 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 a minimum of six hours of organized study sessions each week.
2. Meet weekly with their faculty freshman 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. At the end of the spring semester, the student must be making satisfactory academic progress.

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 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 Saint Leo University, the Office of Admission requires several forms of documentation *in addition to* the standard application materials.

Applicants for admission to Saint Leo 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](http://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.

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.
4. **Application fee of \$35 (non-refundable)**. 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 Vice President for Enrollment. A non-refundable tuition deposit of \$200 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 non-refundable \$35 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.

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 213 (computer 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 NASFA-recognized ESL program.

## **Application Procedure for Undergraduate International Students**

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

1. **Completed application** with non-refundable **\$35 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/foreign.html>) 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. 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. **Essay.** Students must submit an original writing sample consisting of an essay about a topic chosen from the list provided on the application or on a topic of the student's choice.
6. **Letter of recommendation** from a teacher, headmaster, or school counselor.
7. **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 a \$350 tuition and housing deposit.

## Enrollment Deposit

Students offered admission to the University must submit a **nonrefundable** \$200 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 a 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.

Students who plan to live on campus in University housing must submit a nonrefundable \$150 room deposit in order to receive a housing and roommate assignment.

## 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 on continued satisfactory academic performance.

**Saint Leo Military Alumni Scholarship**—A scholarship of \$5,000 is awarded to students attending University College full time. Recipients must be the dependent child of a service member who has either graduated from or is currently enrolled in a Saint Leo University program at one of our military centers only. (Eligible students may not combine this grant with the Saint Leo Academic Scholarship. The student will receive either the Saint Leo Military Alumni Scholarship or the Saint Leo Academic Scholarship, whichever is greater.)

**Saint Leo Phi Theta Kappa Scholarship**—A scholarship of \$5,500 is awarded to transfer students as 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.

**Saint Leo Family Tuition Reduction Plan**—Saint Leo offers tuition reduction to families with dependent children attending University College simultaneously as full-time students. A 10-percent reduction per semester is provided when two siblings attend. A 15-percent reduction per semester is provided when three siblings attend. A 20-percent reduction per semester is provided when four siblings attend.

**Eighth Semester Tuition Grant for Honors Students**—This grant is awarded to second-semester seniors who have been members of the Honors area of study since their first semester as freshmen at University Campus, have been in the Honors area of study for three and one-half years, have remained in good standing in the areas of study, and have a 3.5 cumulative GPA at the end of the sixth semester. The eighth-semester tuition grant is awarded and paid only for the eighth semester in an amount sufficient to cover the costs of a maximum of 18 semester hour credits for which students do not have applicable financial aid. The award is contingent upon the seventh semester's academic progress.

## Tuition and Fees

### Undergraduate Expenses on University Campus

	Per Semester	Per Year
Tuition	\$7,910	\$15,820
Study Abroad	\$13,585	\$27,170

#### Tuition Rates

The charge per credit hour is \$434 through eleven credit hours. Thereafter, the following applies:

	Credits	Charge
	12-18	\$7,910
	19 and above	\$200 per credit hour
Study Abroad	12-18	\$13,585

#### Summer Session Tuition Rates

(to be determined)

## Fees

	Per Semester	Per Year
Student Health Plan	\$532*	

*\*May be waived with appropriate proof of family or individual insurance*

Student Activity Fee	\$150	\$300
Orientation Fee (one-time fee)	\$300	\$300
Room Security Deposit	\$150	
Tuition Deposit (non-refundable)	\$200**	

*\*\*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 the following meal plan:

	Per Semester	Per Year
Unlimited Meal Plan*	\$1,901	\$3,802

*\*Price includes sales tax of \$124.36 per semester/\$248.72 per year.*

10 Meal Plan**	\$1,260	\$2,520
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*\*\*Price includes sales tax of \$82.43 per semester/\$164.86 per year.*

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

5 Meal Plan***	\$642	\$1,284
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*\*\*\*Price includes sales tax of \$42.00 per semester/\$84.00 per year.*

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

Commuter Meal Plan****	\$75.00 per Block of 10 Meals
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*\*\*\*\*Price includes sales tax of \$4.09 per block.*

## Residence Hall Room Rates

	Per Semester	Per Year
Marmion/Snyder Double Room	\$2,150	\$4,300
Marmion/Snyder Double Single	\$3,230	\$6,460
Marmion/Snyder Garden Level	\$2,588	\$5,176
Marmion Physical Single	\$2,588	\$5,176
Benoit/Henderson Double Room	\$2,150	\$4,300
Benoit/Henderson Double Single	\$3,230	\$6,460
Benoit/Henderson Physical Single	\$2,588	\$5,176
Beniot/Henderson Triple Room	\$1,573	\$3,146
Henderson Quad Room	\$1,573	\$3,146
Roderick Room/Physical Single	\$2,577	\$5,154
Alumni Double Room	\$2,371	\$4,742
Alumni Double Single	\$3,448	\$6,896
Alumni Physical Single	\$2,588	\$5,176
East Campus Apartments	\$2,975	\$5,950
New Hall Double Room with Kitchen	\$3,176	\$6,352
New Hall Double Room with Kitchenette	\$2,610	\$5,220

New Hall Double Single with Kitchen	\$3,400	\$6,800
New Hall Double Single with Kitchenette	\$2,610	\$5,220
New Hall Physical Single with Kitchenette	\$3,743	\$7,486
Villa Double Single Room	\$3,230	\$6,460
Villa Double Room	\$2,150	\$4,300

A limited number of single rooms are available.

### **Other University Campus Fees**

Application Fee	\$35
International Student Application Fee	\$35
International Credential Evaluation Fee	\$100
Graduation Fee	
B.A., B.S., B.S.W.	\$100
A.A.	\$50
Certificate Fee	\$50
Internet Course Access Fee	\$110
Replacement Diploma	\$25
I.D. or Food Card Replacement	\$10

### **Registration/Transcripts/Withdrawal**

Late Registration or Payment	\$15
Transcripts	\$5
Rush and Overnight Delivery	\$25
Withdrawal (Each Course)	\$15
Reinstatement of Registration	\$15
Tuition Deposit (non-refundable, but applied to full charges upon attendance)	\$200
Room Security Deposit	\$150
Deferred Payment Fee	\$25
Private Instruction Fee	\$288
Course Challenge Fee	\$50
Network Interface Card (NIC)	\$100*

*\*NIC price subject to change.*

### **Parking Decal**

Resident student (includes \$3.27 sales tax)	\$50
Non-resident student (includes \$1.64 sales tax)	\$25
Miller Analogies Test Fee	\$45
Research Fee (accounts over 5 years old)	\$25
Returned Check Fee	\$30
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 will be assigned to an external collection agency after 90 days past due. Transcripts and diplomas will not be released until the account balance is zero.

**Methods of Payment for University College Students**

**Saint Leo University Monthly Payment Plans**

As a courtesy to students, the University offers two monthly payment plan options. Plans include a 10-month enrollment plan that spreads payments out over a 10-month period of time, interest free starting on August 1. The 8-month plan spreads payments over an 8-month period of time, interest free, also starting on August 1. Saint Leo University contracts with Tuition Pay for these payment plans. To enroll in these plans, please contact Student Financial Services at 877/375-2346. There is an enrollment fee with these plans.

**Family Tuition Grant**

Families\* with more than one dependent member attending University College simultaneously as full-time undergraduate traditional students in the day program benefit from the following tuition schedule:

- Two members: 10 percent reduction per semester per member.
- Three members: 15 percent reduction per semester per member.
- Four members: 20 percent reduction per semester per member.

*\*Members of the household as contained in at least one student's most recent federal tax return.*

**Refunds**

In case of withdrawal from University Campus, it is the responsibility of the student to make formal application through the Office of Academic Student Support Services, located in Lewis Hall, 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 the University Campus are made on the following schedule after deductions for non-refundable amounts:

**Tuition**

Within drop/add period	100 percent
Up to 10 percent of the term has been completed	90 percent
More than 10 percent and up to 25 percent of the term has been completed	75 percent

More than 25 percent and up to 50 percent of the term has been completed	50 percent
More than 50 percent of the term has been completed	No refund

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 non-refundable.

Other non-refundable amounts are as follows:

\$200	Tuition Deposit
\$300	Orientation Fee
\$50	Withdrawal Administration 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 Director 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 student's advisor. After the drop/add period of a semester there is a \$15 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 mid-point 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 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**

## **Admission Criteria for Continuing Education Centers**

The following information applies to all Continuing Education Centers except the Center for Online Learning. For information about that Center, see the last section of this chapter.

Students who wish to qualify for admission as a fully matriculated, degree-seeking student at one of Saint Leo University’s Centers must show official evidence of either high school graduation or a GED. Official evidence means either original copies of diplomas or certificates, notarized copies, or verification on other official documents such as a DD214. Applicants who currently serve on/in active military duty, the National Guard, or Reserve forces and who have not satisfactorily earned at least 12 college level credits or not completed one of the specified admissions tests (e.g., ACT, SAT) but who have successfully “passed” their

respective armed forces enlistment test shall be eligible for admission, provided all other relevant admission criteria have been met. Exceptions to general admissions regulations are made for all students serving on active military duty and for those applicants for whom an exception has been granted by the Vice President for Enrollment.

Students may also qualify for admission in the absence of any of the documents required above if they present official transcripts showing at least 12 credit hours of post-secondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above. Transcripts must be 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. If applicants meet none of the criteria for admission, they may enroll in courses as non-degree-seeking students. Upon completion of 12 credit hours of non-remedial coursework, the applicant may reapply for admission to the University.

Conditional admission to the University may be granted at the discretion of the admission counselor or 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 are considered fully admitted students and will be evaluated upon the completion of 12 credit hours of undergraduate, non-fundamental or 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 admission conditions and may continue enrollment in the University.

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 ACE Guidebook. This restriction will be reviewed on a continuing basis as the University implements standard practices of experiential credit and portfolio review processes.

## **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 want to study for a degree. These students must complete a short Non-Degree-Seeking application at the Center where they wish to attend and provide an official transcript from the institution they have most recently attended. Non-degree-seeking students are limited to 18 credit hours with Saint Leo University. Exceptions to this policy will be reviewed on a case-by-case basis. Veterans eligible for Veterans Administration (VA) educational training benefits must be in a degree-seeking status in order to be certified for VA benefits.

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. Exceptions to general admissions regulations are made for all students serving on active military duty and for those applicants for whom an exception has been granted by the Vice President for Enrollment.

## Admission and Matriculation Requirements

Degree programs offered through the Division of Continuing Education and Student Services 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 foreign nationals to the Continuing Education Centers located on military bases unless they are United States citizens, 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.)

## 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](http://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 (non-refundable);
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; 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, or advance placement (AP) examinations.
- Documentation for evaluation of non-traditional 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 registered nurses upon presentation of a nursing license and nursing school transcript; 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. Non-traditional sources of credit have specific limits.
- 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

Distance learning (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. Students are limited to two DL courses in any registration period and may not earn their degree through DL. Students interested in earning their degree completely online should contact the Center for Online Learning (COL) at 813/626-6455 or 877/856-2144 toll free. (See 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](http://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](mailto:finaid@saintleo.edu)**. Applications may be requested from the Continuing Education Center or from the Center for Online Learning at 800/342-0394 (within Florida) or 800/874-7877 (outside of Florida).

## 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.

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 mid-point 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, Weekend/Evening, and all offices associated with these Centers:**

### Tuition and Fees

Tuition (per credit hour)	\$215
Tuition (Weekend/Evening program per credit hour)	\$220
Internet Course Access Fee	\$110
Application Fee	\$35
International Student Application	\$35
International Credential Evaluation	\$100
Certificate Fee	\$50
Graduation Fee—A.A.	\$50
Graduation Fee—B.A., B.S.	\$100
Replacement Diploma	\$25
Official Transcript Fee	\$5
Rush or Overnight Transcript Fee	\$25
I.D. Card Replacement	\$10
Parking Decal (as required by host institution)	\$5
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, Fort McPherson and Dobbins AFB Center, Key West Center, Langley Center, MacDill Center, Mayport Office, Naval Station Ingleside Center, Savannah Center, Shaw Center, South Hampton Roads Center, and all offices associated with these centers.**

## **Tuition and Fees**

Tuition (per credit hour) as of Fall 2 Term	\$145
Internet Course Access Fee	\$110
Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program Outline)	\$35
Certificate Fee	\$50
Graduation Fee—A.A.	\$50
Graduation Fee—B.A., B.S.	\$50
Replacement Diploma	\$25
Transcripts (per copy)	\$5
Rush and Overnight Transcript Fee	\$25
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.
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. Usually one-third of tuition and fees is due at registration, one-third is due by mid-semester, and the final one-third is due by the end of the semester. 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 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 will be assigned to an external collection agency after 90 days past due. Transcripts and diplomas will not be released until the account balance is zero.

# Refunds of Tuition and Course Fees

Refunds for first time in university students who withdraw before 50 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 on the following schedule:

## Tuition:

Within drop/add period	100 percent
Up to 10 percent of the term completed (less \$15 processing fee, except in the state of Georgia)	90 percent

More than 10 percent and up to 25 percent of the term completed (less \$15 processing fee, except in the state of Georgia)	75 percent
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More than 25 percent and up to 50 percent of the term completed (less \$15 processing fee, except in the state of Georgia)	50 percent
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More than 50 percent of the term has been completed	No refund
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Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days if the students have not elected to have these funds retained in their account. 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.

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 non-refundable.

# Financial Responsibility

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 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.

Students must understand and agree that they are responsible for all charges occurring as a result of their educational activities. 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/her account.

# ADMISSION TO THE CENTER FOR ONLINE LEARNING

Students who wish to qualify for admission as a fully matriculated, degree-seeking student to the Center for Online Learning must be at least 22 years of age and show official evidence of either high school graduation or a GED. Official evidence means either original copies of diplomas or certificates, notarized copies, or verification on other official documents such as a DD214. Applicants who currently serve on active military duty, the National Guard, or reserve forces and who have not satisfactorily earned at least 12 college level credits or have completed one of the specified admissions tests (e.g., ACT, SAT) but who have successfully “passed” their respective armed forces enlistment test shall be eligible for admission, provided all other relevant admission criteria have been met. Exceptions to the age requirement are made for all students currently serving on active military duty.

Students may also qualify for admission in the absence of any of the documents required above if they present official transcripts showing at least 12 credit hours of post-secondary academic credit with a cumulative grade point average of 2.0. Transcripts must be from regionally accredited two- or four-year post-secondary institutions. Coursework qualifying as academic credit must be those normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. If applicants do not meet the criteria for admission, they may enroll as non-degree seeking students. Upon completion of 12 credit hours of non-remedial coursework, applicants may reapply for admission to the University.

Conditional admission to the University may be granted at the discretion of the admission counselor or 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 are considered fully enrolled students and will be evaluated upon the completion of 12 credit hours of undergraduate, non-fundamental or remedial courses at Saint Leo University within two academic years. If the student has maintained a cumulative GPA of at least a 2.0 and has no grades below a “D,” that student will meet the enrollment conditions and continue enrollment in the University.

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 ACE Guidebook. This restriction will be reviewed on a continuing basis as the University implements standard practices of experiential credit and portfolio review processes.

The process of admission includes:

1. Completing an application for admission online at <http://info.saintleo.edu/col>.
2. Paying a one-time, non-refundable application fee.
3. Providing documentation of high school graduation or General Equivalency Diploma (GED).
4. Listing all colleges and universities attended or are attending in chronological order (including dual enrollment). All schools must be included even if a term was not completed. Failure to list all institutions constitutes academic misrep-

resentation and could result in the application being denied or admission being rescinded.

5. Requesting transcripts of **all regionally accredited** attempted college or university credits, including CLEP, DANTES, GED college-level examinations, USAFI examinations, Regent Standardized Examinations, or other advanced-placement examinations.
6. Providing a copy of a DD-214 if a separated or retired service member; active duty members must provide a NOBE DD2384.
7. Having credits from outside of the United States evaluated by an approved agency if an international student.
8. Providing documentation for credit if a graduate of a nursing training program (include license), a member of the armed services (provide proof of service), a police officer who has completed training with the FBI National Academy, police institute, and/or certified polygraph school. Verification of training/service is obligatory in order to obtain credit. All non-traditional sources of credit have specific limits.
9. Knowing that Saint Leo University **does not give credit for work/life experience**.

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 Service Members Opportunity College 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 550 (paper based) or 213 (computer 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 non-refundable **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.
4. Knowing that Saint Leo University **does not give credit for work/life experience**.

### **Change of Residency**

If a student has attended another Continuing Education Center or the University College, a change of residency must occur to become degree-seeking at the Center for Online Learning. Students may take a single course at the Center for Online Learning with the written approval of their academic advisor. For more information, please go to the Center of Online Learning website:

<http://info.saintleo.edu/col/transfer/transfer1.cfm>

### **Enrollment/Re-enrollment and Registration**

#### **Enrollment/Registration**

New students seeking to enroll in Saint Leo University can contact a program representative at 877/334-7337. For more information, go to the Center for Online Learning website: <http://info.saintleo.edu/col>.

#### **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 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 the Center’s director. A four-course load is approved only under unusual circumstances.

## Financial Information

### Tuition and Fees

	Tuition (per credit hour)
Corporate Non-Military	\$425
Remedial Courses	\$225
Active Military	\$250
Textbooks/Materials	\$220-225*
Ground Shipping Fee (per course)	**
Application Fee (subject to change)	\$35
International Student Application Fee (subject to change)	\$35
Program Outline Fee (for each change of major or catalog year)	\$20
Certificate Fee	\$50
Graduation Fee (A.A.)	\$50
Graduation Fee (B.A., B.S.)	\$100
Capstone Course Assessment Fees	\$50***
Replacement Diploma	\$25
Official Transcript Fees	\$5
Overnight of Official Transcripts	\$25
Withdrawal Fee	\$15

*\*Course fees and textbooks/materials fees are charged separately.*

*\*\*Ground shipping is generally between \$10 and 15 per course; international shipping rates vary between \$34 and \$75 per course.*

*\*\*\*Varies by Capstone Course.*

### Textbooks and Materials Fees

The required textbooks and other materials such as CD-ROMs, online handbooks, and individual course student study guides are purchased from Bisk Education/University Alliance. Textbooks and materials payments are processed by phone, mail, or fax and are made payable to “Bisk Education.” Visa, MasterCard, American Express, and Discover are accepted. Students should send their books and materials payments to Bisk Education c/o the University Alliance, P.O. Box 20402, Tampa, FL 33622-0402, or call 877/334-7337 with credit card information.

### 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 only receive 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 mid-point 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.

## Tuition Refunds

Week	Tuition Refunded	Deadline
Week 1	100 percent	By Sunday at 11:59 PM EST
Week 2	75 percent	By Sunday at 11:59 PM EST
Week 3	50 percent	By Sunday at 11:59 PM EST
Week 4	50 percent	By Sunday at 11:59 PM EST
Week 5	No Refund	
Week 6	No Refund	
Week 7	No Refund/No Withdrawal	
Week 8	No Refund/No Withdrawal	

## 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.

## 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 Student Financial Services Office at 800/240-7658, or e-mail **colfinaid@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 Center for Online Learning or University Alliance.

# Notes



# Notes

## 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, and wellness, and **Perspective Courses** that provide students with an introduction to a liberal arts education in the arts, the humanities, and the social, behavioral, and natural sciences.

### 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.

### Goals and Objectives of the Link Program

1. We expect students to demonstrate **intellectual growth**:
  - Demonstrate critical thinking skills
  - Develop quantitative skills
  - Understand how living things and physical systems operate
  - Demonstrate knowledge of diverse populations
  - Understand the historical, political, and economic context
2. We expect students to demonstrate **effective communication skills**:
  - Speak articulately
  - Listen attentively
  - Read critically
  - Write clearly
3. We expect students to demonstrate knowledge of **spiritual values**:
  - Understand Catholic and Benedictine values and traditions
  - Understand differences in belief systems and values
  - Understand the relationships among humans, living things, the universe, and God
4. We expect students to develop a working knowledge of the **humanities and the creative arts**:
  - Demonstrate appreciation for various forms of creative human expression

The LINK Program curriculum provides undergraduate students with an understanding of Saint Leo University Benedictine 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 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, and wellness prepare students to deal effectively with the rest of their coursework at Saint Leo University. They lay the groundwork for undergraduate students to succeed by providing them with the basic skills and tools that are required in upper-level courses.

### Writing

For most undergraduate students, college-level writing is a difficult skill to master and one that requires constant practice. Therefore, many General Education courses are writing intensive because the ability to write well is central to learning and effective communication. The Saint Leo University foundation writing program is 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

### 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 these General Education courses 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 these General Education mathematics courses 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

### 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 General Education 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, general wellness helps undergraduate students:

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

## Perspective Courses

Gaining an understanding of how knowledge is gathered and assimilated is an important part of the liberal arts and sciences General Education experience. This is accomplished through five critical perspectives and ten interrelated courses.

### 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

### The Aesthetic Perspective

The Saint Leo University undergraduate General Education curriculum would be incomplete without ensuring that students have a deep 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 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 that stands in opposition to bureaucratic rationality. 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.

## **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 Global Perspective**

As the world becomes smaller by virtue of modern technology and 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 an historical perspective provides a time frame for the investigating 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, and xenophobia.

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

## Transfer Students

Students who transfer to the University are not expected to complete the entire core, for we recognize 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 are required to transfer or complete the following:

- two religious studies courses, one which must be the Saint Leo University course REL 401: The Catholic Tradition
- two science courses, one physical science and one life science
- one survey of literature course
- one course in history, economics, or political science
- one mathematics course at the level of MAT 128 or higher
- one capstone course in the major
- transfer in a course in PC computer applications or complete COM 130: PC Applications (or, for business majors, COM 140: Business Computer Skills) or successfully pass a PC applications competency examination.

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

Students transferring under the ICUF articulation agreement will be considered to have met all general education requirements with the exception of COM 130: PC Applications (unless an equivalent course is transferred or the PC applications competency examination is successfully passed) and REL 401: The Catholic Tradition.

## GENERAL EDUCATION REQUIREMENTS

The minimal General Education components for an associate's degree are indicated with an (\*). General education requirements are slightly different for students in the Honors area of study. Please consult Chapter 2 of this catalog for particulars.

### Foundation Courses: 9-12 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, and mathematics. Generally, these Foundation courses are completed during a student's first year of college.

### First-Year Studies

(Required for first-year, traditional-age University Campus students)

SLU 100                      Introduction to the University Experience    3 credit hours

### Writing

ENG 121\*                      Academic Writing I    3 credit hours

ENG 122\*                      Academic Writing II    3 credit hours

### Mathematics

MAT 128                      Algebra and Functions or higher

## **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 values and Roman Catholic traditions of Saint Leo University and advance, wherever possible, a broader, global perspective.

### **The Scientific Perspective**

SCI 101*	Integrated Physical Science	3 credit hours
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SCI 102*	Integrated Life Science	3 credit hours
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(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 General Education program.)

### **The Aesthetic Perspective**

FAS 101*	Integrated Fine Arts	3 credit hours
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ART 123	Art Appreciation <b>or</b>	3 credit hours
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MUS 123	Introduction to Music <b>or</b>	
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FAS 123	Introduction to Film <b>or</b>	
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ENG 202	Creative Writing <b>or</b>	
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FAS 125	Introduction to Theater	
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ENG 225	Survey of World Literature I <b>or</b>	3 credit hours
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ENG 226	Survey of World Literature II <b>or</b>	
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ENG 311	Survey of Major Writers of the 20th Century	
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### **The Religion and Philosophy Perspective**

PHI 101*	The Quest for Wisdom	3 credit hours
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REL 201*	Introduction to the New Testament <b>or</b>	3 credit hours
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REL 220	Christian Morality <b>or</b>	
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REL 223	Religions of the World I <b>or</b>	
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REL 224	Religions of the World II	
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REL 401	The Catholic Tradition	3 credit hours
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### **The Human Behavior Perspective**

SSC 101*	The Human Behavior Perspective	3 credit hours
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PSY 121	Introduction to Psychology <b>or</b>	3 credit hours
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SOC 121	Introduction to Sociology <b>or</b>	
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SOC/SSC 222	Social Problems	
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### **The Global Perspective**

SSC 102*	The Global Perspective	3 credit hours
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ECO 201	Macroeconomics <b>or</b>	3 credit hours
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POL 223	American Federal Government <b>or</b>	
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HTY 121	United States History to 1865 <b>or</b>	
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HTY 122	United States History from 1865	
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## **Other Graduation Requirements**

### **Computer Applications\***

**0-3 credit hours**  
0-3 credit hours

\*All students are required to (1) pass the Computer Skills Examination prior to the end of their third semester at the University Campus or their sixth term in the Division of Continuing Education and Student Services **or** (2) take and pass the COM 130: PC Applications course or for business majors the COM 140: Business Computer Skills course **or** (3) transfer in an equivalent course from another regionally accredited college or university.

### **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.

### **Physical Education**

PED 102\*                      Concepts of Wellness                      2 credit hours

\*A student who meets one of the following criteria is exempt from the Physical Education 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.

Physical education medical waivers are handled through the Academic Student Support Services Office for University College students. Students granted waivers in physical education are not required to take an additional course to fulfill the General Education core requirements.

## **School of Arts and Sciences**

### **Dr. Richard G. Bryan, Dean**

The Saint Leo University School of Arts and Sciences serves the University in two fundamental ways. First, the school offers a wide variety of majors and minors that range from the fine and performing arts, to literature, to religion and philosophy, to the physical, life, and social and behavioral sciences. Second, the School of Arts and Sciences provides students majoring in all disciplines with a broad educational foundation that includes the skills and knowledge they will need to be successful in any major course of study. The Saint Leo University School of Arts and Sciences

- educates all students in such fundamental skill areas as scientific observation, reasoning, problem solving, decision making, and communication
- trains students in the fine and performing arts, the humanities, the social and behavioral sciences, and the physical sciences
- engages in dialogue meant to further excellence, community, respect, personal development, responsible stewardship, and integrity



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 Theatre Specialization
- with Creative Writing Specialization
- with Education minor

History

- with Education minor

International Studies

Mathematics

Political Science

Psychology

Religion

Sociology

#### **Bachelor of Science**

##### **Majors:**

Biology

Environmental Science

Medical Technology

**Minors**—available to undergraduate students from any major:

Art

Biology

Chemistry

English

Ethics and Social Responsibility

History

Interdisciplinary Arts

Mathematics

Music

Philosophy

Political Science

Psychology

Religion

Sociology

Theatre

#### **Master of Arts**

Counseling Psychology

Pastoral Studies

Graduate Certificate in Pastoral Studies

For further information on the master of arts programs, please see Chapter 6, "Graduate Programs of Study."

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, as well as acceptable academic standing.

## School of Business

**Dr. Michael Nastanski, Dean**

The mission of the Saint Leo University School of Business is to develop professionally competent graduates and responsible leaders in the global business and social environment. 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 to 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 degrees in a *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, health services management, international business, management, marketing, 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 Entrepreneurship and Family Business.** This program is designed for students interested in starting their own business or working in a family-owned business.

**Bachelor of Arts in Human Resources Administration.** 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 non-profit.

**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 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 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 Chapter 6.

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 for all 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:

Components		Credit Hours
COM 140	Business Computer Skills	3
ACC 201	Principles of Accounting I	3
ACC 202	Principles of Accounting II	3
ECO 201	Principles of Macroeconomics (may be part of General Education)	(3)
ECO 202	Principles of Microeconomics	3
GBA 321	Essential Business Skills	3
MGT 301	Principles of Management	3
MGT 325	Finance for Managers	3
MGT 327*	Management Information Systems	3
MKT 301	Principles of Marketing	3
GBA 231	Business Law I	3
GBA 334**	Applied Decision Methods for Business	3

GBA 498***	Strategic Management	3
GBA 499	Comprehensive Business Exam	0
<b>Total Credits</b>		<b>36-39</b>

**Note:** Business Administration with a specialization in Health Services Management follows a different common body of knowledge. Sport Business majors also follow a slightly different curriculum. See the section on Sport Business.

*\*Accounting majors substitute ACC 303: Accounting Information Systems for this course. CIS majors substitute COM 424: Information Technology and Project Management for this course.*

*\*\*CIS majors substitute COM 315: Decision Support Systems for this course.*

*\*\*\*Several majors within the School of Business have specialized courses as a capstone experience.*

Major support courses required for all School of Business majors except Sport Business are provided by other programs at the University. The courses are:

<b>Components</b>	<b>Credit Hours</b>
MAT 141	Finite Mathematics (required only as a prerequisite to MAT 201)
MAT 201	Introduction to Statistics
PHI 328	Business Ethics
	3
	3
	3

## School of Education and Social Services

### Dr. Marguerite McInnis, 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 Bachelor's and Master's level:

#### **Bachelor of Arts**

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Elementary Education

- Middle Grades Education with specializations in:
  - English
  - Mathematics
  - Science
  - Social Sciences
- Human Services Administration with specializations in:
  - Administration
  - Social Services

**Bachelor of Social Work**

- Undergraduate Minors**
- Criminal Justice
  - Education
  - Leadership

**Florida Coaching Endorsement**  
 Available for all students

**Master of Arts in Teaching**

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

**Master of Science in Criminal Justice**  
 Graduate Certificate in Criminal Justice Administration

For further information on the master’s-level programs, please see Chapter 6, “Graduate Programs of Study.”

# **SAINT LEO UNIVERSITY** **UNDERGRADUATE DEGREE PROGRAMS**

This section lists the Associate’s and Bachelor’s degree programs offered by Saint Leo University and includes the majors and minors available. For information on Saint Leo University’s Master’s degree programs, please see Chapter 6.

## **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
ENG 121	Academic Writing I	(3)
ENG 122	Academic Writing II	(3)
FAS 101	Integrated Arts	(3)

REL 201	Introduction to the New Testament <b>or</b>	(3)
REL 220	Christian Morality <b>or</b>	
REL 223	Religions of the World I: West <b>or</b>	
REL 224	Religions of the World II: East	
PHI 101	Quest for Wisdom	(3)
SCI 101	Integrated Physical Science	(3)
SCI 102	Integrated Life Science	(3)
MAT 128	Algebra and Functions <b>or</b> higher	(3)
SSC 101	The Human Behavior Perspective	(3)
SSC 102	The Global Perspective	(3)
COM 130	PC Applications (unless waived)	(3)
PED 102	Concepts of Wellness (unless waived)	(2)
<b>Electives</b>		<b>(27-30)</b>
<b>Total Credits</b>		<b>60-62</b>

## 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.

		<b>Credit Hours</b>
COM 140	Business Computer Skills	(3)
ENG 121	Academic Writing I	(3)
ENG 122	Academic Writing II	(3)
FAS 101	Integrated Arts	(3)
MAT 128	Algebra and Functions <b>or</b> higher (except MAT 201)	(3)
PHI 101	Quest for Wisdom	(3)
REL 201	Introduction to the New Testament <b>or</b>	(3)
REL 220	Christian Morality <b>or</b>	
REL 223	Religions of the World I: West <b>or</b>	
REL 224	Religions of the World II: East	
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)
ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II <b>or</b>	(3)
GBA 321	Essential Business Skills	
ECO 201	Macroeconomics	(3)
ECO 202	Microeconomics	(3)
GBA 231	Business Law I	(3)
MGT 301	Principles of Management	(3)
MKT 301	Principles of Marketing	(3)
PED 102	Concepts of Wellness (unless waived)	(2)
<b>Electives</b>		<b>(4-6)</b>
<b>Total Credits</b>		<b>60-62</b>

# 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. Many states have adopted the 150-hour rule for the number of academic credits required to sit for the CPA exam. Florida is one such state.

The educational requirements for taking the Uniform Certified Public Accountant examination in the state of Florida include:

- A bachelor’s degree from an accredited college or university.
- 30 semester hours in excess of the bachelor’s degree.
- 36 semester hours of upper-division accounting courses, including coverage of tax, auditing, financial, and cost accounting.
- 39 semester hours of upper-division general business courses with some exceptions. One micro-economics, one macro-economics, 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 six semester hours of business law courses that must cover contracts, torts, and the Uniform Commercial Code.

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

The common body of knowledge for all 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 majors within the School include:

Components		Credit Hours
COM 140	Business Computer Skills	3
ACC 201	Principles of Accounting I	3
ACC 202	Principles of Accounting II	3
ECO 201	Principles of Macroeconomics (may be part of General Education)	(3)

ECO 202	Principles of Microeconomics	3
GBA 321	Essential Business Skills	3
MGT 301	Principles of Management	3
MGT 325	Finance for Managers	3
ACC 303	Accounting Information Systems	3
MKT 301	Principles of Marketing	3
GBA 231	Business Law I	3
GBA 334	Applied Decision Methods for Business	3
GBA 498	Strategic Management	3

**Total Credits** 36-39

**Program Components** **Credit Hours**

**General Education and Physical Education** 50

Specifically take ECO 201 as the second Global Perspective course.

**Major Requirements** 24-25

ACC 203 The Financial Accounting Cycle\* (1)

*\*Under certain circumstances, this course may be waived with permission of the department chair.*

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 Federal Taxes I (3)

ACC 499 Accounting Comprehensive Exam (0)

**Required Support Courses** 9

MAT 141\* Finite Math (3)

MAT 201 Introduction to Statistics (3)

PHI 328 Business Ethics (3)

*\*Required only as a prerequisite to MAT 201.*

**Electives** 2-6

**Total Credits** 122

**Recommended electives include:**

ACC 332 Advanced Cost Accounting

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.

	<b>Credit Hours</b>
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)
ACC 203 The Financial Accounting Cycle	(1)
ACC 301 Intermediate Accounting I	(3)
ACC 302 Intermediate Accounting II	(3)
Other upper-division accounting course	(3)
<b>Total Credits</b>	<b>16</b>



# 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.) degrees in a technical field, not for students with A.S. degrees in a major for which SLU offers a B.A. or B.S. degree. At the completion of the B.A.S., they will have not only applied skills but also 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. degree have in his or her degree at least 42 hours of *related technical* credits and 18 hours of general education. Prospective students should be aware that SLU will allow only 64 credits to be transferred from a community college (see the Transfer Student section of this chapter).

Program Components		Credit Hours
<b>General Education</b>		
<b>English</b>		<b>6</b>
*ENG 121	Academic Writing I	(3)
*ENG 122	Academic Writing II	(3)
<b>Math</b>		<b>6</b>
*MAT 128	Algebra and Functions	(3)
*MAT 141	Finite Math (required as a prerequisite to MAT 201)	(3)
<b>Arts/Humanities</b>		<b>6</b>
*FAS 101	Integrated Fine Arts	(3)
*FAS/ART/MUS 123 or FAS 125	Intro to Film / Art Appreciation / Intro to Music or Intro to Theater	(3)
<b>Science</b>		<b>6</b>
*SCI 101	Integrated Physical Science	(3)
*SCI 102	Integrated Life Science	(3)
<b>Social Science</b>		<b>6</b>
*SSC 101	The Human Behavior Perspective	(3)
*SSC 102	The Global Perspective	(3)
<b>Religion/Philosophy</b>		<b>3</b>
*PHI 101	The Quest for Wisdom	(3)
<b>Computer Skills</b>		<b>3</b>
*COM 140	Business Computer Skills	(3)
REL 401	The Catholic Tradition	3
<b>Subtotal</b>		<b>39</b>

\*These are the courses that would be taken at SLU to satisfy the requirements. Courses being transferred from community colleges must meet the equivalency requirements to replace these courses.

<b>Major Courses</b>		<b>39</b>
GBA 105	Intro to Business	(3)
ACC 201	Accounting	(3)
ECO 201	Macroeconomics	(3)
MAT 201	Statistics	(3)
GBA 231	Business Law	(3)
MGT 301	Management	(3)
MKT 301	Marketing	(3)
GBA 321	Essential Business Skills	(3)

MGT 327	Management Information Systems	(3)
PHI 328	Business Ethics	(3)
MGT 331	Management of Human Resources	(3)
MGT 412	Organization Behavior and Development	(3)
GBA 498	Strategic Management	(3)
GBA 499	Comprehensive Exam	(0)

A minimum of 27 credit hours must be upper division (300 or 400 level).

<b>Block of Related Technical Credit</b>	<b>42</b>
<b>Total Credits</b>	<b>120</b>

## Art Minor

The minor in art is designed for rigorous intellectual development, personal enrichment, and employment in the creative arts. The minor in art requires the following 18 credits:

	<b>Credit Hours</b>
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)
<b>Total Credits</b>	<b>18</b>

## 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 sequence for biology, environmental science, and medical technology majors are outlined below and are also available on the Saint Leo University website.

For students who enter with a math placement above MAT 128: Algebra and Functions, the first-semester course sequence is:

BIO 130	General Zoology
BIO 130L	General Zoology Laboratory
CHE 123	General Chemistry 1
CHE 123L	General Chemistry 1 Laboratory
ENG 121	Academic Writing 1
MAT 151	College Algebra <b>or</b>
MAT 161	Precalculus
SLU 100	Introduction to the University Experience

For students who are placed in MAT 128: Algebra and Functions, the first-semester course sequence is:

BIO 130	General Zoology
BIO 130	General Zoology Lab
ENG 121	Academic Writing 1
MAT 128	Algebra and Functions
SLU 100	Introduction to the University Experience
General Education Elective	

Because math skills are critical to success in the sciences, students who are placed in MAT 003: Basic Algebra will not enroll in a biology or a chemistry course during the first year. Their typical first-year course sequence will also include a summer course offered on campus, online, or through another college/university. The first-year course sequence is:

<b>Fall:</b>	
ENG 121	Academic Writing 1
MAT 003	Basic Algebra
SLU 100	Introduction to the University Experience
General Education Elective	
General Education Elective	

<b>Spring:</b>	
ENG 122	Academic Writing II
MAT 128	Algebra and Functions
General Education Elective	
General Education Elective	
General Education Elective	

<b>Summer:</b>	
MAT 151	College Algebra or
MAT 161	Precalculus

## Biology Major

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>

All biology majors are required to complete BIO 130, BIO 130L, PHY 221, PHY 221L, and MAT 161 as part of the General Education program.

<b>Computer Applications</b>	<b>0-3</b>
COM 130      PC Applications (unless exempted)	(3)

<b>Foundation Courses</b>	<b>24</b>
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	(4)
PHY 222	General Physics II	(3)
PHY 222L	General Physics II Laboratory	(1)

### **Major Requirements** **30-31**

BIO 223	Botany	(3)
BIO 223L	Botany Laboratory	(1)
BIO 240	Cell Biology	(3)
BIO 240L	Cell Biology Laboratory	(1)
BIO 324	Biochemistry	(3)
BIO 324L	Biochemistry Laboratory	(1)
BIO 325	Ecology	(3)
BIO 325	Ecology Laboratory	(1)
BIO 421	Genetics	(3)
BIO 421L	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)

### **Electives** **14-18**

(CHE 321 is strongly recommended.)

**Total Credits** **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. The minor requires 20 credits.

### **Credit Hours**

BIO 130	General Zoology	(3)
BIO 130L	General Zoology Laboratory	(1)
BIO 223	Botany	(3)
BIO 223L	Botany Laboratory	(1)
BIO 240	Cell Biology	(3)
BIO 240L	Cell Biology Laboratory	(1)
Plus two 300-400 level biology courses		(8)
<b>Total Credits</b>		<b>20</b>

## **Biology Major with Minor in Education**

### **Bachelor of Science**

**Program Components** **Credit Hours**

**General Education and Physical Education** **50**

All biology majors are required to complete BIO 130, BIO 130L, PHY 221, PHY 221L, and MAT 161 as part of their General Education program.

<b>Computer Applications</b>		<b>0-3</b>
COM 130	PC applications	(3)
(unless exempted)		
<b>Foundation Courses</b>		<b>24</b>
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	(4)
PHY 222	General Physics II	(3)
PHY 222L	General Physics II Laboratory	(1)
<b>Major Requirements</b>		<b>30-31</b>
BIO 223	Botany	(3)
BIO 223L	Botany Laboratory	(1)
BIO 240	Cell Biology	(3)
BIO 240L	Cell Biology Laboratory	(1)
BIO 324	Biochemistry	(3)
BIO 324L	Biochemistry Laboratory	(1)
BIO 325	Ecology	(3)
BIO 325L	Ecology Laboratory	(1)
BIO 421	Genetics	(3)
BIO 421L	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 19-hour education minor, which comprises the following courses:		
<b>Education Minor</b>		
EDU 222	Teaching Diverse Populations <b>or</b>	
EDU 428	Education Governance (preferred)	(3)
EDU 226	Human Growth and Development	(3)
EDU 336	Reading in the Content Area	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Middle/Secondary School Practicum	(1)
EDU 453	Science Methods in the Middle/Secondary School	(3)
Optional extra semester		
EDU 480/481	Internship and Seminar	(12)
<b>Total credits</b>		<b>123-139</b>

# 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 choose 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
- Health Services Management
- International Business
- Management
- Marketing
- Technology Management

Internships are encouraged for all qualified students.

## Common Body of Knowledge

The common body of knowledge for all 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 majors within the School include:

Components	Credit Hours
COM 140	Business Computer Skills 3
ACC 201	Principles of Accounting I 3
ACC 202	Principles of Accounting II 3
ECO 201	Principles of Macroeconomics (may be part of General Education) (3)
ECO 202	Principles of Microeconomics 3
GBA 321	Essential Business Skills 3
MGT 301	Principles of Management 3
MGT 325	Finance for Managers 3
MGT 327	Management Information Systems 3
MKT 301	Principles of Marketing 3
GBA 231	Business Law I 3
GBA 334	Applied Decision Methods for Business 3
GBA 498	Strategic Management 3
<b>Total Credits</b>	<b>36-39</b>

**Note:** Business Administration with a specialization in health services management follows a different common body of knowledge.

Components	Credit Hours
<b>General Education and Physical Education</b>	<b>50</b>
Specifically take ECO 201 as the second Global Perspective course.	
<b>Computer Applications</b>	<b>0-3</b>
See "General Education Requirements."	

<b>Required Support Courses</b>	<b>9</b>
MAT 141      Finite Math*	(3)
	*Required only as a prerequisite to MAT 201
MAT 201      Introduction to Statistics	(3)
PHI 328      Business Ethics	(3)
<b>Specialization courses</b>	<b>15-30</b>
<b>Electives</b>	<b>0-12</b>
<b>Total Credits</b>	<b>122-128</b>

## 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.

	<b>Credit Hours</b>
ACC 203      The Financial Accounting Cycle	1
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
<b>Total Credits</b>	<b>19</b>

See the accounting major for CPA certification comments.

## Health Services Management Specialization

The health services management specialization is designed for students who plan administrative careers in health service organizations.

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
Specifically take ECO 201 as the second Global Perspective course.	
<b>Business Core Requirements</b>	<b>33</b>
ACC 201      Principles of Accounting I	(3)
ACC 202      Principles of Accounting II	(3)
COM 140      Business Computer Skills	(3)
GBA 231      Business Law I	(3)
GBA 321      Essential Business Skills	(3)
HCA 410      Quality Improvement in Health Care	(3)
HCA 498      Health Care Plan and Policy Management	(3)
MGT 301      Principles of Management	(3)
MGT 325      Finance for Managers	(3)
MGT 327      Management Information Systems	(3)
MKT 301      Principles of Marketing	(3)
<b>Required Support Courses</b>	<b>12</b>
ECO 202      Principles of Microeconomics	(3)
MAT 141      Finite Math*	(3)
<i>*Required only as a prerequisite to MAT 201</i>	
MAT 201      Introduction to Statistics	(3)
PHI 324      Medical Ethics	(3)

<b>Specialization Courses</b>	<b>18-27</b>
HCA 302 Health Care Organization	(3)
HCA 303 Managed Care	(3)
HCA 402 Community Health Evaluation	(3)
HCA 425 Health Care Internship	(3-12)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
<b>Electives</b>	<b>0-8</b>
<b>Total Credits</b>	<b>123-127</b>

## International Business Specialization

The international business specialization prepares students for careers in international operations. Proficiency in a foreign language and culture is required. Internships may be completed in the United States, but it is advisable for students to complete their internship abroad. If a student chooses not to take the nine-credit hour internship, these nine hours will be replaced by courses selected with the International Business advisor.

In addition to the Common Body of Knowledge and support courses, a demonstrated proficiency in a language other than English is required at an equivalent level of 12 credit hours, accomplished through coursework, by CLEP exam, or by challenge exam. A challenge exam does not relieve the student from the academic hours required to complete a degree program.

	<b>Credit Hours</b>
GBA 440 International Business	3
MGT 320 Entrepreneurship I	3
MGT 430 Business, Government, and Society	3
MGT 425 International Internship	9
<b>Total Credits</b>	<b>18</b>

## 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 non-profit. 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:

	<b>Credit Hours</b>
GBA 440 International Business	3
MGT 320 Entrepreneurship and Family Business 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
<b>Total Credits</b>	<b>18</b>



## 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 Campus. 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:

		Credit Hours
GBA 440	International Business	3
MGT 320	Entrepreneurship I	3
MKT 307	Advertising Management	3
MKT 308	Personal Selling	3
MKT 324	Marketing Research	3
MKT 383	Consumer Behavior	3
MKT 498	Marketing Policies and Strategies	3
<b>Total Credits</b>		<b>21</b>

## 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).

In addition to the Common Body of Knowledge and technical credits, support courses are:

		Credit Hours
MGT 331	Management of Human Resources	3
MGT 320	Entrepreneurship and Family Business I	3
MGT 412	Organizational Behavior and Development	3
<b>Total Credits</b>		<b>30</b>

## Chemistry Minor

Requirements for a minor in chemistry consist of 20 credit hours, including the following 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)
<b>Total Credits</b>		<b>20</b>

# 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 current and 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).

Program Components		Credit Hours
General Education and Physical Education		50
Computer Applications		0-3
See "General Education Requirements."		
Major Requirements		27-36
CMM 101	Introduction to Communication	(3)
CMM 201	Mass Communications	(3)
CMM 221	Communication Pre-Internship	(3)
CMM 301	Communication Theory	(3)
CMM 303	Mass Media in Society	(3)
CMM 324	Public Relations	(3)
CMM 403	Media Management	(3)
CMM 425	Communication Internship	(3-12)
CMM 498	Communication and Change	(3)
Other Required Courses		30
COM 140	Business Computer Skills	(3)
ACC 201	Principles of Accounting I	(3)
GBA 231	Business Law I	(3)
GBA 321	Essential Business Skills	(3)
ECO 201	Principles of Macroeconomics	(3)
MGT 301	Principles of Management	(3)
MGT 325	Finance for Managers	(3)
MGT 327	Management Information Systems	(3)
MKT 301	Principles of Marketing	(3)
MKT 307	Advertising Management	(3)
GBA 499	Comprehensive Business Exam	(0)
Electives		3-15
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

The common body of knowledge for all 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. Note: four courses in the CBK (MGT 327, GBA 334, GBA 498, and GBA 499) have been substituted by COM courses (COM 315, COM 424, COM 498, and COM 499) that do not appear here but in the Major course listing. Courses taken by all majors within the School include:

<b>Components</b>		<b>Credit Hours</b>
COM 140	Business Computer Skills	3
ACC 201	Principles of Accounting I	3
ACC 202	Principles of Accounting II	3
ECO 201	Principles of Macroeconomics (may be part of General Education)	(3)
ECO 202	Principles of Microeconomics	3
GBA 321	Essential Business Skills	3
MGT 301	Principles of Management	3
MGT 325	Finance for Managers	3
MKT 301	Principles of Marketing	3
GBA 231	Business Law I	3
<b>Total Credits</b>		<b>27-30</b>
<b>Program Components</b>		<b>Credit Hours</b>
<b>General Education and Physical Education</b>		<b>50</b>
Specifically take ECO 201 as the second Global Perspective course.		
<b>Required Support Courses:</b>		<b>6</b>
MAT 141	Finite Math*	(3)
<i>*Required only as a prerequisite to MAT 201</i>		
MAT 201	Introduction to Statistics	(3)
<b>One course from the following:</b>		<b>3</b>
COM 205	Introduction to Visual Basic	(3)
COM 207	Programming in C/C++	(3)
<b>One course from the following:</b>		<b>3</b>
COM 208	Programming in Visual Basic	(3)
COM 209	Programming in JAVA	(3)
<b>All of the following courses:</b>		<b>27</b>
COM 202	Introduction to Computer Information Systems	(3)
COM 308	Introduction to Information Security	(3)
COM 315	Decision Support Systems	(3)
COM 320	Systems Analysis and Design	(3)
COM 340	Introduction to Internet Applications	(3)
COM 410	Database Concepts and Programming	(3)
COM 415	Network Theory and Design	(3)
COM 424	Information Technology and Project Management	(3)
COM 498	Information Resource Management	(3)
COM 499	Comprehensive Exam	0
<b>Electives</b>		<b>3-6</b>
<b>Total Credits</b>		<b>122</b>

# 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 with agencies such as the U.S. Secret Service, U.S. Customs, Drug Enforcement Administration, U.S. District Court, Florida Department of Law Enforcement, and a variety of local law enforcement offices and private security firms are offered to provide practical experience for those who are not yet working professionals.

Program Components	Credit Hours
General Education and Physical Education	50
<b>Computer Applications</b>	<b>0-3</b>
COM 130 PC Applications (unless exempted)	(3)
<b>Required Courses</b>	<b>24</b>
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 499 Senior Seminar	(3)
CRM 496 Senior Exam	(0)
<b>Concentration Courses</b>	<b>15</b>
(any five courses from the following):	
CRM 225 Criminal Investigation	(3)
CRM 300 Special Topics	(3)
CRM 330 Organized Crime	(3)
CRM 331 White-Collar Crime	(3)
CRM 332 Terrorism	(3)
CRM 333 Violent Crime	(3)
CRM 370 Juvenile Justice	(3)
CRM 422 Law Enforcement Systems	(3)
CRM 430 Correctional Systems	(3)
PSY 330 Forensic Psychology	(3)
SSC/SOC 328 Drugs, Society, and Human Behavior	(3)
<b>Electives</b>	<b>30-33</b>
<b>Total Credits</b>	<b>122</b>
<b>Criminalistics Specialization</b>	
(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)
<b>Homeland Security Specialization/Certificate</b>		
(all six courses must be completed):		18
CRM/POL222	Introduction to Homeland Defense	(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)
HTY 223	Modern Middle East	(3)

### Field Placement

Seniors without prior experience are urged to pursue an intensive professional 6 to 12 credit hours of field placement in Criminal Justice. The field placement course, CRM 425, serves as an elective course. University Campus majors may elect to attend the Pasco-Hernando Police Academy as their field placement for 12 semester hours credit.

## Criminal Justice Minor

	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)	
<b>Total Credits</b>	<b>21</b>

## Economics Minor

The economics minor is designed for students interested in pursuing the study of economics as a social science. This minor requires 15 credit hours.

	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	
<b>Total Credits</b>	<b>15</b>

## 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 19-hour–21-hour\* minor with an optional extra semester for a full-time teaching experience.

		Credit Hours
EDU 222	Teaching Diverse Populations or	
EDU 428	Education Governance (preferred)	(3)
EDU 226	Human Growth and Development	(3)
EDU 336	Reading in the Content Area	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Middle/Secondary School Practicum	(1)

EDU 451, 452, 453, or 454	Content Methods in Middle/Secondary	(3)
<b>Total Credits*</b>		<b>19</b>

*\*English majors also need EDU 333: Adolescent Literature.*

*Optional extra semester: EDU 480/481: Internship Seminar (12 credit hours).*

## Elementary Education Major

### Bachelor of Arts

The Department of Education offers three programs for undergraduates:

- Elementary Education Major (K-6 with ESOL endorsement)
- Middle Grades Education Major (5-9: English, math, science, social studies)
- Education Minor (Secondary: 6-12)

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 will continue to be handled 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 endorsement for teaching students for whom English is a second language (ESOL). 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](http://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 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.

The education coursework is planned to ensure coherence and breadth of knowledge and experience. Students should take EDU 222, 226, and 228, or the equivalents, as sophomores. In subsequent semesters, most education courses are blocked with 11 credits that must be taken concurrently. Each of the first three semesters includes a 6-hour per week practicum in an elementary classroom (a background check and finger printing will be required). These placements provide opportunities for the teacher candidates to apply what they are studying to real-life classroom situations. Para-professional 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. District-approved paid internships are accepted and encouraged. 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 by February 15 or October 15 prior to the internship semester; and
- 5. **take** 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. **pass** the Florida Teacher Certification Examination (FTCE);
- 3. receive a passing grade for EDU 480: Internship and EDU 481: Internship Seminar;
- 4. meet **all** 12 of the Florida Accomplished Practices at the pre-professional level in the final internship, in required education courses as documented in the student's final portfolio and/or electronic assessment system; and
- 5. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog.

Notation of completion of a state-approved program in elementary education K-6 with ESOL endorsement will appear on a student's transcript when all requirements, including passing the FTCE, 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
<b>General Education</b>	<b>56</b>
Specific requirements for education majors that may be part of General Education:	
9 credit hours in math, to include MAT 131 and MAT 151 or higher; 12 hours in social sciences to include HTY 121 and 122: United States History I and II and PSY 121: Introduction to Psychology	
11 credit hours in science to include ENV 201: Geoscience with lab (4 credits) and SCI 103: Human Physiology and Reproduction (1 credit)	
<b>Computer Applications</b>	<b>3</b>
EDU 228 Educational Technology or	
COM 130 PC Applications	(3)
<b>Education Prerequisites</b>	<b>6</b>
EDU 222 Teaching Diverse Populations	(3)
EDU 226 Human Growth and Development	(3)
<b>Semester I (Junior Year)</b>	<b>14</b>
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)
<b>Semester II (Junior Year)</b>		<b>14</b>
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)
<b>Semester III (Senior Year)</b>		<b>17</b>
EDU 460/461	Practicum III and Seminar: Integration	(2)
EDU 335	Reading Diagnosis and Remediation	(3)
EDU 339	Social Studies in the Elementary	(3)
EDU 342	ESOL Applications	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Educational Assessment	(3)
<b>Semester IV (Senior Year)</b>		<b>13</b>
EDU 428	Education Governance	(3)
EDU 480/481	Final Internship and Seminar: Synthesis	(10)
<b>Total Credits</b>		<b>123</b>

## 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 36-semester hour core of courses and choose a complementary 10-12-semester-hour specialization in advanced literary study, creative writing, or theatre. Students wishing to teach English at the secondary level should take the 21-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
General Education and Physical Education	50
Computer Applications	0-3



COM 130	PC Applications	(3)
(unless exempted)		
<b>Advanced Literary Study</b>		<b>12</b>
Students pursuing a specialization in 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)
<b>English Core Curriculum</b>		<b>36</b>
ENG 201	Expository Writing	(3)
ENG 220	Intro. 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 323	History and Structure of the English Language	(3)
ENG 399	Junior Oral Examination	(0)
ENG 340	Topics in Selected Literary Studies	(3)
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)
<b>Electives</b>		<b>21-24</b>
<b>Total Credits</b>		<b>122</b>

## Theatre Specialization

Program Components	Credit Hours
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130	PC Applications (3)
(unless exempted)	
<b>Theatre</b>	<b>10</b>
Students pursuing a specialization in theatre must take FAS 125: Intro to Theatre as their second General Education course under the Fine Arts Perspective. This course acts as a prerequisite to all other theatre courses. Students will complete the specialization with the following courses:	
FAS 127	Acting (3)
FAS 220	Theatre Playhouse 90 (1 credit, taken a minimum of two times) (2)
FAS 222	Directing (3)
FAS 230	Theatre Practicum I (1)
FAS 240	Theatre Practicum II (1)
<b>English Core Curriculum</b>	<b>36</b>
ENG 201	Expository Writing (3)
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 323	History and Structure of the English Language (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)
<b>Electives</b>		<b>23-26</b>
<b>Total Credits</b>		<b>122</b>

## Creative Writing Specialization

Program Components		Credit Hours
<b>General Education and Physical Education</b>		<b>50</b>
<b>Computer Applications</b>		<b>0-3</b>
COM 130	PC Applications	(3)
(unless exempted)		
<b>Creative Writing</b>		<b>12</b>
Students pursuing a specialization in creative writing must take		
ENG 202: Creative Writing as the second General Education course		
under the Fine Arts Perspective and will take three of the following		
(9 credits) in addition to the core curriculum:		
ENG 227	Journalism	(3)
ENG 332	Creative Non-Fiction	(3)
ENG 334	Short Story	(3)
ENG 335	Verse Writing	(3)
ENG 326	Playwriting	(3)
<b>and</b>		
ENG 430	Independent Writing	(3)
<b>English Core Curriculum</b>		<b>36</b>
ENG 201	Expository Writing	(3)
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 323	History and Structure of the English Language	(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)
<b>Electives</b>		<b>21-24</b>
<b>Total Credits</b>		<b>122</b>

## English Major with Education Minor

Program Component	Hours
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130	PC Applications
(unless exempted)	(3)

## Education Minor

22

Students desiring to teach English at the secondary level should enroll in the 36-hour English core and take the 21-hour Education minor, which comprises the following courses:

EDU 222	Teaching Diverse Populations <b>or</b>	
EDU 428	Education Governance (preferred)	(3)
EDU 226	Human Growth and Development	(3)
EDU 333	Adolescent Literature	(3)
EDU 336	Reading in the Content Area	(3)
EDU 425	Education Management and Organization	(3)
EDU 427	Educational Assessment	(3)
EDU 450	Practicum in Middle/Secondary	(1)
EDU 451	English Methods Middle/Secondary	(3)

Optional extra semester

EDU 480/481	Internship and Seminar	(10-13)
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## English Core Curriculum

36

ENG 201	Expository Writing	(3)
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 323	History and Structure of the English Language	(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

11-14

## Total Credits

122

## English Minor

The English minor is designed to provide students with a diverse approach to the study of literature. This minor requires 21 credit hours.

### 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)
<b>Total Credits</b>		<b>21</b>

## Entrepreneurship and Family Business Major

### Bachelor of Arts

The entrepreneurship and family business major is designed for students interested in starting their own business or working in a family-owned enterprise. Emphasis is placed on innovation and capitalizing on market opportunities while managing risk. The program builds on the common body of business fundamen-

tals supplemented with courses designed to develop knowledge, skills, and tools needed to succeed in small businesses. Specialized courses develop skills in assessing new business opportunities, new venture financing, managing the small business, entrepreneurial marketing, law, and e-commerce.

### Common Body of Knowledge

The common body of knowledge for all 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 majors within the School include:

Components		Credit Hours
COM 140	Business Computer Skills	3
ACC 201	Principles of Accounting I	3
ACC 202	Principles of Accounting II	3
ECO 201	Principles of Macroeconomics	(3)
	(may be part of General Education)	
ECO 202	Principles of Microeconomics	3
GBA 321	Essential Business Skills	3
MGT 301	Principles of Management	3
MGT 325	Finance for Managers	3
MGT 327	Management Information Systems	3
MKT 301	Principles of Marketing	3
GBA 231	Business Law I	3
GBA 334	Applied Decision Methods for Business	3
GBA 498	Strategic Management	3
<b>Total Credits</b>		<b>36-39</b>

Major support courses required for all majors are provided by other programs at the University. The courses are:

Components		Credit Hours
MAT 141	Finite Mathematics*	3
	*Required only as a prerequisite to MAT 201	
MAT 201	Introduction to Statistics	3
PHI 328	Business Ethics	3

Program Components	Credit Hours
<b>General Education and Physical Education</b>	<b>50</b>

Specifically take ECO 201 as the second Global Perspective course

<b>Major Requirements</b>	21
GBA 332	Business Law II (3)
MGT 320	Entrepreneurship I (3)
MGT 331	Management of Human Resources (3)
MGT 350	Entrepreneurship II (3)
MGT 412	Organizational Behavior and Development (3)
MKT 308	Personal Selling (3)
MGT 425	Internship (3)*

\*The internship may be three to 12 credits, depending on the student and employer needs. Students unable or unwilling to undertake an internship will be required to complete a three-credit upper-level business class (300-400) 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	3-6
Total Credits	122

## 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 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.

The course sequence for biology, environmental science, and medical technology majors are outlined below and are also available on the Saint Leo University website.

For students who enter with a math placement above MAT 128: Algebra and Functions, the first-semester course sequence is:

BIO 130	General Zoology
BIO 130L	Lab
CHE 123	General Chemistry 1
CHE 123L	General Chemistry 1 Laboratory
ENG 121	Academic Writing 1
MAT 151	College Algebra or
MAT 161	Precalculus
SLU 100	Introduction to University Experience

For students who are placed in MAT 128: Algebra and Functions, the first-semester course sequence is:

BIO 130	General Zoology
BIO 130L	Lab
ENG 121	Academic Writing 1
MAT 128	Algebra and Functions
SLU 100	Introduction to University Experience
General Education Elective	

Because math skills are critical to success in the sciences, students who are placed in MAT 003: Basic Algebra will not enroll in a biology or a chemistry course during the first year. Their typical first-year course sequence will also include a summer course offered on campus, online, or through another college/university. The first-year course sequence is:

<b>Fall:</b>	
ENG 121	Academic Writing 1
MAT 003	Basic Algebra
SLU 100	Introduction to the University Experience

General Education Elective  
General Education Elective

**Spring:**

ENG 122          Academic Writing II  
MAT 128          Algebra and Functions  
General Education Elective  
General Education Elective  
General Education Elective

**Summer:**

MAT 151          College Algebra or  
MAT 161          Precalculus

## **Environmental Science Major**

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
All environmental science majors are required to complete BIO 130, BIO 130L, PHY 221, PHY 221L, and MAT 161 as part of their General Education program.	
<b>Computer Applications</b>	<b>0-3</b>
COM 130          PC Applications (unless exempted)	(3)
<b>Foundation Courses</b>	<b>23</b>
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)
PHY 222          General Physics II	(3)
PHY 222L        General Physics II Laboratory	(1)
<b>Major Requirements</b>	<b>29</b>
BIO 223          Botany	(3)
BIO 223L        Botany Laboratory	(1)
BIO 240          Cell Biology	(3)
BIO 240L        Cell Biology 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)
<b>Electives</b>	<b>17-20</b>
<b>Total Credits</b>	<b>122</b>

(CHE 321: Quantitative Chemical Analysis, CHE 321L: Quantitative Chemical Analysis Laboratory, SSC 327: Cultural Anthropology, and ECO 202: Principles of Microeconomics are highly recommended.)

## 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:

	Credit Hours
PED 320 Theory and Practice of Coaching	(3)
PED 340 Prevention and Treatment of Athletic Injuries	(3)
One of the following courses:	(3)
PED 322 Coaching Football	
PED 323 Coaching Golf and Tennis	
PED 324 Coaching Basketball	
PED 325 Coaching Baseball	
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 major in health care management is designed for students who plan administrative careers in health services organizations. Students accepted in this major normally hold an ADN degree or diploma in nursing or an AS degree in an allied health science discipline with clinical experience. Students not holding such a degree may be admitted based on the equivalent of four full-time months of experience in a health care discipline or in a health services organization. Students with little or no experience in a health care discipline may be admitted but will be required to complete a 15-credit-hour internship.

Waivers may be granted for HCA 425: Health Care Internship. If granted, the student is required to substitute one of the following courses: GBA 321, GBA 332, or MGT 398.

Program Components	Credit Hours
General Education and Physical Education	50
Specifically take ECO 201 as the second Global Perspective course.	
Major Requirements	15-27
HCA 302 Health Care Organization	(3)
HCA 402 Community Health Evaluation	(3)
HCA 410 Quality Improvement Methods in Health Care	(3)
HCA 425 Health Care Internship	(3-15)
HCA 498 Health Planning and Policy Management	(3)

<b>Other Required Courses</b>	<b>33-36</b>
ACC 201 Principles of Accounting I	(3)
COM 140 Business Computer Skills	(3)
MGT 325 Finance for Managers	(3)
GBA 231 Business Law I	(3)
MAT 141 Finite Math (unless taken for Gen. Ed.)	(0-3)
MAT 201 Introduction to Statistics	(3)
MGT 301 Principles of Management	(3)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
MGT 327 Management Information Systems	(3)
MKT 301 Principles of Marketing	(3)
PHI 324 Medical Ethics	(3)
<b>Electives</b>	<b>9-24</b>
<b>Total Credits</b>	<b>122</b>
Recommended electives: MGT 398: Organization Theory, POL 325: Public Administration, 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.

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130 PC Applications	(3)
(unless exempted)	
<b>Major Requirements</b>	<b>36</b>
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 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)

<b>Electives</b>	<b>33-36</b>
<b>Total Credits</b>	<b>122</b>

Majors are strongly encouraged to take Spanish language courses.  
Majors must pass a comprehensive oral exam senior year.



# History Major with Education Minor

## Bachelor of Arts

Program Components	Credit Hours
General Education and Physical Education	50
Computer Applications	0-3
COM 130      PC Applications	(3)
(unless exempted)	

<b>Education Minor</b>	<b>19</b>
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Students desiring to teach social studies at the secondary level should enroll in and take the 19-hour Education minor, which comprises the following courses:

	Credit Hours
EDU 222      Teaching Diverse Populations <b>or</b>	
EDU 428      Education Governance (preferred)	(3)
EDU 226      Human Growth and Development	(3)
EDU 336      Reading in the Content Area	(3)
EDU 425      Classroom Management and Organization	(3)
EDU 427      Educational Assessment	(3)
EDU 450      Middle/Secondary School Practicum	(1)
EDU 451      Social Science Methods in Middle/Secondary	(3)
Optional extra semester	
EDU 480/481 Internship and Seminar	(12)

<b>History Major Requirements</b>	<b>36</b>
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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 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 must be POL and ECO courses.**      **11-17**

**Total Credits**      **122**

## 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. This minor requires 18 credit hours.

	Credit Hours
HTY 121      United States History to 1865 <b>or</b>	
HTY 122      United States History Since 1865	(3)
HTY 123      Western Civilization to 1500 <b>or</b>	
HTY 124      Western Civilization Since 1500	(3)
Four other electives in history, at least two of which must be upper level (300-400 level)	(12)
<b>Total Credits</b>	<b>18</b>

# Human Resources Administration Major

## Bachelor of Arts

The human resources administration (HRA) degree is designed to provide the academic foundation required by professional human resource practitioners and researchers. In addition to those courses required for everyone in the University and an HRA business course body of knowledge, specialized courses in human resources administration provide the individual with the foundation for a professional leadership career in the human resources area as well as 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).

Program Components	Credit Hours
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<b>General Education and Physical Education</b>	<b>50</b>
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Specifically take ECO 201 as the second Global Perspective course and PSY 121 for second Human Behavior Perspective course.

<b>Business Core Courses</b>	<b>27</b>
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COM 140	Business Computer Skills	(3)
GBA 321	Essential Business Skills	(3)
GBA 335	Administrative and Personnel Law	(3)
MGT 301	Principles of Management	(3)
MGT 327	Management Information Systems	(3)
MGT 331	Management of Human Resources	(3)
MGT 340	International Management	(3)
MGT 412	Organizational Behavior and Development	(3)
MGT 441	Labor Relations	(3)

<b>Support Courses</b>	<b>15-18</b>
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MAT 141	*Finite Math (unless taken for Gen. Ed.)	(0-3)
	*Required only as a prerequisite to MAT 201	
MAT 201	Introduction to Statistics	(3)
PHI 328	Business Ethics	(3)
PSY 331	Interviewing and Counseling Skills	(3)
PSY 338	Industrial and Organizational Psychology	(3)
SSC 320	Methods of Social Research	(3)

<b>Specialized Courses</b>	<b>15</b>
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HRA 330	Health Safety and Security	(3)
HRA 335	Selection and Placement	(3)
HRA 340	Training and Development	(3)
HRA 360	Compensation and Benefits	(3)
HRA 499	Seminar in Human Resources Administration	(3)

<b>Electives</b>	<b>15</b>
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<b>Total Credits</b>	<b>122</b>
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Recommended electives include ACC 201: Principles of Accounting I, MGT 325: Finance for Managers, and MKT 301: Principles of Marketing.

# Human Resources Administration Minor

Students may minor in Human Resources Administration with any University major.

		Credit Hours
GBA 335	Administrative and Personnel Law	3
HRA 335	Selection and Placement	3
HRA 340	Training and Development	3
HRA 360	Compensation and Benefits	3
MGT 331	Management of Human Resources	3
<b>Total Credits</b>		<b>15</b>

# Human Services Administration Major

## Bachelor of Arts

This major is an interdisciplinary applied program that promotes leadership and service to others. It fosters an understanding of the causes and consequences of individual and social problems and prepares students for careers of leadership 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 major has two areas of specialization: administration and social services. The administration specialization is designed for students who wish to develop their management skills and offers them several options in that area. The social services specialization 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 cultural diversity, and offers two introductory field experiences. Both specializations include 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
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130      PC Applications	(3)
(unless exempted)	
<b>Foundation Courses</b>	<b>36</b>
HUS 121      Introduction to Human Services	(3)
HUS 423      Field Placement III, Module I <b>and</b>	(6)
HUS 424      Field Placement III, Module II <b>or</b>	(3)
HUS 425      Field Placement III	(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/SSC/	
SWK 223      Statistics for the Social Sciences <b>or</b>	
MAT 201      Statistics	(3)
SOC/SSC/	
SWK 320      Methods of Social Research	(3)
SSC/CRM 328      Drugs, Society, and Human Behavior <b>or</b>	
SSC/SWK 337      Diversity Issues in Social Work Practice	(3)

<b>Specialization Courses</b>	<b>12-18</b>
<b>Electives</b>	<b>15-24</b>
<b>Total Credits</b>	<b>122</b>

### **Administration Specialization**

(any 6 courses may be chosen)

ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
COM 202	Introduction to C.I.S.	(3)
COM 340	Introduction to Internet Applications	(3)
GBA 321	Essential Business Skills	(3)
HRA 330	Health, Safety, and Security	(3)
HRA 335	Selection and Placement	(3)
MGT 301	Principles of Management	(3)
MGT 327	Management Information Systems	(3)
MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior and Development	(3)
MKT 301	Principles of Marketing	(3)
<b>Total Credits</b>		<b>18</b>

### **Social Services Specialization**

HUS 125	Field Placement I	(3)
(may be waived with demonstrated professional service experience)		
HUS 225	Field Placement II	(3)
(may be waived with demonstrated professional service experience)		
PSY 321	Psychological Tests and Measurements	(3)
PSY 331	Interviewing and Counseling Skills	(3)
PSY 228	Social Psychology <b>or</b>	
SSC 332	Interaction in Everyday Life	(3)
Any one upper-level elective in SOC, SSC, or PSY		(3)
<b>Total Credits</b>		<b>12-18</b>

## **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.

	<b>Credit Hours</b>
COM 308	Introduction to Information Security (3)
COM 355	Systems 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)
<b>Total Credits</b>	<b>18</b>

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 202: Introduction to Computer Information Systems (3 credit hours)**

This course provides much of the foundation material needed to understand computer operation and technology. It also includes a section on the basics of networks that is a valuable prerequisite to COM 415, below.

### **COM 415: Network Theory and Design (3 credit hours)**

A course designed to cover the basics of network and operations. It will provide the foundations for understanding how networks are designed and operated.

## **Information Security Minor**

Students may minor in Information Security with any major.

		<b>Credit Hours</b>
COM 202	Intro to Computer Information Systems	(3)
COM 308	Introduction to Information Security	(3)
COM 415	Network Theory and Design	(3)
COM 420	Disaster Recovery	(3)
COM 470	Management of Information Security	(3)
<b>Take one of the following courses:</b>		
COM 425	Internship	(3)
COM 450	Network Defense and Security	(3)
COM 452	Computer Forensics	(3)
COM 460	Internet/Intranet Security	(3)
<b>Total Credits:</b>		<b>18</b>

## **Interdisciplinary Inquiry in the Arts Minor**

The Interdisciplinary Inquiry in the Arts minor is a 21-hour minor that 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.

		<b>Credit Hours</b>
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:**

<b>History</b> (choose three)	(9)
HTY 123	Western Civilization to 1500
HTY 124	Western Civilization Since 1500
HTY 227	Latin America and the Caribbean
HTY 233	The Modern Middle East
HTY 335	Women in American Society
<b>or</b>	

<b>Philosophy</b> (choose three)	(9)
PHI 224	Ethics
PHI 345	Contemporary Moral Issues
PHI 346	Environmental Ethics
PHI 364	Studies in Jewish Thought
PHI 366	Studies in Oriental Thought
<b>or</b>	
<b>Religion</b> (choose three)	(9)
REL 223	Religions of the World I: Western Religions
REL 224	Religions of the World II: Eastern Religions
REL 335	Historical Books
REL 337	Prophetic Writings
REL 338	Poetry and Wisdom Literature
REL 424	Death and the Meaning of Life
<b>or</b>	
<b>Literature</b> (choose three)	(9)
ENG 225	Survey of World Literature I
ENG 226	Survey of World Literature II
ENG 311	Survey of Major Writers of the Twentieth Century
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)
ENG 327	Mythology
<b>Total Credits</b>	<b>21</b>

## International Hospitality and Tourism Management Major

### Bachelor of Arts

Tourism is the world's largest industry. The flow of tourists and their economic, socio-cultural, and environmental impacts are felt on an international basis. The main sectors of the tourism industry consist of accommodations and food service (hospitality), attractions, and transportation and travel-related services. Many companies within each of these sectors are owned, managed, and operated on an international level.

This major is designed to prepare students for the many exciting career opportunities that exist locally, regionally, and internationally by providing them with a broad foundation of business skills and a strong theoretical and experiential background in hospitality and tourism.

### Common Body of Knowledge

The common body of knowledge for all 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:

<b>Components</b>	<b>Credit Hours</b>
COM 140	Business Computer Skills (3)
ACC 201	Principles of Accounting I (3)
ACC 202	Principles of Accounting II (3)
ECO 201	Principles of Macroeconomics (3)
	(may be part of General Education)
ECO 202	Principles of Microeconomics (3)
GBA 321	Essential Business Skills (3)
MGT 301	Principles of Management (3)
MGT 325	Finance for Managers (3)
MGT 327	Management Information Systems (3)
MKT 301	Principles of Marketing (3)
GBA 231	Business Law I (3)
GBA 334	Applied Decision Methods for Business (3)
<b>Total Credits 33-36</b>	

Major support courses required for all majors are provided by other programs at the University. The courses are:

<b>Components</b>	<b>Credit Hours</b>
MAT 141	Finite Mathematics* (3)
	*Required only as a prerequisite to MAT 201
MAT 201	Introduction to Statistics (3)
PHI 328	Business Ethics (3)

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
Specifically take ECO 201 as the second Global Perspective course	
<b><u>All of the Following Major Courses:</u></b>	<b>12</b>

IHT 220	Introduction to Hospitality and Tourism Management (3)
IHT 425	Internship in International Hospitality and Tourism (6)
IHT 498	Senior Seminar in International Hospitality and Tourism (3)

<b><u>Two of the Following Major Courses:</u></b>	<b>6</b>
IHT 105	Traveling the World for Fun and Profit (3)
IHT 305	Restaurant Management (3)
IHT 310	Hotel Management (3)
IHT 315	Tourism Management (3)

<b><u>Two of the following Major Courses:</u></b>	<b>6</b>
IHT 405	Convention Management and Event Tourism (3)
IHT 410	Resort Management (3)
IHT 415	International Tourism (3)

<b><u>Select from any of the following Major Courses:</u></b>	<b>6</b>
Either or both of the Major Courses not taken in the above two sections (3-6)	

IHT 425	Internship in International Hospitality and Tourism (3-6)
IHT 329	Directed Study: Readings or Research (3)
IHT 429	Advanced Directed Study and Research (1-3)
IHT 100-400	Special Topics (as offered) (1-3)
<b>Total Credits</b>	<b>122</b>

# International Hospitality and Tourism Management Minor

IHT 220 Introduction to Hospitality and Tourism Management(3)

Select four of the other IHT courses, with the exception of the IHT 498: Senior Seminar; may include up to 6 credits hours of IHT 425: Internship.

**Total Credits** 15

## International Studies Major

### Bachelor of Arts

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields; as preparation for an international business, diplomatic, or military career; or as part of a general liberal arts education.

Students are strongly encouraged to complete at least two semesters of a foreign language and are strongly encouraged to study overseas for a semester or full year.

Program Components	Credit Hours
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130 PC Applications (unless exempted)	(3)
<b>Major Requirements</b>	<b>36</b>
HTY 124 Western Civilization Since 1500	(3)
HTY 325 Modern Russia	(3)
HTY/POL 426 United States Diplomatic History	(3)
HTY 499 Senior Seminar in History	(3)
POL 323 Comparative Politics	(3)
POL 423 International Relations	(3)
<b>Choose six courses from the following:</b>	<b>18</b>
HTY 225 Far Eastern Civilization	
HTY 227 Latin America and the Caribbean	
HTY 233 The Modern Middle East	
HTY/POL330 War and Peace	
HTY/POL 333 Palestine and Israel	
HTY/POL 337 Legacies of the British Empire	
HTY/POL 422 Europe in the Twentieth Century	
POL 324 Politics of Developing Nations	
POL 328 International Law and Organizations	
REL 223 Religions of the World I: Western Religions	
REL 224 Religions of the World II: Eastern Religions	
SSC 327 Cultural Anthropology	
<b>Electives</b>	<b>33-36</b>
<b>Total Credits</b>	<b>122</b>

All majors must take a foreign language course. All students are strongly encouraged to spend one semester or one year in a Saint Leo-affiliated Study Abroad



Program in Paris, Rome, Barcelona, or London, where they can undertake their language requirement and continue taking courses for their major.

## 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.

		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

		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

## Medical Technology Major

### Bachelor of Science

Students majoring in medical technology spend three academic years at Saint Leo University, with the fourth year spent 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 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, Medical Technology School, June Schurig, MT (ASCP).

The course sequence for biology, environmental science, and medical technology majors are outlined below and are also available on the Saint Leo University website.

For students who enter with a math placement above MAT 128: Algebra and Functions, the first-semester course sequence is:

BIO 130            General Zoology

BIO 130L	General Zoology Laboratory
CHE 123	General Chemistry 1
CHE 123	General Chemistry 1 Laboratory
ENG 121	Academic Writing 1
MAT 151	College Algebra or
MAT 161	Precalculus
SLU 100	Introduction to University Experience

For students who are placed in MAT 128: Algebra and Functions, the first-semester course sequence is:

BIO 130	General Zoology
BIO 130L	General Zoology Laboratory
ENG 121	Academic Writing 1
MAT 128	Algebra and Functions
SLU 100	Introduction to the University Experience
General Education Elective	

Because math skills are critical to success in the sciences, students who are placed in MAT 003: Basic Algebra will not enroll in a biology or a chemistry course during the first year. Their typical first-year course sequence will also include a summer course offered on campus, online, or through another college/university. The first-year course sequence is:

#### **Fall:**

ENG 121	Academic Writing 1
MAT 003	Basic Algebra
SLU 100	Introduction to the University Experience
General Education Elective	
General Education Elective	

#### **Spring:**

ENG 122	Academic Writing II
MAT 128	Algebra and Functions
General Education Elective	
General Education Elective	
General Education Elective	

#### **Summer:**

MAT 151	College Algebra or
MAT 161	Precalculus

## **Medical Technology Major**

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
All Medical Technology majors are required to complete BIO 130, BIO 130L, PHY 221, PHY 221L, and MAT 161 as part of the General Education program.	
<b>Computer Applications</b>	<b>0-3</b>
COM 130      PC Applications (unless exempted)	(3)
<b>Foundation Courses</b>	<b>28</b>
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	(3)
CHE 321L	Quantitative Chemical Analysis Laboratory	(1)
MAT 231	Calculus I	(4)
PHY 222	General Physics II	(3)
PHY 222L	General Physics II Laboratory	(1)
<b>Major Requirements</b>		<b>15</b>
BIO 240	Cell Biology	(3)
BIO 240L	Cell Biology 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		<b>(4)</b>

### **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** **125-128**

Our current affiliated clinical site is Bayfront Medical Center, located in St. Petersburg, FL.

## **Management Major**

### **Bachelor of Arts**

The management major provides students at University College with the opportunity to obtain a greater depth of knowledge in management than that available through the specialization in management. The management major is designed for those students who desire to own or manage any size organization, whether public or private, profit or non-profit. 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 the 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

The common body of knowledge for all 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:

Components		Credit Hours
COM 140	Business Computer Skills	(3)
ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
ECO 201	Principles of Macroeconomics (may be part of General Education)	(3)
ECO 202	Principles of Microeconomics	(3)
GBA 321	Essential Business Skills	(3)
MGT 301	Principles of Management	(3)
MGT 325	Finance for Managers	(3)
MGT 327	Management Information Systems	(3)
MKT 301	Principles of Marketing	(3)
GBA 231	Business Law I	(3)
GBA 334	Applied Decision Methods for Business	(3)
GBA 498	Strategic Management	(3)
<b>Total Credits</b>		<b>36-39</b>

Major support courses required for all majors are provided by other programs at the University. The courses are:

Components		Credit Hours
MAT 141	Finite Mathematics*	(3)
	*Required only as a prerequisite to MAT 201	
MAT 201	Introduction to Statistics	(3)
PHI 328	Business Ethics	(3)

### Program Components

<b>General Education and Physical Education</b>	<b>50</b>
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Specifically take ECO 201 as the second Global Perspectives course.

<b>Major Courses</b>	<b>21 credits</b>
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GBA 440	International Business	(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)
MGT 425	Internship	(3)*

\*The internship may be three to 12 credits, depending on the student and employer needs. Students unable or unwilling to undertake an internship will be required to complete a three-credit upper-level business class (300-400) 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.

<b>Electives</b>	<b>3-6</b>
<b>Total Credits</b>	<b>122</b>

# Management Information Systems Minor

		Credit Hours
COM 140	Business Computer Skills	(3)
COM 202	Introduction to Computer Information Systems	(3)
COM 305	Business Spreadsheet Applications	(3)
COM 318	Electronic Commerce	(3)
COM 320	System Analysis and Design	(3)
COM 410	Database Concepts and Programming	(3)
COM 415	Network Theory and Design	(3)
Total Credits		21

# 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.

		Credit Hours
MGT 301	Principles of Management	(3)
Plus (4) other upper-level management courses		(12)
Total Credits		15

# 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 the 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

The common body of knowledge for all 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:

Components		Credit Hours
COM 140	Business Computer Skills	(3)
ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
ECO 201	Principles of Macroeconomics (may be part of General Education)	(3)
ECO 202	Principles of Microeconomics	(3)

GBA 321	Essential Business Skills	(3)
MGT 301	Principles of Management	(3)
MGT 325	Finance for Managers	(3)
MGT 327	Management Information Systems	(3)
MKT 301	Principles of Marketing	(3)
GBA 231	Business Law I	(3)
GBA 334	Applied Decision Methods for Business	(3)
<b>Total Credits</b>		<b>33-36</b>

Major support courses required for all majors are provided by other programs at the University. The courses are:

<b>Components</b>	<b>Credit Hours</b>
MAT 141	Finite Mathematics* (3)
	*Required only as a prerequisite for MAT 201
MAT 201	Introduction to Statistics 3
PHI 328	Business Ethics 3

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>

Specifically take ECO 201 as the second Global Perspectives course.

<b>Major Courses</b>	<b>24 credits</b>
GBA 440	International Business (3)
MGT 320	Entrepreneurship I (3)
MKT 307	Advertising Management (3)
MKT 308	Personal Selling (3)
MKT 324	Marketing Research (3)
MKT 383	Consumer Behavior (3)
MKT 425	Internship (3)*
MKT 498	Marketing Policies and Strategies (3)
<b>Electives</b>	<b>9-12</b>
<b>Total Credits</b>	<b>122</b>

\*The internship may be three to 12 credits, depending on the student and employer needs. Students unable or unwilling to undertake an internship will be required to complete a three-credit upper-level business class (300-400) 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.

## 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.

	<b>Credit Hours</b>
MKT 301	Principles of Marketing (3)
Plus (4) other upper-level marketing courses	(12)
<b>Total Credits</b>	<b>15</b>

# 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, which include but are not limited to graduate study in pure and applied mathematics, statistics, economics, middle and secondary education in mathematics, actuarial science, government, or industry. The program is structured according to the traditional liberal arts approach to college education. In addition to the General Education component of all B.A. programs at Saint Leo University, this program requires the student to take:

Major Requirements		Credit Hours
COM 202	Intro to Computer Information Systems	(3)
COM 205	Introduction to Visual Basic <b>or</b>	
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	(3)
MAT 323	Calculus III	(3)
MAT 361	Linear Algebra	(3)
MAT 411	Differential Equations	(3)
MAT 362	Modern Abstract Algebra I <b>or</b>	
MAT 423	Advanced Calculus	(3)
MAT 499	Senior Seminar	(3)
		<b>31</b>
<b>Major Electives</b>		<b>12</b>

Students must select at least 9 credits from the 300- or 400-level mathematics courses to fulfill their major electives.

<b>General Electives:</b>	<b>29</b>
<b>Total Credits:</b>	<b>120</b>

## Mathematics Minor

Requirements for a minor in mathematics consist of 19 semester hours of credit in mathematics:

		Credit Hours
MAT 201	Introduction to Statistics	(3)
MAT 231	Calculus with Analytic Geometry I	(4)
MAT 232	Calculus II	(3)
		<b>10</b>
Three other courses in mathematics from the following:		(9)
MAT 251	Discrete Mathematics	(3)
MAT 323	Calculus III	(3)
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	(3)
		9
<b>Total Credits</b>		<b>19</b>

## Middle Grades Education Major

### Bachelor of Arts

The Department of Education offers a middle grades (5-9) education major in four content areas: English, math, science, and social studies. 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 will continue to be handled by the Saint Leo University Academic Standards Committee.

The middle grades major engages students in a combination of courses in education and content specializations. The Florida State Department of Education offers the middle grades certification in four content areas: English, math, science, and social science. This major is designed to meet the State standards and coursework requirements for graduates to obtain certification in the middle grades (5-9). Saint Leo University has designed this program with the National Middle School Association's (NMSA) 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). This program provides the necessary English for Speakers of Other Languages (ESOL) training for middle grades majors with specialization in science, math, and social science. English specialization majors will be required to have more extensive ESOL training.

Entrance into the program requires students to

1. meet Saint Leo University 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 Teachers Certification Exam during the first semester in the junior year;
3. enter with and maintain a GPA of 2.5 throughout the program.

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. take 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; and
3. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog.

Program Components		Credit Hours
<b>General Education</b>		<b>50</b>
<b>Education Prerequisites</b>		<b>6</b>
EDU 226	Human Growth and Development	(3)
EDU 228	Educational Technology	(3)
<b>Core Courses</b>		<b>38</b>
EDU 304	Human Exceptionalities	(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	Middle/Secondary School Practicum	(1)
EDU 45X	(Content) Methods in Middle/Secondary School	(3)
EDU 480	Internship	(9)
EDU 481	Internship Seminar	(1)
<b>English Specialization Courses:</b>		<b>30</b>
ENG 201	Expository Writing	(3)
ENG 202	Creative Writing*	(3)
*may also be used for second Aesthetic Perspective course		
ENG 220	Intro to Literature Study and Research	(3)
ENG 312	Foundations of British Literature I	(3)
ENG 320	Foundations of American Literature	(3)
ENG 323	History and Structure of the English Language	(3)
ENG 333	Adolescent Literature	(3)
ENG 340	Select Topics in Literary Study	(3)
SPH 221	Fundamentals of Speech	(3)
Plus one three-credit English elective—		
ENG 327	Mythology is recommended.	(3)
<b>Mathematics Specialization Courses</b>		<b>15-18</b>
MAT 131*	College Mathematics	(3)
* may fulfill General Education math requirement		
MAT 151	College Algebra	(3)
MAT 161	Precalculus	(3)
MAT 201	Introduction to Statistics	(3)
MAT 231	Calculus I	(3)
One additional course in math(must be 200-level or higher)		(3)
<b>Science Specialization Courses</b>		<b>28-31</b>
BIO 130	Zoology	(3)
BIO 130L	Zoology Lab	(1)
BIO 223	Botany	(3)
BIO 223L	Botany Lab	(1)
BIO 240	Cell Biology	(3)
BIO 240L	Cell Biology Lab	(1)
BIO 325	Ecology	(3)
BIO 325L	Ecology Lab	(1)

CHE 123	General Chemistry I	(3)
CHE 123L	General Chemistry I Lab	(1)
ENV 201	Geoscience	(3)
ENV 201L	Geoscience Lab	(1)
MAT 151*	College Algebra	(3)
<i>*May fulfill general education math requirement.</i>		
Plus one additional science elective		(4)
Recommended—General Physics I (PHY 221, 221L) or		
Anatomy/Physiology I with lab (BIO 225, 225L)		

### **Social Science Specialization Courses** **24-27**

ECO 201	Macroeconomics	(3)
GEO 221	Intro to Physical and Cultural Geography	(3)
HTY 121*	United States History to 1865	(3)
<i>*Should be used to fulfill second Global Perspective course.</i>		
HTY 122	United States History Since 1865	(3)
HTY 123	Western Civilization to 1500	(3)
HTY 124	Western Civilization Since 1500	(3)
POL 223	American Federal Government	(3)
Plus two of the following:		(6)
HTY 225	Far Eastern Civilization	
HTY 227	Latin America	
HTY 233	The Modern Middle East	

**Elective Credits** **0-8**

**Total Credits** **122-124**

## **Music Minor**

The minor in music is offered for personal enrichment. The minor in music requires the following 19 hours.

	<b>Credit Hours</b>
MUS 106, 107 or 108	(3)
MUS 120-420	Private Instruction (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)
<b>Total Credits</b>	<b>19</b>

## **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 pre-law.

## **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 in two foundational courses, one course from applied and professional ethics, and two integrative courses organized in the following sequence:

	<b>Credit Hours</b>
PHI 224 Ethics	(3)
REL 220 Christian Morality	(3)
PHI 324 Medical Ethics <b>or</b>	(3)
PHI 328 Business Ethics <b>or</b>	
PHI 346 Environmental Ethics <b>or</b>	
CRM 350 Criminal Justice Ethics <b>or</b>	
SPM 370 Ethics in Sports	
PHI 345 Contemporary Moral Issues	(3)
REL 345 Christian Social Ethics	(3)
<b>Total Credits</b>	<b>15</b>

## Political Science Major

### Bachelor of Arts

A 30-hour 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.

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130 PC Applications	(3)
(unless exempted)	
<b>Major Requirements</b>	<b>30</b>
POL 223 American Federal Government	(3)
POL 224 American State and Local Government	(3)
POL 295 International Relations Theories and Crises	(3)
POL 311 Political and Legal Theory I <b>or</b>	
POL 312 Political and Legal Theory II	(3)
POL 323 Comparative Politics <b>or</b>	
POL 324 The Politics of Developing Nations	(3)
POL 326 U.S. Constitutional Law I <b>or</b>	
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 or CRM 321 or CRM 322	(9)
<b>Electives</b>	<b>39-42</b>
<b>Total Credits</b>	<b>122</b>

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. This minor requires 18 credit hours.

	<b>Credit Hours</b>
POL 121 Introduction to Politics	(3)
POL 223 American Federal Government	(3)
POL 323 Comparative Politics	(3)
Three additional electives in political science, at least two of which must be 300-400 level	(9)
<b>Total Credits</b>	<b>18</b>

# Psychology Major

## Bachelor of Arts

The courses required for the 36-37-hour major reflect the diversity of the many sub-fields in psychology. Required courses are designed to provide students with a well-rounded education in the discipline while allowing sufficient room for electives. 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.

Program Components	Credit Hours
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130      PC Applications (unless exempted)	(3)
<b>Major Requirements</b>	<b>36-37</b>
PSY 121      Introduction to Psychology	(3)
PSY 205      Research Methods I	(3)
PSY 228      Social Psychology	(3)
PSY 305      Research Methods II	(3)
PSY 327      Abnormal Psychology	(3)
PSY 412      Cognitive Psychology <b>or</b>	
PSY 422      Psychology of Learning	(3)
PSY 496      Comprehensive Psychology Examination	(0)
PSY 499      Senior Seminar in Psychology	(3)
Five other upper-division (300-400 level) courses in psychology	(15-16)
<b>Electives</b>	<b>32-36</b>
<b>Total Credits</b>	<b>122</b>

Psychology majors are encouraged to become involved in research and/or to complete a practicum or internship in the field.

## 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.

	Credit Hours
PSY 121      Introduction to Psychology	(3)
Five additional electives in psychology, at least three of which must be upper-division (300-400 level) courses.	(15)
<b>Total Credits</b>	<b>18</b>

## Religion Major

### Bachelor of Arts

The major in religion requires 30 hours and is intended as preparation for graduate study in religion and ministry, law, or business or for personal enrichment. Because the major allows students room to explore other areas in-depth, religion majors are urged to consider a second major in another field, such as English or social science.

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
<b>Computer Applications</b>	<b>0-3</b>
COM 130      PC Applications	(3)
(unless exempted)	
<b>Major Requirements</b>	<b>30</b>
REL 124      Introduction to the Old Testament	(3)
REL 201      Introduction to the New Testament	(3)
(may be replaced with REL 325 with approval of the dean)	
REL 320      Foundations of Christian Faith <b>or</b>	
REL 401      The Catholic Tradition	(3)
REL 496      Comprehensive Exam in Religion	(0)
REL 333      Survey of Christian Theology I	(3)
REL 334      Survey of Christian Theology II	(3)
REL 220      Christian Morality <b>or</b>	
REL 345      Christian Social Ethics	(3)
REL 223      Religions of the World I: Western	(3)
REL 224      Religions of the World II: Eastern	(3)
Two other courses in Religion	(6)
<b>Electives</b>	<b>39-42</b>
<b>Total Credits</b>	<b>122</b>

Students must complete a departmental comprehensive outcomes exam in their senior year; see center director or religion coordinator regarding this exam.

## Religion Minor

The minor in religion requires 18 hours in religion, six 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.

## Undergraduate Certificate in Pastoral Studies

On a limited basis, select undergraduate students (traditional and non-traditional) 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 Pastoral Studies 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 124, REL 201, REL 220, REL 301, REL 345, REL 400, REL 410, REL 411, REL 423, REL 431, REL 432, REL 450, REL 455, REL 460, REL 468, REL 480, REL 482, REL 487, REL 489, REL 499.

# 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 Social Work Program). Admission into the final field placement, SWK 425: Field Placement in Social Work, also must be by special application (see requirements for admission to SWK 425: Field Placement in Social Work). To successfully complete the social work program, students must earn a minimum grade of "C" in SWK 426, the senior seminar, which is taken concurrently with the field placement. 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, or psychology.

Program Components		Credit Hours
General Education and Physical Education (SCI 102 also fulfills a major requirement.)		50
<b>Computer Applications</b>		<b>0-3</b>
COM 130	PC Applications	(3)
(unless exempted)		
<b>Required Courses</b>		<b>58-61</b>
SCI 102	Integrated Life Science	(3)
SCI 103	Human Physiology and Reproduction	(1)
SSC/SWK 223	Statistics for the Social Sciences	(3)
POL 223	American Federal Government	(3)
PSY 121	Introduction to Psychology	(3)
SOC 121	Introduction to Sociology or	
SSC 222	Social Problems	(3)
SWK 320	Methods of Social Research	(3)
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)
SWK 328	Social Welfare Policy	(3)
SWK 331	Methods of Social Work Practice I	(3)
SWK 332	Pre-Internship	(3)
SWK 333	Methods of Social Work Practice II	(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	(3)
<b>Electives</b>		<b>8-14</b>
<b>Total Credits</b>		<b>122</b>

Majors are strongly encouraged to take Spanish language courses because bilingual skills enhance employment opportunities in the social work field.

**Requirements for Admission to 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 with a minimum grade of C;
  - successful completion of SWK 331: Methods of Social Work Practice I with a minimum grade of C;
  - 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 earn a minimum grade of C 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 as preparation for graduate study, for careers that involve working with people, the field of law, or as part of a liberal arts education.

Program Components		Credit Hours
General Education and Physical Education		50
Computer Applications		0-3
COM 130	PC Applications	(3)
(unless exempted)		
Major Requirements		36
SOC 121	Introduction to Sociology	(3)
SOC 323	Sociological Theory	(3)
SOC/SSC 222	Social Problems	(3)
SOC/SSC/		
SWK 223	Statistics for the Social Sciences	(3)
SSC/SWK 320	Methods of Social Research	(3)
HTY/SSC 322	Race and Ethnicity in American Culture	(3)
SOC/SSC/		
SWK 324	Marriage and the Family	(3)
SOC/SSC 327	Applied Anthropology	(3)
SOC 496	Comprehensive Exam in Sociology	(0)
SOC 499	Senior Seminar in Sociology	(3)
Three other upper-division (300-400 level) courses in sociology (SOC), social science (SSC), criminal justice (CRM), or SWK 328		(9)

<b>Electives</b>	<b>33-36</b>
<b>Total Credits</b>	<b>122</b>

Majors are strongly encouraged to take Spanish language courses.

## Sociology Minor

A sociology minor allows students to explore social systems. This minor may be useful to students interested in careers in the law or law enforcement. This minor requires 18 credit hours.

	<b>Credit Hours</b>
SOC 121 Introduction to Sociology	(3)
SOC/SSC 222 Social Problems	(3)
Four additional electives in sociology (SOC), social science (SSC), criminal justice (CRM), or SWK 328, at least three of which must be 300-400 level	(12)
<b>Total Credits</b>	<b>18</b>

## Sport Business Major

### Bachelor of Arts

The Saint Leo University sport business program is one of fewer than 40 undergraduate programs nationwide that have nationally approved (accredited) status. 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.

<b>Program Components</b>	<b>Credit Hours</b>
<b>General Education and Physical Education</b>	<b>50</b>
Sport business majors take ECO 201 for the second Global Perspective General Education requirement.	

<b>Required Business Core Courses</b>	<b>30</b>
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)
COM 140 Business Computer Skills	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
GBA 321 Essential Business Skills	(3)
MGT 301 Principles of Management	(3)
MGT 325 Finance for Managers	(3)
MGT 327 Management Information Systems	(3)
MKT 301 Principles of Marketing	(3)
<b>Required Sport Business Courses</b>	<b>46</b>
SPB 101 Introduction to Sport Business	(3)
SPB 230 Sport Facility and Event Management	(3)
SPB 295 Apprenticeship	(3)
SPB 320 Sociology of Sport	(3)



SPB 350	Risk Management in Sport	(3)
ECO 355	Economics of Sport	(3)
SPB 360	Sport Marketing and Promotions	(3)
SPB 370	Ethics in Sport	(3)
SPB 410	Sport Governance	(3)
SPB 420	Finance and Sales in Sport	(3)
SPB 430	Legal Issues in Sport	(3)
SPB 449	Professional Development Seminar	(3)
SPB 495	Internship in Sport Business	(6)
SPB 496	Internship in Sport Business	(6)
SPB 499	Sport Business Comprehensive Exam	(0)
<b>Total Credits</b>		<b>126</b>

In addition to the above courses, students are required to show current certification in American Red Cross CPR and First Aid prior to graduation. PED 230, a 3-credit hour course, is available to the students to satisfy this requirement.

### **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 SPM 101 and a minimum overall grade point average (GPA) of 2.0 is achieved. Applications to the major are available from the School of Business dean's office support staff 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 students' 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 an SMPRC "approved" sport business curriculum, 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 can be granted. Other qualifications considered are sport-related experience, active involvement in the students' major association, volunteer experience working sporting events, and performance in the interview.

### **Application to Intern**

Prior to the student's 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 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 the **intern may not hold another job, attend any classes, or participate in varsity athletics while interning.** 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 providing the employer approves. All internships must meet final approval of the 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 will 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.

## Theatre Minor

The theatre minor provides students from any major a structured opportunity to explore the rich cultural dimensions provided by an active engagement in the performing arts.

		Credit Hours
FAS 125	Introduction to Theatre	(3)
FAS 127	Acting	(3)
ENG 336	Modern Drama <b>or</b>	
ENG 422	Shakespeare	(3)
FAS 330	Theatre History and Theory <b>or</b>	
FAS 222	Directing	(3)
Six credits from	these group of courses:	(6)
FAS 220	Theatre Playhouse 90 (may be repeated)	
FAS 230	Theatre Practicum I (may be repeated)	
FAS 240	Theatre Practicum II (may be repeated)	
ENG 326	Playwriting	
ENG 430	Independent Writing (under guidance of Theatre Supervisor)	
ENG 318	Communications Pre-Internship <b>or</b>	
ENG 438	Internship (under Guidance of Theatre Supervisor)	
FAS 429	Advanced Directed Study and Research (under guidance of Theatre Supervisor)	
<b>Total credits</b>		<b>18</b>

## 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. Some courses also have a letter designation (W,R,T,O) indicating that the course is writing, reading, technology, or oral communications intensive. Students are urged to pursue these courses to enrich their education and better prepare for the world of work they will enter after graduation. 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 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 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 Prerequisite:* COM 140 and MAT 128

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

An introduction to cost accounting concepts, budgeting, cost-volume-profit analysis, and managerial decisions.

### **ACC 203: The Financial Accounting Cycle**

**1 credit**

*Prerequisite:* ACC 201

A thorough review of the accounting cycle emphasizing the mechanics of debits and credits. Topics include the use of the accounting model to determine net income, adjusting financial statements, end of period procedures, accounting for merchandising businesses, accounting systems and special journals, and the time value of money. Under certain circumstances, this course may be waived with permission from the department chair. For information about this course and how to get started, access the following website:

<http://faculty.saintleo.edu/acc203>

### **ACC 301: Intermediate Accounting I**

**3 credits**

*Prerequisite:* ACC 202, ACC 203, or permission of the department chair to waive ACC 203

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 (T): 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***Prerequisite: Requires 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 (T): 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***Prerequisite: ACC 411 and senior standing required*

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***Prerequisite: 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***Prerequisite: 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***Prerequisite: 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.

## **Art 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**

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***Prerequisites: 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***Prerequisite: Permission of faculty member and school 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 100-400: Special Topics****1-3 credits***Prerequisite: Permission of faculty member and school 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 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.

### **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.

### **BIO 233L: 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 looking 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**

*Prerequisite: 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**

*Prerequisite: 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 240: Cell Biology****3 credits***Prerequisite: Either BIO 130 and BIO 130L or BIO 223 and BIO 223L*

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 240L.

**BIO 240: Cell Biology Laboratory****1 credit***Prerequisite: Either BIO 130 and BIO 130L or BIO 223 and BIO 223L*

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. A course fee may apply. All students registered for this course must also be registered for BIO 240.

**BIO 321: Developmental Biology****3 credits***Prerequisite: BIO 240 and BIO 240L*

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***Prerequisite: BIO 240 and BIO 240L*

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: BIO 240, BIO 240L, CHE 124, and CHE 124L. 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: BIO 240, BIO 240L, CHE 124, and CHE 124L. 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 (W,R,O): Ecology****3 credits***Prerequisite: 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***Prerequisite: BIO 130, BIO 130L, BIO 223, and BIO 223L*

This is 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. This course is offered in fall semesters. A course fee may apply. All students registered for this course must also be registered for BIO 325.

**BIO 326: Animal Physiology****3 credits***Prerequisite: BIO 240 and BIO 240L*

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 the 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***Prerequisite: Permission of faculty member and school 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 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 421 (T): Genetics****3 credits***Prerequisites: BIO 240, BIO 240L, CHE 312, and CHE 312L*

This course explores the evolutionary and biochemical principles of genetics. In particular, the molecular nature of heredity is emphasized. 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 421L.

**BIO 421L: Genetics Laboratory****1 credit***Prerequisites: BIO 240, BIO 240L, CHE 312, CHE 312L*

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 lecture 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 421.

**BIO 422: Immunology****3 credits***Prerequisites: BIO 324 and BIO 324L. BIO 421 and BIO 421L 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 424: Parasitology****3 credits***Prerequisite: BIO 130 and BIO 130L*

This course provides a study of the important protozoan, helminth, and arthropod parasites. Particular emphasis will be placed on taxonomy, morphology, physiology, pathogenesis, and treatment. Many of the species studied will be human parasites. There are three hours of lectures per week. This course is offered in rotation with other electives. All students who register for this course must also be registered for BIO 424L.

**BIO 424L: Parasitology Laboratory****1 credit***Prerequisite: BIO 130 and BIO 130L*

This laboratory course will provide students with hands-on experience with the morphology and physiology of specific human parasites. One three-hour laboratory period is scheduled each week. This course is offered in tandem with the accompanying lecture. A course fee may apply. All students who register for this course must also be registered for BIO 424.



**BIO 425 (W,R,O): Microbiology****3 credits**

*Prerequisites:* BIO 240, BIO 240L, 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 240, BIO 240L, 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 school 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 497: Senior Seminar in Biology: Research Proposal Writing****1 credit**

*Prerequisite:* Seniors 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**

*Prerequisite:* 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.

## **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 an historical and theoretical perspective.

**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.

**CMM 301: Communication Theory****3 credits***Prerequisites: CMM 101*

This is an introduction to the constructs and models that make up the body of knowledge known as mass communication theory. It investigates the relationship between humanistic, scientific, classical, and contemporary mass communication theories. The course provides an investigation of sending and receiving of mass communication messages, the structure of mass communication messages, the cause and effect of mass communication messages, and the interpretation of verbal and nonverbal mass communication content.

**CMM 302: Intercultural Communication****3 credits***Prerequisites: 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.

**CMM 303: Mass Media in Society****3 credits***Prerequisites: CMM 101 and CMM 201*

This course demonstrates how mass media impacts culture and how the interrelationship of mass media and culture has influenced civilization since the dawn of mass communication centuries ago. It provides students with a new perspective about the world around them and teaches them how to critically analyze the mass media that influences their lives.

**CMM 324: Public Relations****3 credits***Prerequisites: 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.

**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.

**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, 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 225, 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, and 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.

## **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 part 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***Prerequisite: CHE 123 and CHE 123L*

This is a continuation of CHE 123 and 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***Prerequisite: 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***Prerequisite: 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 an evaluation of structure, properties, reactions, and synthesis of saturated and unsaturated hydrocarbons, and 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***Prerequisite: CHE 124 and CHE 124L*

This laboratory course introduces students 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 be registered for CHE 311.

**CHE 312: Organic Chemistry II****3 credits***Prerequisite: 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 group 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***Prerequisite: CHE 311 and CHE 311L*

This laboratory course focuses on further investigating the properties and reactions that are discussed in lecture. Spectroscopic methods commonly used in organic chemistry will be used for characterization 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 161*

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 once every two years. All students registered for this course must also be registered for CHE 321L.

**CHE 321L: Quantitative Chemical Analysis Laboratory****2 credits***Prerequisite: CHE 124, CHE 124L, and MAT 161*

This is a laboratory course that will require the application of quantitative analytical techniques. Experiments will incorporate methods that are 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 once every two years. 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***Prerequisite: Permission of faculty member and school 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 school 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.

## **Computer Information Systems Course Descriptions**

**COM 130: PC Applications****3 credits**

An introduction to computer applications including basic computer concepts and terminology. Hands-on experience in using the operating system, word processing, spreadsheets, and telecommunications. All students are required to take this course if they cannot demonstrate proficiency by passing the Computer Skills exam. Course fee may apply.

**COM 140: Business Computer Skills****3 credits**

Required for all business majors. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of business functions of computers and to develop personal competency in practical applications of microcomputers for business. Provides business students with the specific knowledge and capabilities in various computer skills necessary to be effective in both business classes and the business world. Course fee may apply.

**COM 202: Introduction to Computer Information Systems****3 credits***Prerequisite: COM 140*

An introduction to the field of computer information systems with a review of the entire field and its application in the business world. Included are information management principles and systems; number systems and how they are used in computers; the relationship among the many parts of the computer and how they interact; and the basics of networks. This course also introduces the student to computer use in management sciences and to computer operating systems and how they control the various parts of the computer.

**COM 205: Introduction to Visual Basic****3 credits***Corequisite: COM 202*

The use of Basic 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. Offered as needed.

**COM 207: Programming in C/C++****3 credits***Corequisite: COM 202*

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***Prerequisites: COM 205, 207, or equivalent*

Visual Basic programming language is used in the development of many computer applications, particularly from the Microsoft Corporation. The user can create Windows and many Microsoft application features with this language. Course fee may apply.

**COM 209: Programming in JAVA****3 credits***Prerequisites: COM 205, 207, or equivalent*

JAVA language is widely adopted as the Internet development language. This course will introduce the student to JAVA programming and developing applications for the Internet. Course fee may apply. Offered as needed.

**COM 305: Business Spreadsheet Applications****3 credits***Prerequisites: COM 130 or 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 308: Introduction to Information Security****3 credits***Prerequisite: COM 202*

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 312: Computer Architecture****3 credits***Prerequisite: COM 202*

The study of computer architecture is necessary to understand the interaction of computer components. Operating systems and their method of control will be covered.

**COM 315: Decision Support Systems****3 credits***Prerequisite: COM 202*

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***Prerequisite: COM 202 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 202*

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***Prerequisite: Permission of department chair and dean and junior standing required*

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

**COM 340: Introduction to Internet Applications****3 credits***Prerequisite: COM 202 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 308*

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***Prerequisite: 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 410 (T): Database Concepts and Programming****3 credits***Prerequisites: COM 320*

The use of a database management system to provide the software and database necessary to upgrade a 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 415: Network Theory and Design**

**3 credits**

*Prerequisite:* COM 202

An introduction of the theory, design, and application of networks, the course will include the creation and operation of an actual network. Course fee may apply.

**COM 420: Disaster Recovery**

**3 credits**

*Prerequisite:* COM 308

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**

*Prerequisites:* COM 202 and 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 required.

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 450: Network Defense and Security**

**3 credits**

*Prerequisites:* COM 308 and COM 415

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 utilization of firewalls and intrusion detection systems.

**COM 452: Computer Forensics**

**3 credits**

*Prerequisites:* COM 308 and COM 415

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 308 and COM 415

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 470: Management of Information Security****3 credits***Prerequisites: COM 202 and COM 308*

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 498 (W,O): Information Resource Management****3 credits***Prerequisite: COM 315, COM 410, COM 415, MGT 301, MKT 301, and senior standing**Corequisite: COM 499*

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

**COM 499: Computer Information Systems Comprehensive Exam****0 credits***Corequisite: COM 498*

Final written examination of all computer information systems core courses. Exam is administered during the COM 498 course. Test fee.

## **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 American 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 are stressed. Offered annually.

**CRM 220: Survey of the Criminal Justice System****3 credits**

An introductory overview of the American 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**

An introductory look at the Department of Homeland Security (DHS). This class is designed to help students understand the Department of Homeland Security. 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 321 (W,R): Substantive Criminal Law**

**3 credits**

*Prerequisite: CRM/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 (W,R,T,O): Law of Criminal Procedure**

**3 credits**

*Prerequisite: CRM/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 between 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**

*Prerequisite: Permission of faculty member and school 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 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 our 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, 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 collection 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/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 philosophi-

cal 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 370: Juvenile Justice**

**3 credits**

*Prerequisites:* CRM/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:* CRM/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:* CRM/POL 123 and CRM 220

This course provides a comprehensive examination of American 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 chair of the Department of Criminal Justice

This field placement was 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:* CRM/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 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**

An introduction to the study of the determination of income, output, employment, and prices in the American economy. Emphasis on fundamental economic concepts, gross domestic product and its components, monetary and fiscal policy, and contemporary macroeconomic issues.

**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**

*Prerequisite: Permission of faculty member and school 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 424/POL 424: International Political Economy** **3 credits**

*Prerequisite: 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 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**

*Prerequisite: 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**

*Prerequisite: Permission of faculty member and school 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 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 American 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***Prerequisite: Permission of faculty member and school 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 (O): 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 (T): Educational Technology****3 credits**

This course is designed as an introduction to computer technology and its role in teaching and learning processes. Topics include computer-based practices appropriate for the elementary classroom, ethical and social issues, effective technology-based instructional strategies for active learning, evaluation and use of educational software, multimedia, Microsoft Office, productivity tools, and telecommunications.

**EDU 304 (T): Human Exceptionalities in the Classroom****3 credits***Prerequisite: 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 329: Directed Study: Readings or Research****3 credits**

*Prerequisite:* Permission of faculty member and school 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 experiences are 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, listening, speaking, reading, and writing skills. Students learn how to develop strategies for English speakers and for English language learners. Field experiences required.

**EDU 333: Adolescent Literature****3 credits**

*Prerequisites:* ENG 122 and EDU 226

The study of literature written for adolescents or young adults including realism, romanticism, fantasy, science fiction, and biography. Special emphasis is paid to books commonly used in middle schools and high schools.

**EDU 334: Reading Foundations in the Elementary Classroom****3 credits**

*Prerequisites:* EDU 226; *corequisites* EDU 320/321, 330, and 332

Investigation of basic theories underlying traditional and newer/recent approaches to the teaching of reading. Study and evaluation of essential reading methods pertaining to emergent literacy, cueing systems, vocabulary development, and comprehension. ESOL strategies are integrated into all methods. Field experiences are required.

**EDU 335: Reading Diagnosis and Remediation in the Elementary Classroom****3 credits**

*Prerequisites:* EDU 320/321, 330, 332, and 334; *corequisites* EDU 360/361, 338, and 341

This course provides the elementary education major the opportunity to administer and interpret informal reading inventories, criterion tests, and other diagnostic measures. The student will apply specific methods and materials, including technology, for remediation of reading problems and demonstrate knowledge of causation and appropriate remediation of various types of reading problems. Strategies for teaching all students how to read expository text effectively are also included. Special strategies and use of resources for English language learners are infused throughout. Field experiences required.

**EDU 336: Teaching Reading in the Secondary Content Areas** **3 credits**

*Prerequisites:* EDU 226 (or concurrently); *corequisite:* EDU 380 or EDU 450

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 experiences 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, 335, 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 experiences required.

**EDU 339: Social Studies in the Elementary Classroom** **3 credits**

*Prerequisites:* EDU 360/361, 335, 338, and 341; *corequisites* EDU 460/461, 342, and 425

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 experiences required.

**EDU 340: Comprehensive ESOL Strategies** **3 credits**

*Prerequisites:* EDU 226, EDU 228

This course serves as a survey course 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 ESOL areas are applied linguistics, cross-cultural communication and understanding, methodology, curriculum development, and language testing.

**EDU 341: ESOL Foundations** **3 credits**

*Prerequisites:* EDU 320/321, 330, 332, and 334; *corequisites* EDU 360/361, 338, and 335

This course introduces the theoretical and practical knowledge and skills for instruction in a linguistically pluralistic school environment to meet the requirements set forth in the ESOL Consent Decree. It is designed to prepare pre-professional teachers to promote effective linguistic and cultural classroom-based practices for English language learners and to provide coverage of the ESOL Performance Standards and ESOL Competencies. Applied linguistics is a main focus of this course as is culture. Understanding of methods, curriculum, and assessment procedure for effective ESOL classroom teaching is also presented through the course readings and activities. A field experience is required.

**EDU 342: ESOL Applications** **3 credits**

*Prerequisites:* EDU 360/361, 335, 338, and 341; *corequisites* EDU 460/461, 339, and 425

This course provides a framework for synthesizing the five ESOL content areas, the 25 ESOL Performance Standards, and the 11 ESOL Competencies to better prepare pre-professional teachers with effective linguistic and cultural classroom-based practices. The focus of this course is on the methods for comprehensible instruction, materials, curriculum, and assessment procedures for English language learners. The comprehensive final exam serves as the culminating assessment for the ESOL-infused program in elementary education. An ESOL field placement is required.

**EDU 343: Reading Across the Curriculum****3 credits**

*Prerequisites:* EDU 226, EDU 320/321, EDU 330, EDU 332, EDU 334; *corequisites:* EDU 360/361, EDU 338, EDU 341

This course introduces elementary education majors to the theoretical and practical issues involved in teaching the reading skills necessary for success in the various content area subjects, such as science, social studies, and mathematics. Critical to this is the use of expository text strategies and graphic organizers to help K-6 students with comprehension development as their focus changes from learning to read to reading to learn.

**EDU 350: Middle School Curriculum and Philosophy****3 credits**

*Prerequisites:* EDU 226

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 American 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; *corequisites* EDU 335, 338, 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**

*Prerequisite:* Permission of faculty member and school dean/center director

A variable-content course in education. Topic is announced in advance of registration.

**EDU 425 (W): Educational Management and Organization****3 credits**

*Prerequisite:* EDU 360/361, 335, 338, and 341; *corequisites* EDU 339, 342, and 460/461

This course offers a broad and critical analysis of elementary classroom management issues that include the major theorists on understanding and managing student behavior, discussion of effective classroom rules and procedures, legal issues related to the rights of teachers, the Florida Performance Measurement System Domains II and V, parental involvement, and the strategies for creating a positive environment to meet the needs of all students, including English language learners. Field experiences required.

**EDU 427: Educational Assessment****3 credits**

*Prerequisite:* EDU 360/361; 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 (W,R,O): Education Governance, History, and Philosophy****3 credits**

*Prerequisite:* EDU 360/361; 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 school 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

*Corequisites:* EDU 425, EDU 428

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: Middle/Secondary School Practicum**

**1 credit**

*Prerequisites:* EDU 226, EDU 228, and EDU 350

*Corequisites:* EDU 336 and EDU 451, 452, 453, or 454

This one-credit practicum accompanies 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 six hours per week 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. The course is pass/fail.

**EDU 451: English/Language Arts Methods in the Middle and Secondary School**

**3 credits**

*Prerequisite:* EDU 226, EDU 228, and EDU 350

*Co-Requisite:* EDU 336 and EDU 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.

**EDU 452: Mathematics Methods in the Middle and Secondary School**

**3 credits**

*Prerequisites:* EDU 226, EDU 228, EDU 340, and EDU 350

*Corequisites:* EDU 336 and EDU 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, EDU 228, EDU 340, and EDU 350

*Corequisites:* EDU 336 and EDU 450

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, EDU 228, EDU 340, and EDU 350

*Corequisite:* EDU 336 and EDU 450

This course focuses on the application of knowledge defined by the Sunshine State Standards in history, geography, government, and economics, and pro-social and multicultural

education for grades 5-12. Students also apply the Accomplished Practices as they write and teach lessons and create a research project for middle/secondary school students. They learn both generic teaching methods for middle/secondary level learners and methods specific to teaching the social studies.

**EDU 460/461: Practicum III and Seminar: Integration**

**2 credits**

*Prerequisites:* EDU 360/361, 335, 338, and 341; *corequisites* EDU 339, 342, and 425

Elementary education majors enroll in EDU 460/461 as part of their third block of study. The course continues instruction in several typical methods used in today's elementary school (inquiry and problem-based learning are introduced), 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 480: Internship**

**9-11 credits**

*Prerequisite:* Completion of all education requirements, a cumulative 2.50 grade point average, and a 2.0 or better in all education courses, and taking 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.

## **English Course Descriptions**

**ENG 002: Basic Composition Skills**

**3 semester hours**

This course does not satisfy a 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 (W,R,O): 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 (W,R,O): 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 201: Expository Writing****3 credits***Prerequisite: ENG 122*

The writing of effective, clear, and moving exposition with special emphasis on grammar, syntax, logical fallacies, style, and modes of development with an emphasis on argumentation and critical thinking. Offered annually.

**ENG 202: Creative Writing****3 credits***Prerequisite: ENG 122*

Introduction to the creative process, analyzing creative writing in various genres, and the study of master writers. Offered annually.

**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***Prerequisite: ENG 122*

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***Prerequisite: ENG 122*

Designed to introduce non-English majors to world literature in translation, from the 18th through 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***Prerequisite: ENG 122*

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 school 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***Prerequisites: 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 and ENG 201*

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax, and vocabulary. Offered annually.

**ENG 324: Reviewing and Critical Writing****3 credits***Prerequisite: ENG 122 and ENG 201*

Writing and analyzing reviews of films, plays, and television programs. 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***Prerequisite: Permission of faculty member and school 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***Prerequisite: Permission of faculty member and school 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 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 foundation course. Offered in alternate years.

**ENG 422: Shakespeare****3 credits***Prerequisite: 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 English department, and approval by the school 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 school 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: Independent Writing****3 credits***Prerequisite: 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 498: Senior Seminar****3 credits***Prerequisite: 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 201: 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***Prerequisite: Permission of faculty member and school 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 401 (W,R,O): 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***Prerequisite: 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*

This course is designed to prepare the student for successful performance as a professional environmental scientist. A large portion of the course will be concerned with providing the student with a thorough understanding of the environmental assessment process, the most common tool of the environmental scientist. Additionally, the course requires the completion and presentation of the student's senior research project. Offered spring semester in alternate years.

## **Fine Arts Course Descriptions**

**FAS 101 (W,R,O): 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**

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**

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**

Theatre performance open to all majors, including students with no theatre experience. Acting, directing, playwrighting, 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***Prerequisites: Acceptance by 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***Prerequisites: Acceptance by 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 329: Directed Study: Readings or Research****3 credits***Prerequisite: Permission of faculty member and school 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 100-400: Special Topics****1-3 credits***Prerequisite: Permission of faculty member and school 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 429: Advanced Directed Study and Research****1-3 credits***Prerequisite: Permission of faculty member and school 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.

## French Course Descriptions

**FRE 111 (French Level I-A): Beginning French****3 credits***Prerequisite: none*

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 (French Level II-A): Beginning French II****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 211 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 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 American 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***Prerequisite: 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, non-verbal 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 (R): 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*

The use of applied quantitative techniques to aid in business-oriented decision-making. Emphasis is on problem identification and formulation with application of appropriate solution techniques and the interpretation of results. Included are probability theory, decision-making under certainty, risk, and uncertainty, utility theory, forecasting, inventory control, PERT/CPM, queuing theory, and linear programming.

**GBA 335: Administrative and Personnel Law****3 credits**

The effects of administrative and personnel laws on the decision-making responsibilities of practitioners. Explores the impact on personnel policies and practices of organizations. Addresses the development, intent, and implications of protective labor legislation from the federal to the local level. Offered as needed.

**GBA 100-400: Special Topics****1-3 credits***Prerequisite: 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 395: Entrepreneurial Finance:****From Creation Through Operations****3 credits***Prerequisites: ACC 201 and ACC 202*

Provides a full "life-cycle" approach covering all financial tools and techniques from the initial analysis of the financial viability of the proposed new venture through its start-up and operations.

**GBA 429: Advanced Directed Study and Research****1-3 credits***Prerequisite: Permission of department chair and dean*

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond regular course offerings. Written request must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member. Offered as needed.

**GBA 440: International Business****3 credits***Prerequisite: 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 (W): Strategic Management****3 credits***Prerequisites: ACC 202, MGT 325, MGT 327, MKT 301, GBA 334, and senior standing**Corequisite: GBA 499*

Formulation and implementation of strategies for top-level managers. An integrating course that applies all functional business areas in dealing with organizational challenges. Decision-making crucial to strategy formulation and implementation is applied in a global setting.

**GBA 499: Business Comprehensive Examination****0 credit***Corequisite: GBA 498*

Comprehensive written examination of the functional areas of business. Exam is administered during the GBA 498 course. Test fee.

## 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**

*Prerequisite: Permission of faculty member and school 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.

## 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: Managed Care**

**3 credits**

*Prerequisites: HCA 302*

An analysis of the organizational structure and management of managed health care. It emphasizes current trends in the managed health care industry with emphasis on the payment and financial aspects of America's managed health care system.

### **HCA 329: Directed Study: Readings or Research**

**3 credits**

*Prerequisite: 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**

*Prerequisites: 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**

*Prerequisites: 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 between quality improvement programs, risk management, and utilization review are closely examined.

**HCA 425: Health Care Internship****3-15 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.

**HCA 429: Advanced Directed Study and Research****1-3 credits**

*Prerequisite:* Permission of department chair and dean

An intensive individual study in a particular aspect of health care management that is not covered in regular course offerings. This is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond what is expected in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member.

**HCA 498 (W,O): Health Planning and Policy Management****3 credits**

*Prerequisites:* MGT 301, MGT 327, 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.

## History Course Descriptions

**HTY 121 (W,R): United States History to 1865****3 credits**

A survey of the principal movements, events, ideas, and personalities in U.S. history from colonial times to the Civil War. Offered annually.

**HTY 122 (W,R): United States History Since 1865****3 credits**

A survey of the principal movements, events, ideas, and personalities in U.S. history from the Civil War to the present. Offered annually.

**HTY 123: Western Civilization to 1500****3 credits**

A survey of 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: The 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 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 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: Race and Ethnicity in American Culture****3 credits***Prerequisite: SOC 121*

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as African-Americans, Mexican-Americans, Puerto Ricans, Asians, and Native Americans. Offered fall semester.

**HTY 325 (W,R): Modern Russia****3 credits***Prerequisite: Junior 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****3 credits***Prerequisite: Junior or permission of instructor*

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American 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 or permission of instructor*

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

**HTY/POL 333: Palestine and Israel****3 credits***Prerequisite: Junior or permission of instructor*

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 the economy; family life and motherhood; and women and the law.

**HTY/POL 337: The Legacies of the British Empire****3 credits***Prerequisite: Junior or permission of instructor*

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 (W,R,O): Readings in History****3 credits***Prerequisite: Junior 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 Senior Seminar, and students are strongly encouraged to take it first.

**HTY 341: The American War of Independence****3 credits***Prerequisite: Junior 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 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: HTY 124*

A study of the major currents, events, and ideas in European history from 1870 to the present. Offered as needed.

**HTY 423: The United States in the Twentieth Century****3 credits***Prerequisites: HTY 121 or HTY 122*

A study of the major currents, events, and ideas in United States history from the rise of big business and progressivism to the present. Offered as needed.

**HTY/POL 426: United States Diplomatic History****3 credits***Prerequisites: None*

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 (W,R,O): History of Ideas****3 credits***Prerequisite: Junior 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***Prerequisites: Junior or permission of instructor*

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***Prerequisites: 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: The Role of the Military in the Modern World****3 credits***Prerequisite: Junior or permission of instructor*

An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

**HTY 499 (W,R,T,O): 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***Prerequisite: 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***Prerequisite: 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 the 15th-century Renaissance to the 18th-century 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***Prerequisite: 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***Prerequisite: Admission to the Honors area of study and permission of faculty member and school 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***Prerequisite: Admission to the Honors area of study or junior standing and permission of faculty member*

A collectively led seminar on 18th- and 19th-century 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***Prerequisite: Admission to the Honors area of study or junior standing and permission of faculty member*

A collectively led seminar on 20th-century thought, culture, and religion. Guided by the faculty member, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues. Offered annually.

**HON 100-400: Special Topics****3 credits**

*Prerequisite:* Admission to the Honors area of study and permission of faculty member and school 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**

*Prerequisite:* Admission to the Honors area of study and permission of faculty member and school 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**

*Prerequisite:* 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**

*Prerequisite:* 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 school dean. See the Honors Area of Study guidebook for further details. Offered annually.

## **Human Resources Administration Course Descriptions**

**HRA 329: Directed Study: Readings or Research****3 credits**

*Prerequisites:* Permission of department chair and dean and junior standing required

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: Health, Safety, and Security****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: 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: Training and 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: Compensation and Benefits****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***Prerequisite: Permission 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 429: Advanced Directed Study and Research****1-3 credits***Prerequisite: Permission 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 499 (W,O): Seminar in Human Resources Administration****3 credits***Prerequisite: 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.

## **Human Services Administration 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 125: Field Placement I****3 credits**

This course is designed to introduce the student to the field of human services. Students are expected to do volunteer work in a social service agency for a minimum of 165 hours during the term, while observing agency personnel and clientele. Includes an integrative seminar. Offered as needed. This is a pass/fail course.

**HUS 225: Field Placement II****3 credits***Prerequisite: HUS 121 and HUS 125*

This course is designed to give the Human Services major practical experience in a social service agency for a minimum of 165 hours during the term. Includes an integrative seminar. Offered as needed. This is a pass/fail course.

**HUS 100-400: Special Topics****1-3 credits***Prerequisite: Permission of faculty member and school dean/center director*

A variable-content course in human services that is designed for a specific class level: freshmen (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 423: Field Placement III, Module 1****6 credits**

*Prerequisite: Generally taken in second to last term of residency after completion of all other major coursework. Specific prerequisites are HUS 121, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SSC 223 or MAT 201, SOC/SSC 320, SSC 328, 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 125 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**

*Prerequisite:* Generally taken in last term of residency after completion of all other major coursework, including HUS 423. Specific prerequisites are HUS 121, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SSC 223 or MAT 201, SOC/SSC 320, SSC 328, 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 125 hours during the term and is intended to provide student 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**

*Prerequisite:* Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are, HUS 121, MAT 201 or SOC/SSC 223, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SSC 320, SSC/CRM 328, and SSC 337.

*Corequisite:* HUS 498

This is a supervised field placement in a human services organization for a minimum of 250 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 administrative 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**

*Prerequisite:* Permission of faculty member and school 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 (W,R,T,O): Senior Seminar**

**3 credits**

*Prerequisite:* Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are HUS 121, MAT 201 or SOC/SSC 223, PSY 121, PSY325, PSY 327, SOC 121, SOC/SSC 320, SSC/CRM 328, and 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 Courses**

**IDS 201: Introduction to Interdisciplinary Inquiry in the Arts**

**1 credit**

*Prerequisite:* 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 420: Interdisciplinary Inquiry in the Arts Project**

**2 credits**

*Prerequisite:* 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**

*No prerequisite*

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 that 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 sectors to include their history, primary characteristics, and career opportunities. Offered in the fall and spring semesters.

### **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. Offered in the fall semester.

### **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. Offered in the spring semester.

### **IHT 315: Tourism Management**

**3 credits**

*Prerequisite: IHT 220*

Tourism is a complex and multi-dimensional industry. This course examines how its various components attract and satisfy the motivations and needs of both leisure and business travelers by using various natural and cultural resources. Emphasis is placed on gaining a detailed understanding of the products and services of tourism's four main sectors and the impacts created by their dynamic interaction. Offered in the fall semester.

### **IHT 329: Directed Study: Readings or Research**

**3 credits**

*Prerequisite: 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**

*Prerequisite: 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 and two IHT 300-level courses*

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. Offered in the spring semester.

**IHT 410: Resort Management****3 credits***Prerequisite: IHT 220 and two IHT 300-level courses*

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 world-wide climates, physical environments, and exotic cultures. This course examines how these all-inclusive mini-destinations are developed, managed, and operated. Offered in the fall semester.

**IHT 415: International Tourism****3 credits***Prerequisite: IHT 220 and two IHT 300-level courses*

Tourism is an international business that crosses political, cultural, ethnic, religious, and natural boundaries. This course studies, from a global perspective, its sectors, travel flows, market segments, resources, and impacts, and the role of governments and international tourism organizations in its policy, planning, and development. Current events and issues impacting tourism in various parts of the world will also be discussed. Offered in the spring semester.

**IHT 425: Internship in International Hospitality and Tourism****3-12 credits***Prerequisite: Permission of department chair and dean*

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***Prerequisite: 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 (W,O): Senior Seminar in****International Hospitality and Tourism****3 credits***Prerequisite: Senior standing and completion of all other IHT requirements (except IHT 425); Corequisite: GBA 499*

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. Offered fall and spring semesters.

## **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 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 cov-

ered. The students 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 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 non-profit 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 (T): 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**

*Prerequisite:* 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 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 100-400: Special Topics**

**1-3 credits**

*Prerequisite:* 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 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 425: Management Internship**

**3-12 credits**

*Prerequisite:* Permission of department chair and dean

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, 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 enroll-

ment 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

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

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework, and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

## **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 307: Advertising Management**

**3 credits**

*Prerequisite:* MKT 301, MKT 308

This course provides an understanding of the advertising process and the available techniques to plan, implement, and monitor an advertising campaign. The focus is on the application of these techniques to a full-service advertising agency. Offered spring semester.

**MKT 308 (O): 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 324: Marketing Research**

**3 credits**

*Prerequisite:* MKT 301, MAT 201

This course details how to undertake primary and secondary research for exploratory, descriptive, and causal research. It details questionnaire design, measurement scales, sampling procedures, sample size estimation, sampling and non-sampling error, data collection, editing, analysis, and synthesizing the data into a cogent report. 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**

*Prerequisite:* Permission department chair and dean required

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:* Permission of department chair and dean

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 required*

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; Co-Requisite: GBA 499*

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decisions. Offered spring semester.

## Mathematics 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 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 mathematical skills and to build a foundation for algebra. Topics include integers, rational, proportion, percents, and elementary equations.

**MAT 003: Basic Algebra**

**3 semester hours**

*Prerequisite: MAT 002 with a grade of C or higher mathematics placement*

This course does not satisfy a 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 semester.

**MAT 128: Algebra and Functions**

**3 credits**

*Prerequisite: MAT 003 with a grade of C or higher or mathematics placement*

A course designed to provide a beginning background on functions that will enable the student to advance and succeed in higher-level mathematics courses. Algebraic concepts with emphasis on functions and graphing. Topics include rational expressions and equations, functions and graphs, rational exponents and radicals, quadratic equations and functions, and systems of linear equations. Offered every semester.

**MAT 131: College Mathematics**

**3 credits**

*Prerequisite: MAT 003 or higher, or mathematics placement*

Topics include number theory, numeration systems, geometry, counting methods, probability, and statistics. Offered every semester.

**MAT 141: Finite Mathematics**

**3 credits**

*Prerequisite: MAT 128 or mathematics placement*

Topics in mathematics that are especially applicable to business such as linear models, mathematics of finance, counting methods, probability, and statistics. Offered every semester.

**MAT 151: College Algebra**

**3 credits**

*Prerequisite: MAT 128 or mathematics placement*

Topics include solving higher order polynomials and inequalities, graphs and zeros of functions, operations on functions, graph transformations, polynomial and rational functions, inverse functions, logarithms, and exponential functions. Offered every semester.

**MAT 161: Precalculus****3 credits***Prerequisite: 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: 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: MAT 161 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: 3 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 323: Calculus III****3 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***Prerequisite: Permission of faculty member and school 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 required*

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***Prerequisite: Permission of faculty member and school 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****3 credits***Prerequisite: MAT 231 or 232*

Linear equations of first order and higher, simple non-linear equations, series solutions, 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 school 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 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 as well as an introduction to communication. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.



**MSE-AFR 1120: 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 as well as an introduction to communication. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**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 1.75 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. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**MSE-AFR 2130: The History of Air and Space Power Part I**

**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. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**MSE-AFR 2140: The History of Air and Space Power Part 2**

**1 credit**

CR: AFR 2000, AFR 2001.

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. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**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.

**MSE-AFR 3220: Air Force Leadership and Management I**

**3 credits**

*Prerequisites: MSE-AFR 2000 and MSE-AFR 2001*

An integrated management course emphasizing the individual as a manager in an Air Force environment. The individual motivational and behavioral processes, leadership, communication, and group dynamics are covered to provide a foundation for the development of the junior officer's professional skills. The basic managerial processes involving decision making, use of analytic aids in planning, organizing, and controlling in a changing environment are emphasized as necessary professional concepts. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**MSE-AFR 3231: Air Force Leadership and Management II**

**3 credits**

*Prerequisites: MSE-AFR 2000 and MSE-AFR 2001*

A continuation of the study of Air Force advancement and leadership. Concentration is on advanced leadership topics, organizational and personal values, and military ethics. Actual Air Force scenarios are used to enhance the learning and communication processes. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**MSE-AFR 4201: National Security Forces and Preparation for Active Duty Part 1**

**3 credits**

CR: AFR 2000, AFR 2001.

A study of the Armed Forces as an integral element of society, with an emphasis on American civil-military relations and context in which U.S. defense policy is formulated and implemented. Special themes include societal attitudes toward the military and the role of the

professional military leader-manager in a democratic society. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

**MSE-AFR 4211: National Security Affairs and Preparation for Active Duty Part 2**

**3 credits**

CR: AFR 2000, AFR 2001.

A continuation of the study of the Armed Forces in contemporary American society. Concentration is on the requisites for maintaining adequate national security forces; political, economic, and social constraints on the national defense structure; the impact of technological and international developments on strategic preparedness; the variables involved in the formulation and implementation of national security policy; and military justice and its relationship to civilian law. A minimum of 80 percent attendance in scheduled classes is required for a passing grade.

## **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: University Chorus****1 credit**

Performance of standard literature for chorus. One to two hours of rehearsal per week. Open to all students. May be repeated for credit.

**MUS 107: Stage Band****1 credit**

Performance of standard and contemporary literature for jazz band. One to two hours of rehearsal per week. Open to all students. May be repeated for credit.

**MUS 108: University Concert Band****1 credit**

Performance of standard literature for concert band. One to two hours of rehearsal per week. Open to all students. 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**

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

**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 328: Chamber Music****1 credit**

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

**MUS 329: Directed Study: Readings or Research****3 credits**

*Prerequisite: Permission of faculty member and school 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 100-400: Special Topics****1-3 credits**

*Prerequisite: Permission of faculty member and school 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**

*Prerequisite: Permission of faculty member and school 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 (W,R): 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 324: Medical 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 required*

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**

*Prerequisite: Permission of faculty member and school 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 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 364/REL 364: Studies in Jewish Thought****3 credits**

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

**PHI 366/REL 366: Studies in Oriental Thought****3 credits**

Selected topics in Oriental thought, with emphasis on problems, thinkers, and movements.

**PHI 100-400: Special Topics****1-3 credits**

*Prerequisite:* Permission of faculty member and school 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 school 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 (W,R,O): 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 the 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***Prerequisites: 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/  
Track and Field****3 credits***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/  
Weight Training****3 credits***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  
and Activities****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***Prerequisite: Permission of faculty member and school 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***Prerequisite: 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 develop-

mental 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**

*Prerequisite: Permission of faculty member and school 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**

*Prerequisite: Permission of faculty member and school 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 161 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. This course is offered in fall semesters. All students registered for this course must also be registered for PHY 221L.

**PHY 221L: General Physics Laboratory**

**1 credit**

*Prerequisite: MAT 161 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. This course is offered in fall semesters. 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**

*Prerequisite: 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. This course is offered in spring semesters. All students registered for this course must also be registered for PHY 222L.

**PHY 222L: General Physics II Laboratory**

**1 credit**

*Prerequisite: 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. This course is offered in spring semesters. 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**

*Prerequisite: Permission of faculty member and school 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 school 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 (R): Introduction to Politics****3 credits**

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders. Offered annually.

**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 American 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**

An introductory look at the Department of Homeland Security (DHS). This class is designed to help students understand the Department of Homeland Security. 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 (T): American Federal Government****3 credits**

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties, and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected. Offered annually.

**POL 224 (T): 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 295: International Relations Theories and Crises****3 credits**

An analysis of the relations among subnational, national, supranational factors and foreign policy formation. Problems and developments of international politics and organizations. Offered in alternate years.

**POL 311 (O): Political and Legal Theory 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 312 (O): Political and Legal Theory 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, particularly the Soviet Union, the United Kingdom, China, and Germany, along with the problems associated with a comparative approach. Offered in alternate years.

**POL 324: The Politics of Developing Nations****3 credits**

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period. Offered in alternate years.

**POL 325: Public Administration****3 credits**

*Prerequisite: Junior standing or permission of instructor*

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 (W): 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 (W): 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****3 credits**

*Prerequisite: Junior standing or permission of instructor*

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars are included. Offered in alternate years.

**POL/HTY 333: Palestine and Israel****3 credits**

*Prerequisite: Junior standing or permission of instructor*

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: ECO 201*

An exploration of the linkages 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. Offered as needed.

**POL/HTY 337: The Legacies of the British Empire****3 credits**

*Prerequisite: Junior standing or permission of instructor*

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 (W,R,O): Readings in Political Science****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 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. As a Criminal Justice course, this study will include historical and political information, and current, relevant information on counter-terrorism objectives and methods.

**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 theories; 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.

**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 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/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 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.

**HTY/POL 422: Europe Since the Twentieth Century****3 credits***Prerequisite: HTY 124*

A study of the major currents, events, and ideas in European history from 1870 to the present. Offered as needed.

**POL 425: Internship in Political Science****3-6 credits***Prerequisite: Junior or senior standing, enrollment in the campus program*

The internship in political science is intended to be offered to students who have no previous professional political 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, or with public interest organizations. Offered annually. This is a pass/fail course.

**POL/HTY 426: United States Diplomatic History****3 credits***Prerequisites: Junior standing or permission of instructor*

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 (W,R,O): 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: POL 295*

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 school 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: The Role of the Military in the Modern World****3 credits***Prerequisite: Junior or permission of instructor*

An examination of the relationships between 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**

A survey of the major areas in psychology. Principal topics covered are physiological bases of behavior, personality, mental disorders and treatment, social influences, and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior. Offered annually.

**PSY 205: Research Methods I****3 credits***Prerequisite: PSY 121; MAT 128 or 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 non-experimental 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 228 (R): Social Psychology****3 credits***Prerequisite: PSY 121*

A study of the perceptions, attitudes, personality, motivations, and behavior of the individual as a function of social situations. Emphasis on theory, research, and application. Offered annually.

**PSY 305: Research Methods II****3 credits***Prerequisite: PSY 205: Research Methods I*

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 321: Psychological Tests and Measurements****3 credits***Prerequisites: PSY 121 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. Offered in alternate years.

**PSY 322: Physiological Psychology****3 credits***Prerequisite: PSY 121*

The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions. Offered in alternate years.

**PSY 325: Developmental Psychology****3 credits***Prerequisite: PSY 121*

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. Offered in alternate years.

**PSY 327: Abnormal Psychology****3 credits***Prerequisite: PSY 121*

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. Offered annually.

**PSY 329: Directed Study: Readings or Research****3 credits***Prerequisite: Permission of faculty member and school 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*

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 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. Offered in alternate years.

**PSY 335: Psychology of Gender****3 credits***Prerequisite: PSY 121*

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 childrearing practices.

**PSY 336: Military Psychology****3 credits***Prerequisite: PSY 121*

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. Offered as needed.

**PSY 337: Human Sexuality**

**3 credits**

*Prerequisite:* PSY 121

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. Offered in alternate years.

**PSY 338: Industrial and Organizational Psychology**

**3 credits**

*Prerequisite:* PSY 121

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.

**PSY 100-400: Special Topics**

**1-3 credits**

*Prerequisite:* Permission of faculty member and school 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 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. Offered in alternate years.

**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. Offered in alternate years.

**PSY 423: Educational Psychology**

**3 credits**

*Prerequisite:* PSY 121

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, and 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 internship 1 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 and junior standing*

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior. Offered annually.

**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 school 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. Offered annually.

**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. Offered in alternate years.

**PSY 432: Psychology of Motivation****3 credits***Prerequisites: PSY 205*

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental, and/or learning point of view. Offered as needed.

**PSY 433: Sensation and Perception****3 credits***Prerequisite: PSY 121*

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. Offered in alternate years.

**PSY 434: History and Systems of Psychology****3 credits***Prerequisite: PSY 121 and junior standing*

A review of the evolution of the history and major systems of psychology, including structuralism, functionalism, behaviorism, Gestalt psychology, psychoanalysis, and the humanistic and cognitive movements.

**PSY 435: Practicum in Psychology****3 credits**

*Prerequisite: 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 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. Offered annually.

**PSY 499 (W,O): Senior Seminar in Psychology****3 credits**

*Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 305*

*Corequisite: PSY 496*

Designed as the capstone course in psychology. Students complete a research project in psychology, including writing up the project and presenting their work as a poster session.

Students are also asked to review an area of psychology and present to the class in preparation for the PACAT. Topic discussions also cover current issues in the field. Offered annually.

## Religion Course Descriptions

### **REL 124\*: Introduction to the Old Testament**

**3 credits**

A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.

### **REL 141: Introduction to Judaism**

**3 credits**

A study of Jewish theology, worship, and history, including the impact of the state of Israel and the Holocaust on Jewish faith. Offered annually.

### **REL 201\*: Introduction to the New Testament**

**3 credits**

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 220\*: Christian Morality**

**3 credits**

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 222: The Second Vatican Council and Beyond**

**3 credits**

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church. Offered as needed.

### **REL 223 (W,R): Religions of the World I: Western Religions**

**3 credits**

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity, and Islam. Offered annually.

### **REL 224 (W,R): 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 301\*: Management of Human Resources for Ministry**

**3 credits**

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 320: Foundations of Christian Faith**

**3 credits**

A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation, and Jesus. Offered in alternate years.

### **REL 325: The Gospels of Matthew, Mark, and Luke**

**3 credits**

A study of the three “synoptic” gospels: how the gospels were developed, how they relate to the historical Jesus, and their theological significance.

### **REL 326: The Gospel of John and Related Writings**

**3 credits**

John’s gospel and epistles studied in detail, with particular emphasis on the theological content.

### **REL 327: The Life and Writings of Paul**

**3 credits**

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church and early Christian worship. Offered in alternate years.

### **REL 329: Directed Study: Readings or Research**

**3 credits**

*Prerequisite: Permission of faculty member and school 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 331: Religion and Personal Experience**

**3 credits**

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 (W,R): Survey of Christian Theology I** **3 credits**  
Christian theology from the time of Jesus to the Reformation. Offered in alternate years.
- REL 334 (W,R): Survey of Christian Theology II** **3 credits**  
Christian theology from the Reformation to the present. Offered in alternate years.
- REL 335: The Torah** **3 credits**  
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**  
A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, 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**  
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**  
Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences, and institutional settings that created these writings.
- REL 345\*: Christian Social Ethics** **3 credits**  
An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace, and justice.
- REL 351: Theological Aspects of Marriage** **3 credits**  
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**  
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 364/PHI 364: Studies in Jewish Thought** **3 credits**  
Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.
- REL 366/PHI 366: Studies in Oriental Thought** **3 credits**  
Selected topics in Oriental thought, with emphasis on problems, thinkers, and movements.
- REL 100-400\*: Special Topics** **1-3 credits**  
*Prerequisite: Permission of faculty member and school 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 (W,R,T,O): The Catholic Tradition** **3 credits**  
*Prerequisite: PHI 101: The Quest for Wisdom*  
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**  
This is an inquiry into theological method, theological anthropology, sin, grace, faith, revelation, God, Christ, and Trinity.
- REL 411\*: Theological Foundations II** **3 credits**  
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**  
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**

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 429: Advanced Directed Study and Research****1-3 credits**

*Prerequisites: Permission of faculty member and school 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**

A study of Christian worship and sacramental theology. Offered as needed.

**REL 432\*: Christian Spirituality****3 credits**

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 450\*: History of Christianity****3 credits**

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**

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\*: Cyberculture: New Challenges for Pastoral Ministry****3 credits**

This course explores major themes of communication theology in today's cyberculture. 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/discernment 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 cyberculture.

**REL 468\*: Catechesis (Religious Education): Theory and Practice****3 credits**

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 480\*: Theology and Spirituality of Ministry****3 credits**

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 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**

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**

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 hu-

manistic psychology will be integrated into the presentations to help understand the mystery of the human person coming for spiritual direction.

**REL 489\*: World Religions**

**3 credits**

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 499\*: Youth Ministry**

**3 credits**

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 (T,O): Integrated Physical Science**

**3 credits**

*Prerequisites: none*

This course is designed to provide integrated knowledge and basic understanding of the major concepts, theoretical perspectives, historical trends, and empirical findings of the physical sciences, including physics, chemistry, astronomy, geology, oceanography, atmospheric sciences, and earth sciences. Major integrated themes include the nature and history of the universe, the solar system, and the Earth; the four forces; the ultimate structure and development of matter; types and nature of chemical bonding; plate tectonics; the rock cycle; biogeochemical cycles; oceanic and atmospheric circulation; global climate change; the unified nature of the laws and forces of the universe; the scientific world view; the scientific method and the major differences between the scientific way of knowing and other ways of knowing. Emphasis is placed on oral and written scientific literacy through effective interpretation and communication of written, quantitative, graphic and tabular scientific information.

**SCI 102 (T,O): Integrated Life Science**

**3 credits**

*Prerequisites: SCI 101 strongly recommended*

This course is designed to provide integrated knowledge and basic understanding of the major concepts, theoretical perspectives, historical trends, and empirical findings of the life sciences, including biology, botany, zoology, microbiology, anatomy, physiology, environmental science, molecular biology, biochemistry, ecology, cytology, genetics, and embryology. Major integrated themes include ecosystem dynamics, contemporary environmental issues, DNA and protein synthesis, cell anatomy and physiology, the processes of evolution and genetics, the diversity of life, the unified nature of life, the scientific world view, the scientific method, and the major differences between the scientific way of knowing and other ways of knowing. Emphasis is placed on oral and written scientific literacy through effective interpretation and communication of written, quantitative, graphic and tabular scientific information.

**SCI 103: Human Physiology and Reproduction**

**1 credit**

*Prerequisites: SCI 101: Integrated Physical Science 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 education majors. This course meets for 1 hour of lecture per week.

## Social Science Course Descriptions

### **SSC 101 (W,R,T): 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 (W,R,T): 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 222/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/SWK 223 (T): Statistics for the Social Sciences**

**3 credits**

*Prerequisites: 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: Race and Ethnicity in American Culture**

**3 credits**

*Prerequisite: SOC 121*

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as African-Americans, Mexican-Americans, Puerto Ricans, Asians, and Native Americans. Offered fall semester.

### **SSC/SOC/SWK 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 American family life. Offered spring semester.

### **SSC/SOC 327: Applied 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 American 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 (T): 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 331: Social Change**

**3 credits**

*Prerequisite:* SOC 121

An examination of the forces of social change, issues of social policy, and the dynamic manner in which they interact and influence each other. Special emphasis is placed on helping students understand how they can become agents of change. Offered fall semester in even years.

**SSC/SOC/SWK 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 100-400: Special Topics**

**1-3 credits**

*Prerequisite:* Permission of faculty member and school 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 life styles) that impact human development. Offered fall semester.

**SWK 317: Human Behavior in the Social Environment II**

**3 credits**

*Prerequisite:* Junior standing in Social Work, SWK 315, 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.

**SWK 320/SSC 320/SOC 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 cov-

ered: 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.

**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.

**SWK 329: Directed Study: Readings or Research**

**3 credits**

*Prerequisite:* Permission of faculty member and school 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**

*Prerequisites:* 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.

**SWK 332: Pre-Internship**

**3 credits**

*Prerequisites:* SWK 121 and junior standing in Social Work

*Corequisite:* SWK 333

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar one and one-half hours per week. Offered spring semester.

**SWK 333 (O): Methods of Social Work Practice II**

**3 credits**

*Prerequisites:* SWK 331 and junior standing in Social Work

*Corequisite:* SWK 332

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.

**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 annually.

**SWK 100-400: Special Topics**

**1-3 credits**

*Prerequisite:* Permission of faculty member and school 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 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 between micro, mezzo, and macro skills and continues the emphasis on ethical decision-making and issues of diversity in social work practice. Offered fall semester.

**SWK 425 (W,O): 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 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. This is a pass/fail course.

**SWK 426: Senior Seminar in Social Work****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.

**SWK 429: Advanced Directed Study and Research****1-3 credits***Prerequisites: Permission of faculty member and school 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**

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**

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 (T): Statistics for the Social Sciences****3 credits***Prerequisites: 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.

**SOC 323 (W,R,O): 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**

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding American family life. Offered spring semester.

**SOC/SSC 327: Applied 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 American 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.

**SOC/SSC 328 (T): Drugs, Society and Human Behavior****3 credits**

An interdisciplinary approach will be taken in analyzing the biological, psychological, and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors, and society. Offered spring semester.

**SOC 329: Directed Study: Readings or Research****3 credits**

*Prerequisite: Permission of faculty member and school 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: Social Change****3 credits**

*Prerequisite: SOC 121*

An examination of the forces of social change, issues of social policy, and the dynamic manner in which they interact and influence each other. Special emphasis is placed on helping students understand how they can become agents of change. Offered fall semester in even years.

**SOC/SSC/SWK 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 of odd years.

**SOC 343: Social Stratification****3 credits**

This course is designed to provide an examination of the nature, degree, and consequences of social inequality in United States 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 100-400: Special Topics****1-3 credits**

*Prerequisite: Permission of faculty member and school 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 American Indian 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 school 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 (W,R,T,O): Senior Seminar in Sociology****3 credits***Prerequisites: Senior standing required.**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***Prerequisite: None*

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. Following completion of this course, students will be able to maintain a simple conversation in Spanish involving greetings and fundamental vocabulary, read simple connected material, and write adequately to meet limited practical needs.

**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. Following completion of this course, students will be able to participate effectively in formal and informal Spanish conversations, read and comprehend Spanish at a normal pace, and write effectively in normal exchanges on practical, social, and professional topics.

**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. Following completion of this course, students will be able to participate effectively in formal and informal Spanish conversations, read and comprehend Spanish at a normal pace, and write effectively in normal exchanges on practical, social, and professional topics.

**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 for Spanish.

**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 for Spanish.

**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 for Spanish.

**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.

**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 videocassette 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**

**SPM 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.

**SPM 230: Sport Facility and Event Management****3 credits***Prerequisite: MAT 128, 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.

**SPM 295: Sport Business Apprenticeship** **1 credit, repeatable up to 3 credits***Prerequisites: SPM 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.

**SPM 320: Sociology of Sport****3 credits***Prerequisites: SPM 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.

**SPM 350: Risk Management in Sport (W,T)****3 credits**

*Prerequisites:* Junior standing and admission to the major or permission of department chair. Pre-law minors 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.

**SPM 360: Sport Marketing and Promotion****3 credits**

*Prerequisites:* SPM 295, MKT 301, junior standing, and admission to the major or permission of department chair. Other 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, market segmentation, product licensing and positioning, pricing, promotion, distribution, and sponsorship as they apply to sport.

**SPM 370: Ethics in Sport (W,T)****3 credits**

*Prerequisite:* 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.

**SPM 395: Practicum in Sport Business****3 credits**

*Prerequisite:* SPM 295 and junior standing, or permission of department chair. Other School of Business majors may take with SPM 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.

**SPM 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.

**SPM 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.

**SPM 414: Internship in Sport Business****6-12 credits**

*Prerequisite:* SPM 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.

**SPM 420: Sport Finance and Sales****3 credits**

*Prerequisites:* ACC 202, MAT 128, and MGT 325, senior standing, and admission to the major; or permission of department chair. Other 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 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.

**SPM 430: Legal Issues in Sport (W,T)****3 credits**

*Prerequisites:* SPM 350 and senior standing or permission of department chair. Pre-law minors with senior standing may take with permission of instructor.

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.

**SPM 449: Professional Development Seminar (W,T)****3 credits**

*Prerequisites:* Senior standing, admission to the major, current enrollment in the last semester of coursework, and permission of department chair.

*Corequisite:* SPM 499

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.

**SPM 495: Internship in Sport Business****6 credits**

*Prerequisites:* All required courses for the sport business major, 2.5 GPA, and permission of department chair

*Corequisite:* SPM 496

This course is the culminating field experience, where a student works full-time for a minimum of 12 weeks with a 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 that they have selected. This course is a graded experience. The duration of the internship is 12 weeks, 40 hours per week.

**SPM 496: Internship in Sport Business (W,T)****6 credits**

*Prerequisites:* All required courses for the sport business major, 2.5 GPA, and permission of department chair

*Corequisite:* SPM 495

This course is the corequisite for SPM 495 and is designed as the portion of the internship for which all paperwork, Internship Portfolio, and the colloquium presentation at the completion of the internship are graded.

**SPM 499: Sport Business Comprehensive Exam****0 credits**

*Corequisite:* SPM 449

Final comprehensive written examination for all sport business majors. Examination is administered in SPM 449: Professional Development Seminar. Test fee.

## **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 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 cur-

rently 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 lifelong learners and advocates for social change.

**SLU 301: Professional Development Skills**

**1 credit**

This course is a vital part of General Education on the University Campus. Serving majors that do not have parallel courses, this one-credit course is completed during the junior or senior year. This course addresses the practical applications of professional/graduate school skills needed by the emerging university graduate. Course content will include such topics as career planning, preparing the résumé/vitae, conducting the job/graduate school search, dressing for professional success, developing successful interviewing skills, developing workplace/graduate school values, and transitioning from a University environment into the work place or graduate school. Each student will develop an individual job search portfolio. (Exempt from SLU 301: Any student who successfully completes GBA 321: Essential Business Skills or any student in the following majors: education or social work. SLU 301 is not a substitute for GBA 321: Essential Business Skills.)

**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 the diversity issues including sexism, heterosexism, racism, ableism, etc.

**SLU 100-400: Special Topics**

**1-3 credits**

*Prerequisite: 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.

# Notes

## 5: Division of Continuing Education and Student Services

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, 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 the adult learner. 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:

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.

This section of the catalog contains information on policies and procedures that apply only to Division of Continuing Education and Student Services students, including students of the Center for Online Learning, and supplements the information in chapters 1, 3, and 4.

### CONTINUING EDUCATION CENTERS

#### Center for Online Learning

##### Central Region

Fort McPherson Center, Georgia  
Atlanta Police Academy, Georgia  
Gwinnett Office, Georgia  
NAS Atlanta, Georgia  
Naval Station Ingleside Center, Texas  
NAS Corpus Christi Office, Texas  
Savannah Center, Georgia  
Shaw Center, South Carolina

##### Florida Region

Brooksville Office, Florida  
Gainesville Center, Florida  
Starke Office, Florida



Lake City Center, Florida  
Leesburg Office, Florida  
MacDill Center, Florida  
    Avon Park Office, Florida  
Madison Office, Florida  
Mayport Office, Florida  
North-East Florida Center, Florida  
    Orange Park Office, Florida  
    Palatka Office, Florida  
    Saint Augustine Office, Florida  
Ocala Center, Florida  
Saint Petersburg Office, Florida  
Tallahassee Office, Florida  
Weekend and Evening University College Office, Florida

### **Virginia Region**

Fort Eustis Center, Virginia  
Fort Lee Center, Virginia  
Key West Center, Florida  
Langley Center, Virginia  
San Diego Office, California  
    Marine Corps Air Station Miramar  
    NAS North Island  
    Naval Base Coronado  
    Naval Base San Diego  
South Hampton Roads Center, Virginia  
    Chesapeake Dominion Boulevard Office, Virginia  
    Naval Air Station Oceana Office, Virginia  
    Naval Amphibious Base Little Creek Office, Virginia  
    Naval Station Norfolk Office, Virginia

To learn which programs are offered at each Center, see the tables at the end of Chapter 2.

## **Student Services**

### **Career Services & Experiential Education**

The Department of Career Services & Experiential Education provides a variety of services designed to assist the students with their job search and placement activities, internships, and off-campus employment. All Saint Leo University students have access to the services through the University's web page, and are encouraged to use the job-search and résumé posting services located on Lion's Path. Workshop materials, schedules of career related events, and links to websites containing career information can also be found on the Career Services web page.

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.

## Service-Members Opportunity College

Saint Leo University is a member of Service-Members Opportunity Colleges and participates in the SOCAD (Army), SOCNV (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. 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.

## CENTER FOR ONLINE LEARNING

Saint Leo University's Center for Online Learning (COL) was established in October of 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 **[www.saintleo.com](http://www.saintleo.com)**. 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 their campus-based counterparts. Write or call: **The Center for Online Learning, Saint Leo University, 32223 Michigan Avenue, San Antonio, FL 33576. The administrative staff, student services coordinators, and academic advisors can be reached toll-free at 877/856-2144. You may also e-mail your questions to the following addresses:**

Application: [info.saintleo.edu/col/Admission/onlineapp.cfm](http://info.saintleo.edu/col/Admission/onlineapp.cfm)

Admission: [coladmission@saintleo.edu](mailto:coladmission@saintleo.edu)

VA Benefits: [colvabenefits@saintleo.edu](mailto:colvabenefits@saintleo.edu)

Graduation: [colgraduation@saintleo.edu](mailto:colgraduation@saintleo.edu)

Student Involvement: [colinvolvement@saintleo.edu](mailto:colinvolvement@saintleo.edu)

Help Desk (eLION, Webmail, and my.Saintleo): [helpdesk@saintleo.edu](mailto:helpdesk@saintleo.edu)

iROAR: [colinvolvement@saintleo.edu](mailto:colinvolvement@saintleo.edu)

Technical Classroom Support: [techsupport@saintleo.com](mailto:techsupport@saintleo.com)

Student ID: [id.cards@saintleo.edu](mailto:id.cards@saintleo.edu)

Update contact Information:

<http://info.saintleo.edu/col/Admission/Changes.cfm>

Online Help Request: <http://info.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.

The Center for Online Learning is assisted by Bisk Education through its College Division, the University Alliance (UA). University Alliance supports the classroom technology, facilitates student enrollment, and acts as the COL book vendor.

To register for classes with COL, new students may call 877/334-7337. 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 Strategies for Success. 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 that must be completed during Strategies for Success.

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 General Education (LINK) curriculum. The goal of the University's General Education core curriculum is to provide undergraduate students with an understanding of the University's Benedictine 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 Cannon Memorial Library. For online students, the library website (<http://www.saintleo.edu/library>) and the Ask a Librarian feature are designed to facilitate 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.

## Technical Requirements

Saint Leo University highly recommends all students have:

- Internet Explorer 6.0
- Quicktime 5.0
- Pentium Class PC
- 16 bit (high-color) video display @ 800 x 600 or greater
- 128 megs of RAM
- 56.6 kbps modem or higher
- Internet service provider (for example, DSL or cable modem)
- 16-bit soundcard and speakers (for online lectures)
- 8X CD-ROM

Our minimum system requirements are:

- Internet Explorer 5.5 or higher
- Quicktime 4.1.2 or higher
- Internet service provider
- 56.6 kbps modem
- 4X CD-ROM
- 32 megs of RAM
- 100 megs free hard drive space
- Pentium 266 MHZ
- Windows 95 or higher, Windows NT 4sr6a, or Apple PowerPC\*
- Adobe Acrobat Reader 4.0 or higher
- 16-bit soundcard and speakers (for online lectures)
- Video adapter and monitor capable of an 800 x 600 screen size and 256 colors

### Software Requirements

- Microsoft *Word*, *Excel*, and *PowerPoint*
- Microsoft *Access* required for CIS majors and students taking COM 130

\*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. Such additional software is considered helpful, but not necessary for the successful completion of the class. 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 888/622-7344, ext. 357, or at [techsupport@saintleo.com](mailto:techsupport@saintleo.com).

## Strategies for Success (1 Credit Hour)

All new students must successfully complete and pass Strategies for Success during their first eight-week term at Saint Leo. This course introduces and orients students to online academic life, preparing them to be active, independent learners and thinkers. Strategies for Success facilitates both math and placement exams. University policies and procedures are also reviewed.

## University Placement Exams

Placement exams are **mandatory** for all COL students. There are **no** exceptions. Placement exams are administered through the Strategies for Success course.

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 may be met through-transfer credit or placement exam scores.

The placement exam process is critical in determining the student's 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, 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 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 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 my.Saintleo. With a single login, students will be able to access iROAR, eLION, eMAIL, and Cybrary. The portal also offers access to the Saintleo.com 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 also are 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](http://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://info.saintleo.edu/col>.

## **Online Student Affairs**

### **iROAR (Involvement Through Redefined Online Activities and Resources)**

As active members of the online University community, students are encouraged, individually and collectively, to actively participate in co-curricular opportunities and activities so as to enhance the learning experience. Opportunities to create organizations that assist in professional development, personal, social, and spiritual are available in the student involvement area, iROAR. Additionally, COL students can participate in the recommendation and application of institutional policy, affecting both technology and student affairs, through the Student Advisory Board. Other support areas such as career services, tutoring assistance, graduation, and disability services exist to aid in making the college experience successful. Students are encouraged to become involved and take an active role in their development, both inside and outside the classroom.

### **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 intellectual community among its members. Over 100 colleges and universities have received charters to establish chapters of Delta Epsilon Sigma. Delta Nu Chapter is the local chapter of Delta Epsilon Sigma.

### **Learning Resource Center**

Online tutorial services are available 24/7/365 for all accounting, English, and math courses via a licensing agreement with Smarthinking.

# Notes

## 6: Graduate Programs of Study

As part of its mission as a University committed to serving community and student needs, Saint Leo University offers graduate degree and post-baccalaureate certificate programs in business, criminal justice, education, pastoral studies, and psychology. Each of the programs is designed to assist professionals in meeting challenging career goals and to prepare them for the rapidly changing professional world in which they live and work.

### **Master of Business Administration**

- Accounting Concentration
- Criminal Justice Concentration
- Human Resource Administration Concentration
- Information Security Management Concentration and Certificate
- Sport Business Concentration

### **Master of Science in Criminal Justice**

- Critical Incident Management Concentration
- Graduate Certificate in Criminal Justice Administration

### **Master of Arts in Teaching**

### **Master of Education**

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

### **Master of Arts in Counseling Psychology**

- Mental Health Counseling Concentration
- School Guidance Counseling Concentration

### **Master of Arts in Pastoral Studies**

- Graduate Certificate in Pastoral Studies

## GRADUATE ADMISSION REQUIREMENTS

Applicants wishing to pursue graduate studies at Saint Leo University must have a bachelor's degree from a regionally accredited institution. Admission decisions are competitive and based on consideration of all criteria. Candidates who, in the judgment of the University, clearly show the potential for success in graduate work will be accepted for admission. Each graduate program has special admission requirements. Applicants are evaluated individually. The candidate's motivation, maturity, work experience, and leadership qualities are carefully considered along with academic records and test scores. Applications should be submitted 60 days prior to the beginning of the term in which the applicant wishes to enroll.

### **Master of Business Administration—Weekend and Online Programs**

1. Complete and submit application form.
2. Submit U.S. \$45 application fee, which is neither refundable nor applicable against other school fees.
3. Submit official transcripts from all post-secondary institutions previously attended, foreign and/or U.S. institutions, directly to the Director of Graduate Admission. A U.S. \$100 credential evaluation fee or United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo



- University do not need to submit transcripts if they have previously submitted them and are on file at the University.
4. Two professional recommendations from work associates completed on the forms provided. Work associates include current and former supervisors.
  5. Current résumé.
  6. Statement of professional goals.
  7. Applicants are normally expected to have five or more years of progressively responsible professional work experience and can be admitted:
    - A. If the applicant has a minimum 3.0/4.0 GPA in his or her last 60 hours of coursework from a regionally accredited college or university *and* five years of progressive career advancement based on evaluation of current résumé.
    - B. If the applicant has a minimum 3.0/4.0 GPA in his or her last 60 hours of coursework from a regionally accredited college or university and does not have five years of progressive career advancement, but instead has a minimum GMAT score of 500. Official GMAT test results should be mailed directly to the Director of Graduate Admission. Test scores more than five years old are not accepted.
    - C. If the applicant has less than 3.0/4.0 GPA in his or her last 60 hours of coursework from a regionally accredited college or university and minimum of five years of career advancement based on evaluation of the applicant's current résumé, the decision is made by the Director of Graduate Business Studies, who may grant admission. If accepted, the student will be given a conditional admission that allows the student to take only one course during his or her first enrolled term, and the student must earn a grade of B+ or higher to continue in the program.
    - D. Applicants who do not have a bachelor's degree from a regionally accredited college or university will not be admitted.
  8. All international students whose native language is not English are required to submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 (paper-based test) or 213 (computer-based test). Applicants holding an undergraduate degree from an academic institution within the United States, an English-speaking country, or from an institution where the language of instruction is English are not required to take the TOEFL examination.
  9. Contingent admission or non-degree-seeking students may be granted only for up to six semester hours of graduate work.
  10. After the application has been processed, the Director of Graduate Admission may contact the applicant for a personal interview.

## **Master of Science in Criminal Justice**

1. Complete and submit application form and \$45 application fee.
2. Bachelor's degree from a regionally accredited college or university with a minimum GPA of 3.0 on a 4-point scale, unless otherwise approved by the Director of the program.
3. Official transcripts from all post-secondary institutions previously attended, sent directly to the Director of Graduate Admission from the former institution. Graduates or former Saint Leo University students do not need to submit transcripts if they have been previously submitted and are on file at the University.
4. Conditional admission as non-degree-seeking students may be granted only for up to six semester hours of graduate work.

5. Completed applications will remain active for two years.

## **Master of Arts in Teaching Master of Education**

1. Complete and submit application form.
2. Submit U.S. \$45 application fee, which is neither refundable nor applicable against other school fees.
3. A 3.0 or higher GPA in the last 60 hours of upper division work which led to the bachelor's degree from a regionally accredited institution or a 1000 on the Graduate Record Examination or 50 on the Millers Analogies test. Official test results should be mailed directly to the Director of Graduate Admission. Test scores more than five years old are not usually accepted.
4. Two professional recommendations.
5. Current résumé.
6. Statement of professional goals. This statement must clearly outline the applicant's educational and professional goals.
7. Submit official transcripts from all post-secondary institutions previously attended, foreign and/or U.S. institutions, sent directly to the Director of Graduate Admission. A U.S. \$100 credential evaluation fee or United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.
8. Copy of the applicant's valid professional teaching certificate, unless waived. A professional teaching certificate is required for the Educational Leadership Concentration. Master of Arts in Teaching candidates are exempt from only this requirement. Candidates for the Exceptional Student Education concentration are expected to have the ESOL endorsement.
9. All international students whose native language is not English are required to submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 550. Applicants holding an undergraduate degree from an academic institution within the United States, an English-speaking country, or from an institution where the language of instruction is English are not required to take the TOEFL examination.
10. Contingent admission or non-degree-seeking students may be granted only for up to six semester hours of graduate work.
11. After the application has been processed, the Director of Graduate Admission will contact the applicant for a personal interview.
12. Completed applications will remain active for two years.

## **Master of Arts in Counseling Psychology**

1. A completed Saint Leo University graduate degree program application form.
2. A bachelor's degree from a regionally accredited college with a preferred GPA of 3.0 or higher.
3. Two letters of recommendation from either undergraduate faculty or professionals.
4. Acceptable performance on the General Test of the Graduate Record Examination (taken within the last five years).
5. An interview with the Counseling Psychology Program Admissions Committee.

6. A vita and written statement outlining the student's academic and professional goals.

Students are admitted to the Counseling Psychology Program each fall semester. Students may elect to enter into the full-time two-year program or a part-time three-year track. Students may choose a concentration in either mental health counseling (60 credit hours total) or school guidance counseling (66 credit hours total). Admission into the program will be competitive and will be based on consideration of the applicant's undergraduate grade point average, letters of recommendation, interview, counseling experience, research experience, and performance on the GRE. All decisions regarding admission are made by the Counseling Psychology Program Admissions Committee, comprising faculty teaching in the program.

Conditional admission into the program may be granted by the Director of the Counseling Psychology Graduate Program. Students who are not matriculated into the program may elect to take no more than three courses before applying for matriculation. Once a student matriculates into the program, he or she will develop a planned program of study in conjunction with and approved by the faculty advisor.

## Prerequisites

1. The following undergraduate psychology courses with a grade of C or above are *preferred but not required*:
  - i. Introduction to Psychology
  - ii. Abnormal Psychology
  - iii. Theories of Personality
  - iv. Human Sexuality
  - v. Developmental Psychology
  - vi. Statistics for the Social Sciences
  - vii. Research Methodology
  - viii. Psychological Tests and Measurements
2. It is also recommended that students have completed an internship, field placement, or work experience in the mental health field.

## Credits

There will be no undergraduate courses accepted for credit in the master's program. A maximum of six graduate semester hours or two graduate-level courses from a regionally accredited graduate-level institution may be accepted by the Director of the Counseling Psychology Graduate program if:

1. such courses are judged to be content equivalent to courses in the curriculum;
2. such courses have been earned in a regionally accredited graduate program of a college or university in the five years prior to the student's enrollment, verified by an official graduate transcript; and
3. the student earned at least a grade of "B" in the course(s) submitted for transfer credit.

No graduate credit from another institution will be accepted towards the Master's in Counseling Psychology degree once the student has been accepted into the program unless approved in writing by the Director of the Counseling Psychology

Graduate Program. Written approval must be obtained prior to the student's matriculation, which must be at a regionally accredited college or university.

## **Master of Arts in Pastoral Studies**

1. Completed application form and \$45 application fee.
2. Bachelor's degree from a regionally accredited college or university with a minimum GPA of 3.0 on a 4-point scale, unless otherwise approved by the Director of the program.
3. Official transcripts from all post-secondary institutions previously attended sent directly from the former institution. Graduates or former students of Saint Leo University do not need to submit transcripts if they have been previously submitted and are on file at the University.
4. A letter of application indicating interest and desire to pursue this program, previous and present experience in ministry, and future directions in ministry after MAPS.
5. A letter of recommendation from one's supervisor such as a pastor or supervisor in ministry. This requirement is waived for candidates to the Permanent Diaconate already screened by their respective diocese. For those not engaged in ministry, a letter of recommendation from an appropriate supervisor will be considered.
6. Conditional admission as non-degree-seeking students may be granted only for up to six semester hours of graduate work.
7. Completed applications will remain active for two years.

## **DEGREE REQUIREMENTS FOR GRADUATE PROGRAMS**

Students come under the academic requirements of the University catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years from the date of first attendance. A student may choose to fulfill graduation requirements of a newer catalog but may not revert to the original catalog once the change is made.

The following are the requirements that students must complete to earn a degree in their discipline.

### **Master of Business Administration**

1. Complete a minimum of 36 graduate semester hours or 36 semester hours in the China program;
2. Successfully complete all courses in the MBA core curriculum;
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework;
4. Successfully complete a comprehensive project;
5. Demonstrate competence in reading, writing, oral communication, and computational skills;
6. Fulfill the residency requirement of 30 graduate semester hours;
7. Satisfy all financial obligations to the University; and
8. Apply for graduation in the office of Graduate Business Studies.

## **Master of Business Administration, Sport Business Concentration**

1. Complete a minimum of 42 graduate semester hours;
2. Successfully complete all courses in the prescribed curriculum;
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework;
4. Demonstrate competence in reading, writing, oral communication, and computational skills;
5. Fulfill the residency requirement of 30 graduate semester hours;
6. Satisfy all financial obligations to the University; and
7. Apply for graduation in the office of Graduate Business Studies.

## **Master of Science in Criminal Justice**

1. Complete a minimum of 36 graduate semester hours;
2. Successfully complete all courses in the Criminal Justice core curriculum;
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework;
4. Successfully complete a comprehensive project;
5. Demonstrate competence in reading, writing, oral communication, and computational skills;
6. Fulfill the residency requirement of 30 graduate semester hours;
7. Satisfy all financial obligations to the University; and
8. Apply for graduation in the office of Graduate Criminal Justice Studies.

## **Master of Arts in Teaching Master of Education**

1. Complete a minimum of 36 graduate semester hours;
2. Successfully complete all courses in the core curriculum and applicable concentration;
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework;
4. Successfully complete a portfolio documentation of the program outcomes or pass a comprehensive, multi-faceted written examination designed to assess outcomes;
5. Pass the appropriate State of Florida Certification Test(s) (Professional Education Exam, General Knowledge Exam, and/or Subject Area Exam for ESE, Reading or MAT);
6. Fulfill the residency requirement of 30 graduate semester hours;
7. Demonstrate competence in reading, writing, oral communication, and computational skills;
8. Satisfy all financial obligations to the University; and
9. Apply for graduation to the office of Graduate Studies in Education.

## **Master of Arts in Counseling Psychology**

1. Complete a minimum of 60 graduate semester hours;
2. Successfully complete all courses in the Counseling Psychology core curriculum;
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework;
4. Demonstrate competence in reading, writing, oral communication, and computational skills;
5. Fulfill the residency requirement of 30 graduate semester hours;

6. Satisfy all financial obligations to the University; and
7. Apply for graduation in the office of Graduate Psychology Studies.

## **Master of Arts in Pastoral Studies**

1. Complete a minimum of 36 graduate semester hours;
2. Successfully complete all courses in the Pastoral Studies core curriculum and two electives;
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework;
4. Successfully complete a comprehensive project in ministry (as part of REL 580);
5. Demonstrate competence in reading, writing, oral communication, and computational skills;
6. Fulfill the residency requirement of 30 graduate semester hours;
7. Satisfy all financial obligations to the University; and
8. Apply for graduation in the office of Graduate Pastoral Studies.

## **ACADEMIC POLICIES**

### **Academic Advising**

All graduate students are assigned an academic advisor who will assist in course scheduling. Although the advisor will assist, the student is personally responsible for meeting all degree requirements for graduation.

### **Registration**

Students register for courses during the registration period before the beginning of each semester or term. Registration may be completed in person, by mail, by facsimile, or online. Registration should be completed 15 days prior to the first class meeting.

The Saint Leo University MBA weekend and MED with Exceptional Student Education Concentration are based on a cohort model of student matriculation. These programs follow a planned course sequence. The course schedule is pre-determined to assist students in building increasing levels of proficiency. Students entering the programs are expected to follow the specific course sequence laid out by the faculty. Student petitions to be exempt from the required sequence are considered on a case-by-case basis.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the University catalog or other relevant University documents.

### **Pre-assignments**

Most graduate courses have a pre-assignment that must be completed before the first class session.

### **Criminal Justice Orientation**

Those students enrolled in the Master of Science in Criminal Justice Program and/or the Certificate in Criminal Justice Management must take the Master of Science in Criminal Justice Orientation Program before taking any classes. It is the student's responsibility to review the orientation program and comply with its

material. The orientation program information will be provided by Graduate Admissions upon acceptance into the program.

## Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings.
2. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor and may be dropped from the course.
3. Minor children of a faculty member or student are not permitted in the classroom during regularly scheduled class meetings.

## Drops, Adds, and Withdrawals

Before the second class meeting, a student may change courses without a fee. Drops and adds are handled through the Office of Graduate Studies. See "Refunds of Tuition and Course Fees."

## Final Examinations

### *Weekend Programs*

Final examinations are scheduled during the last class period of the semester. Students are not permitted to take final examinations before that time.

## Grading

Course grades are assigned based on the degree to which the student fulfilled the objectives of the course and are evaluated as follows:

		Quality Points per Semester Hour
A	Exceptional	4.0
A-	Excellent	3.67
B+	Very Good	3.33
B	Good	3.0
B-	Fair	2.67
C	Marginal	2.0
F	Failure	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
WE	Withdrawal Excused	0.0
AU	Audit	0.0

Unless approved by the appropriate School Dean, incomplete work (I) is counted as a failure (F) if the work is not completed by the end of the following term. An incomplete grade (I), once completed, will reflect the same term date the course was originally taken; however, a degree conferral date will be determined by the actual date the incomplete work was completed.

The grade of C is marginally acceptable for graduate work. Students may earn a C in only two courses during their graduate career at Saint Leo University. Any additional graduate course in which a student earns a grade of C or lower must be retaken and a grade higher than a C must be earned before the end of the program. Any courses in which a grade of F is earned must be repeated. It is the student's responsibility to have a minimum GPA of 3.0 at the time of graduation and to ensure no more than two classes are passed with only a grade of C. Students who do not meet these requirements will not be eligible for graduation.

For all Master of Business Administration, Master of Science in Criminal Justice, Graduate Studies in Education, Master of Arts in Counseling Psychology, and Master of Pastoral Studies programs, the grade of F is not acceptable for graduate academic work. If a student receives a grade of F in a class for any reason, that student **must** retake that course in the next term in which the student is enrolled and the course is available, unless otherwise approved by the Director of that particular program. The course should be the only class in which the student is enrolled. Transferring credit into Saint Leo University from another school to replace the F grade is not permitted. If the student has enrolled in classes prior to the F grade being delivered, the student shall be administratively withdrawn from the classes, with no financial penalty to the student. An additional F grade for any reason shall result in the student being suspended from the respective program due to academic deficiencies.

Students who wish to request an incomplete (I) grade in any graduate course must do so in writing. The written request must be sent to the course instructor before the end of the term. If the instructor believes that the request is justified, the written request shall be forwarded with the instructor's approval to the appropriate graduate program director. This documentation will be kept in the student's permanent record. It is recommended that the student keep a hard copy of the request and the instructor's agreement.

## **Readmission**

Suspended students may apply for readmission after one year. The petition for reinstatement must be submitted to the director of the relevant graduate program at least one month before the intended date of reentry to the University. The petition must include a written statement from the student identifying the factors that led to the suspension and the actions that have been or will be taken to improve future academic performance. In addition to this statement, the student must obtain a written recommendation from at least one faculty member teaching in the graduate program.

The director of the graduate program will approve or disapprove the petition for reinstatement and will determine the conditions of reinstatement. Such conditions may include remedial courses at the undergraduate level and/or enrollment in only one graduate course per term.

## **Academic Dismissal**

Graduate students whose academic standing is so poor that, in the judgment of the University, improvement 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.



## **Library**

Extensive information resources are available in the Cannon Memorial Library. Call 352/588-8258 for library hours, or visit the library website at <http://www.saintleo.edu/library>. The Hugh Culverhouse Computer Instruction Center has three large, state-of-the-art microcomputer classrooms for use by graduate students. They are located on the lower level of the library, as is also a Video Teleconferencing Classroom. For University Campus and online graduate students, the Cannon Memorial Library is designed to aid academic research through remote access at <http://www.saintleo.edu/library>.

## **Microcomputers**

Students must have regular access to the Internet and a microcomputer with a printer. Minimum software requirements are a word processing program, a spreadsheet program, and a presentation program. Basic literacy regarding these three types of software programs is expected. Basic computer literacy skills are not taught in graduate classes on campus. Students may use the Culverhouse Computer Instruction Center located in the basement of the Cannon Memorial Library. Some courses may require the student to purchase additional equipment or software.

## **Software Programs**

Students must use only Microsoft Word, PowerPoint, or Excel for submitting their papers, projects, etc. All other types of programs are not permitted unless otherwise specified and approved by your professor.

## **Research Reference Requirements**

Those students enrolled in the Master of Science in Criminal Justice Program and/or the Certificate in Criminal Justice Management, the Master of Education, and the Master of Arts in Teaching are only permitted to use the American Psychological Association (APA) format for referencing material. All other formats—e.g., Chicago, MLA—will not be permitted unless otherwise specified by your professor.

## **Transfer Credit for Graduate Students**

Saint Leo University recognizes credit only from regionally accredited institutions. Up to six credit hours of graduate coursework completed at other institutions may be accepted toward the master's degree requirements if such coursework is determined to be content equivalent to one or two of the required courses in the curriculum. Only graduate work in which the student earned a grade of B or higher will be transferred to fulfill degree requirements. No quality points are awarded for transfer credit. Credit that was earned five or more years ago will be considered on a course-by-course, case-by-case basis at the time the transfer evaluation is prepared. The student must make written request for the evaluation of transfer credits, and must provide official transcripts and other supporting information requested. Evaluation of transfer credits will be made only after the student has applied for admission and paid the application fee.

No graduate credits from another institution will be accepted towards our graduate programs once the student has been accepted into the program unless approved in writing by the director of the relevant graduate program.

## **Independent and Directed Study**

No independent study coursework will be accepted for transfer credit. However, students are strongly encouraged to conduct and publish scholarly work while enrolled in the program. Students may request a faculty member to serve as their research mentor. The proposed curriculum will allow students to conduct scholarly work for credit. However, in no case will more than 9 credits be granted for such study, which must be conducted while the student is matriculating within the University's graduate psychology program. No directed study courses or credits may be substituted for core curriculum courses or credits, unless approved in advanced by the director of the respective program.

## **ACADEMIC TERM**

### **Graduate Weekend Classes**

**Master of Business Administration**

**Master of Science in Criminal Justice**

**Master of Arts in Teaching**

**Master of Education**

**Master of Arts in Pastoral Studies**

Three terms are offered each year for the weekend programs. Classes are held, for the most part, every other weekend on Saturday morning and afternoon, or Sunday morning and afternoon. In addition, Graduate Education courses may be offered on weeknights during the summer term.

### **Graduate Online Classes**

**Master of Business Administration**

**Master of Science in Criminal Justice**

**Master of Arts in Teaching**

**Master of Education**

**Master of Business Administration, Sport Business Concentration**

Classes are offered in eight-week terms. The course sequencing is relatively flexible with the exception of a few prerequisites. Check the individual course descriptions for those prerequisites. There is some choice in course selection, and students should consult with their assigned academic advisor to best select the courses to fit their career goals. Students must complete the program within seven years of their initial enrollment.

### **Graduate Non-Weekend Classes**

**Master of Arts in Teaching**

EDU 528 is offered only during the one-week Summer Institute held at University Campus. All students are required to attend this Institute prior to the completion of the program. It is recommended that students attend this Institute at the start of the program.

**Master of Arts in Counseling Psychology**

Classes are offered following the traditional University Campus class schedule.

**Master of Arts in Pastoral Studies**

The MAPS program for the Roman Catholic Diocese of Savannah, Orlando, and Saint Petersburg is offered one weekend per month.

## Graduate China

### Master of Business Administration

MBA classes offered in China employ a flexible format designed for mid-level executives and are offered in an intensive seminar format. Seminar attendance is required on specific weekends. During seminar sessions highly qualified course leaders present lectures, assist students in the analysis of cases, and lead discussion groups. Students are highly involved in active learning through work teams, case analysis exercises, study groups, and presentations. Most coursework is completed between scheduled seminars. Textbooks and all other materials are presented in Chinese.

## Course Load

### Master of Business Administration

### Master of Science in Criminal Justice

### Master of Arts in Teaching

### Master of Education

*The two-year campus weekend and MBA China programs:* The semester course load that a student may take and still be considered full-time is six credit hours (two courses). A student may take three credit hours as a part-time student. Six credit hours per semester are generally the maximum course load allowed, unless otherwise approved by the director of the respective program. However, Master of Education students may take nine credit hours during summer term. Directed studies are generally not permitted.

*The online programs:* The course load that a student may take and still be considered full time is three semester credit hours per eight-week term. Absolute maximum of three courses per term is allowed with Director's permission. Following a two per-term pattern, the students can complete the Master of Business Administration or Master of Education program in one year or six terms.

*The blended programs in Education:* The course load that a student may take and still be considered full time is three credit hours per eight-week term.

### Master of Arts in Counseling Psychology

Students must enroll in a minimum of two courses a year along with any required labs to maintain candidacy in the program. Twelve credit hours per 15-week semester is considered full time.

### Master of Arts in Pastoral Studies

The course load for a full-time student is three credit hours per 8-week term or six credit hours per 15-week semester. Students may take no more than two courses per term (six semester hours), except with the approval of the Director and upon the recommendation of the student's advisor.

### Master of Business Administration, Sport Business Concentration

The Sport Business online program is a 42-credit hour program. The semester course load that a student may take is six credit hours. A student may take three credit hours as a part-time student. Six credit hours per semester is generally the maximum course load allowed unless otherwise approved by the Director of the Sport Business Program. Directed studies are generally not permitted. Following a two-per-term pattern, the degree can be completed in seven semesters, culminating with the six-credit-hour internship, thesis, or corporate research project. The culminating experience is a 16-week term.

## Master of Science in Criminal Justice

### *Traditional Program*

The Master of Science in Criminal Justice was developed to be a two-year program of study. In this manner a student could take a maximum of two classes per semester or one online class per term. The course load that a student may take and still be considered full time is three credit hours per 8-week term or six credit hours per 15-week semester.

### *Accelerated Program*

The accelerated program is designed so a student may complete the Master of Science in Criminal Justice program in less than the two years. This is **not** recommended, and a student must have special permission each term or semester to take more courses than permitted in the Traditional Program. In order to receive approval for the Accelerated Program, a letter petitioning this request must be sent to the Director of Graduate Studies in Criminal Justice.

## FINANCIAL INFORMATION

### Graduate Student Financial Assistance

Graduate students, enrolled at least half time in a degree program, are eligible to receive federal financial aid. Federal grants are restricted to students enrolled in undergraduate programs. The Federal Stafford Loan program is available to graduate students. Please see "Federal Financial Aid Sources" in Chapter 3 for more information.

## Fees and Costs

### Policies Common to the Graduate Degree Programs

#### Tuition and Fees

Master of Business Administration Tuition (per credit hour)	\$341
Master of Business Administration Online Tuition (civilian rate) (per credit hour)	\$550
Master of Business Administration Online Tuition (military rate) (per credit hour)	\$418
Master of Science in Criminal Justice Tuition (per credit hour)	\$341
Master of Arts in Teaching Tuition (per credit hour)	\$341
Master of Education Tuition (per credit hour)	\$341
Master of Arts in Counseling Psychology Tuition (per credit hour)	\$341
Master of Arts in Pastoral Studies (per credit hour)	\$341*

*\*The Saint Leo Scholars Program supplements the Master in Pastoral Studies tuition as part of the Catholic Mission of Saint Leo University.*

## Other Fees

Application Fee	\$45
Internet Course Access Fee	\$110
Master's in Education Portfolio or Exam Reading Fee	\$100
International Credential Evaluation Fee	\$100
Graduation Fee (regardless of participation in Commencement)	\$110
Certificate Fee	\$50
Replacement Diploma	\$25
I.D. or Food Card Replacement	\$10

## Registration/Transcripts/Withdrawal

Late Registration or Payment	\$15
Transcripts	\$5
Rush and Overnight Delivery	\$25
Network Interface Card (NIC)*	*\$100

*\*NIC price subject to change.*

## Parking Decal

Resident student (includes sales tax)	\$50
Non-resident student (includes sales tax)	\$25
Miller Analogies Test	\$45
Returned Check Fee	\$30
Research Fee (accounts over 5 years old)	\$25
Capstone Course Assessment Fee*	\$50-\$175*

*\*Varies by Capstone Course.*

*Course fees may apply.*

## 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 will be assigned to an external collection agency after 90 days past due. Transcripts and diplomas will not be released until the account balance is zero.

## Financial Responsibility

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 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.

Students must understand and agree that they are responsible for all charges occurring as a result of their educational activities. 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.

## Refunds of Tuition and Course Fees

Refunds for 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.

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 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.

### **Tuition Refund for Graduate Students**

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

Within drop/add period:	100 percent
Up to 10% of the term has been completed:	90 percent
(less \$15 processing fee, except in the state of Georgia)	
More than 10% and up to 25% of the term has been completed:	75 percent
(less \$15 processing fee, except in the state of Georgia)	
More than 25% and up to 50% of the term has been completed:	50 percent
(less \$15 processing fee, except in the state of Georgia)	
More than 50% of the term has been completed:	no refund

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 non-refundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days if the student has not elected to have these funds retained in his or her account. Appeals regarding refunds shall be submitted **in writing** to the Office of Student Financial Services, MC 2228, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

## **GRADUATE PROGRAMS OF STUDY**

### **Master of Business Administration**

Dr. Michael Nastanski, Dean of School of Business,  
Associate Professor of Marketing

Dr. Robert W. Robertson, Director, Graduate Business Studies,  
Associate Professor of Management

Dr. Frank Arnold, Associate Professor of Public Administration, Management,  
and Human Resources

Dr. Balbir Singh Bal, Associate Professor of Computer Information Systems

Dr. Laurel Cobb, Associate Professor of Accounting

Dr. Michael Moorman, Professor of Computer Science

Dr. John Pantzalis, Associate Professor of International Business and Marketing

Dr. Lynn Wilson, Associate Professor of Management

Dr. Thomas Zimmerer, Distinguished Professor of Management and Entrepreneurship

Saint Leo University has two Master of Business Administration programs to meet the needs of our graduate students. These programs encourage students to expand their professional competencies within and beyond the classroom. In a Saint Leo MBA program, students will gain an in-depth understanding of the key functional areas of business. The courses focus on managing complex interactions while defining and solving real-world business challenges. In addition to mastering analytical tools and technology necessary to solving complex management problems, emphasis is placed on leadership skills and technologies within the rich values and traditions of the University.

**Expected Program Outcomes**

As a result of successfully completing a course of study within Graduate Business Studies, the graduate will be expected to:

1. Exhibit key knowledge of core business management functions.
2. Be proficient in analyzing and resolving complex business problems so as to enable an organization to thrive in a dynamic marketplace.
3. Demonstrate facility in oral and written business communication.
4. Serve as an effective team member and leader in work partnerships and cross-functional collaborative efforts.
5. Make ethical business decisions within the context of a diverse set of stakeholders and in an economically responsible manner.
6. Understand the business implications of the new economy and apply widely used Internet and PC-based computer technologies to management issues.

**Weekend and Online MBA Program**

The curriculum outlined below is designed to yield an understanding of business principles, the ability to use decision processes, a knowledge of functional operations, and the ability to work effectively in today’s ever-changing business environment. Nearly all weekend MBA students are experienced business professionals. As a result, in most cases MBA 592 (internship) is waived.

Program Components		Credit Hours
MBA 525	Professional Development	3
MBA 530	Organizational Behavior	3
MBA 533	Human Resource in Management	3
MBA 535	The Legal Environment of Business	3
MBA 540	Managerial Economics	3
MBA 550	Decision Support Systems	3
MBA 560	Financial and Managerial Accounting	3
MBA 565	Marketing	3
MBA 570	Corporate Finance	3
MBA 575	Global Business Management	3
MBA 599	Strategic Management	3
Student must choose one course from the following:		
MBA 557	Entrepreneurship	3
MBA 595	Current Issues in Leadership	3
Comprehensive Final Project		0
<b>Total Credit Hours</b>		<b>36</b>

**Accounting Concentration (Online Only)**

The curriculum is designed to provide an understanding of business fundamentals, the ability to use decision processes, a knowledge of accounting concepts, and the ability to work effectively in today’s fast-changing business environment.

<b>Program Components</b>	<b>Credit Hours</b>
MBA 525 Professional Development	3
MBA 530 Organizational Behavior	3
MBA 533 Human Resource in Management	3
MBA 540 Managerial Economics	3
MBA 570 Corporate Finance	3
MBA 575 Global Business Management	3
MBA 599 Strategic Management	3
ACC 504 Fund Accounting for Governmental and Not-for-Profit Accounting	3
ACC 505 Fraud Examination	3
ACC 532 Advanced Cost Accounting	3
ACC 538 Business Law and the Accountant	3
ACC 549 Using Financial Accounting Information	3
Comprehensive Final Project	0
<b>Total Credit Hours</b>	<b>36</b>

### **Criminal Justice Concentration (Online Only)**

The curriculum as outlined below is designed to yield an understanding of business and criminal justice principles, the ability to use decision processes, a knowledge of functional operations, and the ability to work effectively in today's ever-changing business and law enforcement environment.

<b>Program Components</b>	<b>Credit Hours</b>
MBA 525 Professional Development	3
MBA 530 Organizational Behavior	3
MBA 533 Human Resource in Management	3
MBA 540 Managerial Economics	3
MBA 550 Decision Support Systems	3
MBA 560 Financial and Managerial Accounting	3
MBA 565 Marketing	3
MBA 570 Corporate Finance	3
CRJ 530 Ethical Issues in Criminal Justice Administration	3
CRJ 550 Legal Issues in Criminal Justice Administration	3
CRJ 560 Public Policy Making in Criminal Justice	3
CRJ 565 Leadership Applications in Criminal Justice	3
Comprehensive Final Project	0
<b>Total Credit Hours</b>	<b>36</b>

### **Human Resource Administration Concentration (Online Only)**

The curriculum is designed to yield an understanding of business, the ability to use decision processes, a knowledge of functional operations specifically as they relate to the management of Human Resources, and the ability to work effectively in today's ever-changing business environment. The main purpose of this concentration is to provide an opportunity for today's dynamic HR professional to study current issues and concerns.

Students will learn/review theories and applications involved with people management. Current topics such as training, selection, compensation, and legal issues will be studied in depth.



<b>Program Components</b>		<b>Credit Hours</b>
MBA 525	Professional Development	3
MBA 530	Organizational Behavior	3
MBA 533	Human Resource in Management	3
MBA 540	Managerial Economics	3
MBA 560	Financial and Managerial Accounting	3
MBA 570	Corporate Finance	3
MBA 575	Global Business Management	3
HRA 539	Human Resource Strategic Training and Development	3
HRA 545	Personnel Law and Ethics	3
HRA 549	Human Resource Staffing	3
HRA 562	Compensation: A Strategic Perspective	3
HRA 596	Issues in Human Resource Management	3
<b>Total Credit Hours</b>		<b>36</b>

## **Information Security Management Concentration (Online Only)**

The importance of information systems security and the need to protect the resources in a company's information system are the basis for the Master of Business Administration with a concentration in Information Security Management. This degree will ensure that graduates have sound technical skills and business knowledge.

Managers who have knowledge in both the technical areas and management are needed to lead the technically qualified individuals who are in the forefront of the war against those who would prey upon us via electronic media. This is where the need arises for graduate Information Security Management education. Information Security Management educates managers to locate the information resources and knowledge in a company and find ways to protect that knowledge as it is acquired, distributed, and stored.

<b>Program Components</b>		<b>Credit Hours</b>
MBA 525	Professional Development	3
MBA 530	Organizational Behavior	3
MBA 535	Legal Environment of Business	3
MBA 540	Managerial Economics	3
MBA 550	Decision Support Systems	3
MBA 560	Financial and Managerial Accounting	3
MBA 565	Marketing for Managers	3
MBA 570	Corporate Finance	3
COM 510	Management of Information Security	3
COM 520	Systems Security Management	3
COM 530	Network Security Management	3
COM 590	Strategic Planning for Information Security	3
<b>Total Credit Hours</b>		<b>36</b>

## **Prerequisite Knowledge Requirements**

The requirement for technical knowledge and skills in order to be successful in an Information Security Management curriculum dictates that students should have some prior knowledge of computer operations, networking, and other areas in the computer field. Students who do not have such experience may experience difficulty in being successful in the concentration. Students may have taken the requisite academic credits at the undergraduate level, demonstrate the knowledge

through comprehensive testing or previous experience in the field, or take courses that are offered by Saint Leo University or another accredited institution.

**Recommended Background Classes (these classes or equivalent would be taken at the undergraduate level):**

**Management Information Systems (MGT 327)**

This course presents the impact of information and information systems, technology, practices, and artifacts on how people organize their work, interact, and understand experience. Social issues in information systems design, global information systems and management, involving users in system design, and understanding human-computer interaction and computer-mediated work and communication.

**Information Technology and Project Management (COM 424)**

This course presents specific system concepts, methodologies, and tools for research that effectively manage complex, inter-functional information systems development projects and programs.

**Network Theory and Design (COM 415)**

A course designed to cover the basics of network and operations. It will provide the foundations for understanding how networks are designed and operated.

**Graduate Certificate in Information Security Management (Online Only)**

The importance of information systems security and the need to protect the resources in a company's information system are the basis for the Graduate Certificate in Information Security Management. This certificate will allow individuals who have a graduate or undergraduate degree the opportunity to gain knowledge and substantiation that they have that knowledge. In addition, individuals who possess a graduate degree will obtain the 18 graduate hours to be eligible to teach information security at the undergraduate level.

Program Components		Credit Hours
COM 510	Management of Information Security	3
COM 520	Systems Security Management	3
COM 530	Network Security Management	3
COM 540	Disaster Recovery Management	3
COM 545	Web Security Management	3
COM 590	Strategic Planning for Information Security	3
<b>Total Credit Hours</b>		<b>18</b>

**Prerequisite Knowledge Requirements**

See the listing above under the Information Security Concentration for recommended courses that provide the prerequisite knowledge.

**China MBA Program (China Only)**

The curriculum as outlined below is designed to yield an understanding of business principles, the ability to use decision processes, a knowledge of functional operations, and the ability to work effectively in today's ever-changing business environment. The China MBA program is designed for a full-time China residential student population.

Required courses in addition to the Master of Business Administration core courses:

Program Components		Credit Hours
MBA 530	Organizational Behavior	3
MBA 540	Managerial Economics	3
MBA 550	Decision Support Systems	3
MBA 557	Entrepreneurship	3
MBA 560	Financial and Managerial Accounting	3
MBA 565	Marketing	3
MBA 570	Corporate Finance	3
MBA 571	Essentials of Investing	3
MBA 575	Global Business Management	3
MBA 579	China Business Strategies	3
MBA 585	Issues in Management	3
MBA 599	Strategic Management	3
Comprehensive Final Project		0
<b>Total Credit Hours</b>		<b>36</b>

Our MBA faculty assumes that students are conversant with basic business practices and with the language of business. Students who were not undergraduate business majors are urged to take undergraduate foundation courses in accounting, economics, statistics, and microcomputer applications.

## **Master of Business Administration, Sport Business Concentration**

Dr. Susan Brown Foster, Department Chair and Professor of Sport Business

Dr. Annie Clement, Professor of Sport Business

Dr. Roger Park, Assistant Professor of Sport Business

The primary mission of the Master in Business Administration with a concentration in Sport Business is to meet the needs of the active sport business professional. The curriculum is designed to provide core MBA courses supplemented with specialized courses that apply certain business concepts to the sport industry. The program of study culminates with an internship, master's thesis, or corporate research project. Students currently employed in the sport business industry will be required to select either the thesis or corporate research project (SPB 596). Students not currently working in the sport business industry will be required to select the internship (SPB 597).

Program Components		Credit Hours
MBA 525	Professional Development	3
MBA 530	Organizational Behavior	3
MBA 533	Human Resource Management	3
MBA 560	Financial and Managerial Accounting	3
MBA 557	Entrepreneurship <b>or</b>	
MBA 575	Global Business Management	3
MBA 599	Strategic Management	3
SPB 510	Foundations in Sport	3
SPB 535	Risk Management in Sport <b>or</b>	
SPB 536	Legal Issues in Sport	3
SPB 540	Public Relations in Sport <b>or</b>	
SPB 545	Facility Planning and Mgmt in Sport	3
SPB 565	Sport Promotion and Sponsorships	3

SPB 570	Financial Aspects of Sport	3
SPB 580	Research in Sport	3
SPB 596	Thesis/Corporate Research Project (16 weeks) <b>or</b>	
SPB 597	Internship in Sport (16 weeks)	6
<b>Total Credit Hours</b>		<b>42</b>

*Note on Prerequisites:* Students should check course descriptions for most prerequisites. Special attention should be paid to the following:

- SPB 510 is a prerequisite for all other SPB courses;
- Prerequisites for MBA courses are as currently published with the exception of courses not required by those in the SPB concentration; and
- SPB 510 through 570 must be taken before MBA 599.

## Master of Science in Criminal Justice

Dr. Robert Diemer, Director, Associate Professor of Criminal Justice

Dr. Terry A. Danner, Professor of Criminal Justice

Dr. Rande Matteson, Associate Professor of Criminal Justice

Dr. Leonard Territo, Distinguished Visiting Professor of Criminal Justice

Peter Wubbenhorst, Esq., Associate Professor of Criminal Justice

The primary mission of the Master of Science in Criminal Justice program is to serve both active and aspiring criminal justice professionals. The curriculum is designed to provide and enhance their knowledge, skills, and values for the purpose of increasing the effectiveness, professionalism, and policymaking abilities of criminal justice administrators.

### Expected Program Outcomes

1. Graduates should demonstrate an ability to a) use computerized databases to access criminal justice policy research; b) evaluate the methodologies, findings, and conclusions of such studies; and c) use this information in the development, implementation, and evaluation of agency policies and procedures.
2. Graduates should a) know the history and development of ethical standards that are relevant to criminal justice administration; b) understand how leadership can impact organizational ethics; and c) develop skills for the practical application of ethical standards within the criminal justice system.
3. Graduates should demonstrate an ability to be effective criminal justice agency human resource managers. To this end they should a) be knowledgeable in the current issues and innovations in personnel resource management; b) understand trends in management of human resources of an agency; and c) recognize and explain the most effective human resource management programs in criminal justice.
4. Graduates should demonstrate an ability to be effective criminal justice agency fiscal resource managers and planners. To this end they should a) be knowledgeable in the current issues and innovations in fiscal resource development, budgeting, accounting, and reporting; b) understand and articulate the most desirable methods and systems in use in criminal justice agencies; and c) be able to discuss the most effective means of integrating long- and short-range planning and budgeting in criminal justice agencies.
5. Graduates should a) be thoroughly aware of the complex legal environment within which their agencies must operate; and b) be able to articulate an un-

- derstanding of personnel law, issues of civil liability, and substantive and procedural laws related to criminal justice agencies and their administration.
6. Graduates should a) demonstrate an awareness of currently existing criminal justice information resources and systems; b) demonstrate the technical understanding necessary to effectively apply these resources to the administration of criminal justice; and c) be able to articulate policy issues created or impacted by information resource systems and technology.
  7. Graduates should a) be able to understand and articulate the normal processes through which criminal justice policies are developed and implemented; b) be able to identify public, private, and special interest organizations and individuals involved in criminal justice policymaking; and c) be able to articulate methods by which the success of public policymaking may be evaluated.
  8. Graduates should a) be able to understand and articulate the role of leadership in a criminal justice agency; b) be able to articulate the desirable traits in a criminal justice leader; and c) be able to distinguish among leadership, management, and supervision.
  9. Graduates should a) be able to define and discuss the effective components of “futures studies” as applied to criminal justice administration; b) be able to identify major trends and conditions affecting the State of Florida, its communities, and its criminal justice agencies; and c) discuss methods by which such trends and conditions may be effectively anticipated, identified, assessed, and monitored.
  10. Graduates should a) be aware of the changing nature and substance of criminal justice issues in their discipline and communities; and b) be able to articulate an understanding of the more critical current issues and problems facing criminal justice administrators.
  11. Graduates should have the skills, attitudes, and knowledge base to apply the content of their postgraduate education to addressing substantive criminal justice administrative challenges and goals.

## Blended Curriculum

The Blended Master of Science in Criminal Justice program is for those professionals who wish to complete the graduate program by delivery modes other than traditional campus classes. The blended program offers classes in a variety of delivery formats—for example, online, VTT (video conferencing), and campus, including the Institute for Excellence in Criminal Justice Administration. The capstone course CRJ 590 is not offered in an online format.

The Master of Science in Criminal Justice program on University Campus is designed to serve the needs of working professionals. The program is offered in several formats: campus and VTT (video conferencing) during the three semesters (fall, spring, and summer), which consist of eight four-hour classes scheduled in the morning and afternoon on Sundays in an alternating format (when applicable), online (eight-week sessions), Institute for Excellence in Criminal Justice Administration that includes the Command Officer Management Seminar Program (special program offerings) and Summer Institute held at the University Campus, or specially arranged programs such as the College Learning at Sea Program.

The Master of Science in Criminal Justice program consists of 36 graduate credit hours and requires students to take the five core classes and choose six elective courses.

## Program Components

### Core Classes

CRJ 530	Ethical Issues in Criminal Justice Administration	3
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## Credit Hours

CRJ 550	Legal Issues in Criminal Justice Administration	3
CRJ 560	Public Policy Making in Criminal Justice	3
CRJ 565	Leadership Applications in Criminal Justice	3
CRJ 590	Applied Project in Criminal Justice Administration*	6
<b>Elective Courses</b>		
CRJ 525	Criminal Justice Policy Research and Evaluation	3
CRJ 526	Research Methods in Criminal Justice	3
CRJ 527	Research Methods in Criminal Justice II (prerequisite CRJ 526)	3
CRJ 535	Management of Human Resources in Criminal Justice Agencies	3
CRJ 540	Planning and Financial Management in Criminal Justice Agencies	3
CRJ 545	Introduction to Forensic Science	3
CRJ 546	Advanced Forensic Science (prerequisite CRJ 545)	3
CRJ 551	Legal Issues in Criminal Justice Agencies II (prerequisite CRJ 550)	3
CRJ 555	Information Resource Management for Criminal Justice Management	3
CRJ 570	Future Studies in Criminal Justice	3
CRJ 575	Contemporary Issues in Criminal Justice Administration	3
CRJ 582	Management of Critical Incident Operations	3
CRJ 583	Risk Identification and Assessment	3
CRJ 584	Psychological Aspects of Critical Incidents	3
CRJ 500	Special Topic	3
<b>Total Hours</b>		<b>36</b>

\*CRJ 590: Applied Project in Criminal Justice is a pass/fail course and will be offered only three times per year (Fall I, Spring I, and Summer I) over 15 weeks. It will blend all students together regardless of where they have been taking previous courses. This course will not require students to attend University Campus. Contact with the professor will be during scheduled class meetings via a toll-free conference call.

### **Critical Incident Management Concentration (Online Only)**

The curriculum as outlined below is designed for criminal justice administrators, first responders, government officials, and organizations that are faced with a myriad of challenges as a result of recent disasters and current world threats. The course of study is designed to yield an understanding of how to manage critical incidents, psychological aspects of disasters on the first responders, hazard mitigation, and risk identification.

In order to earn the degree with the Concentration in Critical Incident Management, a student must successfully complete the five core courses, two elective courses, and all four critical incident management courses.

<b>Core Courses</b>		<b>Credit Hours</b>
CRJ 530	Ethical Issues in Criminal Justice Administration	3
CRJ 550	Legal Issues in Criminal Justice Administration	3
CRJ 560	Public Policy Making in Criminal Justice	3
CRJ 565	Leadership Applications in Criminal Justice	3

CRJ 590	Applied Project in Criminal Justice Administration*	6
<b>Critical Incident Management Courses</b>		
CRJ 581	Impact of Terrorism on Homeland Security	3
CRJ 582	Management of Critical Incident Operations	3
CRJ 583	Risk Identification and Assessment	3
CRJ 584	Psychological Aspects of Critical Incidents	3
<b>Elective Courses</b>		
CRJ 525	Criminal Justice Policy Research and Evaluation	3
CRJ 526	Research Methods in Criminal Justice	3
CRJ 527	Research Methods in Criminal Justice II (prerequisite CRJ 526)	3
CRJ 535	Management of Human Resources in Criminal Justice Agencies	3
CRJ 540	Planning and Financial Management in Criminal Justice Agencies	3
CRJ 545	Introduction to Forensic Science	3
CRJ 546	Advanced Forensic Science (prerequisite CRJ 545)	3
CRJ 551	Legal Issues in Criminal Justice Agencies II (prerequisite CRJ 550)	3
CRJ 555	Information Resource Management for Criminal Justice Management	3
CRJ 570	Future Studies in Criminal Justice	3
CRJ 575	Contemporary Issues in Criminal Justice Administration	3
CRJ 500	Special Topic	3
<b>Total Hours</b>		<b>36</b>

\*CRJ 590: Applied Project in Criminal Justice is a pass/fail course and will be offered only three times per year (Fall I, Spring I, and Summer I) over 15 weeks. It will blend all students together regardless of where they have been taking previous courses. This course will not require students to attend University Campus. Contact with the professor will be during scheduled class meetings via a toll-free conference call.

## Graduate Certificate in Criminal Justice Management

The Graduate Certificate in Criminal Justice Management is designed for individuals seeking an advanced graduate certificate or who hold an accredited master's degree in any discipline and seek 18 credit hours in the field of criminal justice to satisfy teaching requirements.

Program Components		Credit Hours
CRJ 530	Ethical Issues in Criminal Justice Administration	3
CRJ 550	Legal Issues in Criminal Justice Administration	3
CRJ 560	Public Policy Making in Criminal Justice	3
CRJ 565	Leadership Applications in Criminal Justice	3
CRJ 570	Future Studies in Criminal Justice	3
CRJ 575	Contemporary Issues in Criminal Justice Administration	3
<b>Total Credit Hours</b>		<b>18</b>

# Graduate Studies in Education

Dr. John D. Smith, Director of Graduate Studies, Assistant Professor of Educational Leadership

Dr. Karen Hahn, Assistant Professor of Exceptional Student Education

Dr. Charles Hale, Associate Professor of Educational Leadership

## Introduction

The Graduate Studies in Education Department comprises several degree programs for those interested in K-12 education and for those interested in corporate training. The MAT program is designed for career-changing professionals who are interested in becoming middle grades teachers. The MED programs are designed for teaching professionals desiring to enhance their skills and for those new to the profession. The MS degree allows corporate workers to enhance their knowledge of pedagogy and instruction.

Several of our programs are designed to meet certification requirements and may be state-approved in the state of Florida, but students who seek certification need to be aware that teacher licensure is a function of each State's Department of Education and not of the University. Students are advised to check with the state in which they hope to teach during their first semester of enrollment to determine how our programs align with their certification requirements.

## Master of Arts in Teaching

The curriculum for the Master of Arts in Teaching program is designed to prepare individuals to go from the corporate world to the classroom. Coursework provides the pedagogical knowledge and skills needed to be successful in today's middle grades/secondary classroom. The program is designed to meet the needs of those with undergraduate degrees focusing on content in social studies, mathematics, science, or language arts. Courses are offered through a blended format with expectations for assignments to be completed in the middle/secondary school setting. Students are expected to complete a fourteen-week internship in a traditional class setting during their final semester of the program.

### Expected Program Outcomes

Program graduates will be able to:

1. Articulate key concepts of the disciplines that inform middle grades/secondary education and apply the integration of these disciplines in classroom settings;
2. Demonstrate how to provide a caring, safe, and student-centered learning environment;
3. Demonstrate reflective practice based on the institutional core values and their impact on middle grades/secondary education;
4. Analyze and evaluate the multiple bases of curriculum development theory, research, and policy in middle grades/secondary education to improve teaching and learning;
5. Apply knowledge of research-based instructional and assessment strategies in middle grades/secondary education to improve teaching and learning;
6. Apply knowledge of middle grades/secondary education theory and recommended practice in educational environments;
7. Become an accomplished educational practitioner as specified by the State of Florida Professional Education Competencies and the INTASC Principles;



8. Demonstrate an ability to effectively communicate, considering varied community and cultural factors, with diverse audiences (e.g., students, parents, colleagues, and community members);
9. Demonstrate an ability to read and understand the professional literature relevant to middle grades/secondary education practice and theory.

Program Components		Credit Hours
EDU 522	Cultural Diversity	3
EDU 528	Education Governance and Professional Ethics	3
EDU 531	Specific Methods in Teaching Social Studies	3
	or	
EDU 533	Specific Methods in Teaching Mathematics	3
	or	
EDU 535	Specific Methods in Teaching Science	3
	or	
EDU 537	Specific Methods in Teaching English	3
EDU 542	Methods in Instructional Technologies	3
EDU 545	Education Management and Organization	3
EDU 546	Reading in the Content Area	3
EDU 547	Educational Assessment and Measurement	3
EDU 620	Special Education: An Introduction to Law, Ethics, Placement, and Diversity	3
EDU 621	Psychology of Learning	3
<b>Culminating Experiences:</b>		
EDU 550	Action Research in the Classroom	3
EDU 580	Internship	6
Elective		
EDU 530	Special Topics in Curriculum	3
<b>Total Hours</b>		<b>36</b>

## Master of Education Degree

**Educational Leadership Concentration**

**Exceptional Student Education Concentration**

**Instructional Leadership Concentration**

**Project EASE**

**Reading Concentration**

The Master of Education program is designed to meet the needs of full-time working educators, with the exception of Project EASE, which is designed for career-changing professionals. The following five concentrations (majors) are offered: educational leadership, exceptional student education, instructional leadership, Project EASE, and reading.

### Educational and Instructional Leadership

Presented within its sequence of courses is a core of knowledge, the mastery of which will empower the graduate to be an educational leader with a vision of the future and engaged in the process of continual professional growth and collaborative reform. All courses within the Leadership Studies Program are infused with the Core Values of Saint Leo University.

The curriculum consists of a coherent set of non-sequential courses that constitute three domains: foundations, curriculum and instruction, and educational leadership. Coursework in this program will emphasize the cogent theories, policies, and practical aspects of education. Each course is designed to assist the student in mastery of *The Florida Principal Competencies*, the *Florida System of School Improvement and Accountability*, and the *Guidelines for Certification in Educational Leadership and the State of Florida Accomplished Practices for Teachers of the 21st Century*.

### **Expected Program Outcomes**

As a result of successfully completing a course of study within the leadership studies in education program, the graduate will be expected to:

1. Articulate key concepts of the disciplines that inform educational leadership and apply the integration of those disciplines;
2. Analyze and evaluate the multiple bases of curriculum development theory, research, and policy to improve teaching and learning;
3. Apply knowledge of research-based instructional and assessment strategies to improve teaching and learning;
4. Apply knowledge of leadership theory and recommended practice in educational environments;
5. Become an accomplished educational leader as specified by the State of Florida Accomplished Practices and/or the Florida Principal Competencies;
6. Demonstrate knowledge of how to provide a caring, safe, and student-centered learning environment;
7. Demonstrate an ability to effectively communicate, considering varied community and cultural factors, with diverse audiences (e.g., students, parents, colleagues, and community members), as well as involve such groups in effective decision making;
8. Demonstrate an ability to read and understand the professional literature relevant to education leadership practice and theory;
9. Demonstrate an understanding of the educational change process and its management; and
10. Demonstrate an understanding of the centrality of educational and administrative technology in effective school governance and the improvement of teaching and learning.

The leadership studies in education program is designed to meet the continuing education and professional development needs of Florida public and private educators. The program, normally a minimum of 36 semester hours or credits, has a six-course core curriculum and two six-course concentrations.

### **Curriculum**

The **Educational Leadership concentration** has two tracks. Track A is a Florida state-approved program for teachers holding K-12 certification and who can complete the Practicum (EDU 675) in the state of Florida. This track is for those who intend to seek Education Leadership (Level 1) certification through the Florida Department of Education. Reflected in this concentration, along with the core curriculum, are the eight content areas of the Florida Educational Leadership core curriculum. These content areas are public school curriculum and instruction, organizational management and development, human resource management and development, leadership skills, communication skills, technology, education law, and education finance.

Track B is for students who are not already certified in K-12 education and who cannot complete the Practicum in Florida.

The **Instructional Leadership concentration** is for those educators who do not want to seek Educational Leadership certification through the Florida Department of Education. The purpose of this concentration is to assist these educators to develop the management and leadership skills necessary for full participation in educational governance at the school, district, and community levels.

Program Components		Credit Hours
<b>Educational and Instructional Leadership Core Courses</b>		
EDU 621	Psychology of Learning	3
EDU 630	Quantitative Educational Assessment	3
EDU 632	Research Methods	3
EDU 650	Education System Organization and Leadership	3
EDU 651	Communication Skills and Technology for Education Leaders	3
EDU 652	Education Law and Ethics	3
<b>Total Core Hours</b>		<b>18</b>
<b>Educational Leadership Concentration Courses</b>		
EDU 654	Educational Finance and Budgeting Technology	3
EDU 655	Human Resource Management in Education	3
EDU 657	The Principalship	3
EDU 671	Research in Education (Track B only)	3
EDU 675	Supervised Practicum in Educational Leadership (Track A only)	3
<b>Any one of the following pairs of courses:</b>		
EDU 637	Curriculum and Program Design, Management, and Evaluation in the Elementary School	3
EDU 642	Instructional Leadership in the Elementary School	3
<b>or</b>		
EDU 638	Curriculum and Program Design, Management, and Evaluation in the Middle School	3
EDU 643	Instructional Leadership in the Middle School	3
<b>or</b>		
EDU 639	Curriculum and Program Design, Management, and Evaluation in the Secondary School	3
EDU 644	Instructional Leadership in the Secondary School	3
<b>Total Concentration Hours</b>		<b>18</b>
<b>Instructional Leadership Concentration Courses</b>		
EDU 622	Managing Classroom Diversity	3
EDU 670	Applied Instructional Leadership Research Electives	3-6
EDU 680	Special Topics in Instructional Leadership,	3-6
<b>and/or</b>		
EDU 681	Special Topics in Education,	
<b>and/or</b>		
Educational Leadership concentration courses or acceptable transfer credit (6 hours maximum) may be applied toward satisfying remaining instructional leadership concentration requirements.		
<b>Any one of the following pairs of courses:</b>		
EDU 637	Curriculum and Program Design, Management, and Evaluation in the Elementary School	3

EDU 642	Instructional Leadership in the Elementary School	3
<b>or</b>		
EDU 638	Curriculum and Program Design, Management, and Evaluation in the Middle School	3
EDU 643	Instructional Leadership in the Middle School	3
<b>or</b>		
EDU 639	Curriculum and Program Design, Management, and Evaluation in the Secondary School	3
EDU 644	Instructional Leadership in the Secondary School	3
<b>Total Core Hours</b>		<b>18</b>
<b>Total Concentration</b>		<b>18</b>
<b>Total Hours</b>		<b>36</b>

All students will receive and are required to sign a degree program outline.

**Note:** Students petitioning to waive a prerequisite or corequisite must apply to the office of Graduate Studies in Education on the form provided for that purpose.

## Approved Modified Educational Leadership Program

For those holding an accredited master's degree in an education discipline and who desire to apply for educational leadership certification, a 30-semester hour course sequence is available. The approved modified program is composed of the same course configurations as in the educational leadership program, except that EDU 621 and EDU 630 are not required.

Admission requirements are the same for educational leadership degree applicants, but neither the GRE nor MAT is required.

The course sequence within the approved modified program does not lead to the awarding of a degree. Those who may desire to switch from the non-degree, approved modified program to the educational leadership degree program must meet all admission and graduation requirements set forth in the catalog.

## The Comprehensive Examination Option

Educational leadership students have three comprehensive examination options: (1) during their final semester of enrollment, a student may complete a Portfolio, as prescribed by the Portfolio Handbook Guidelines. Upon completion and faculty review, the Portfolio will provide evidence of the student having met the learning outcomes for the educational or instructional leadership programs of study. (2) an educational leadership student may successfully complete a one-day, eight-hour essay examination devised by program faculty. A student intending to submit a portfolio or sit for a comprehensive examination must advise the director of Graduate Studies in Education in writing according to the following schedule:

<b>Graduating Semester</b>	<b>Notice Deadline</b>
Fall	August 1
Spring	December 1
Summer	May 1

Failure to make timely notice may result in the student having to sit for the comprehensive examination.

For those degree candidates who desire to complete a comprehensive written examination, at least two comprehensive questions will be developed for

each domain. Responses will be narrative. The examinee will not be allowed any reference materials in the examination room. The examination will be administered in two four-hour blocks. All questions will be provided to the candidate at the start of the first testing session. Questions will be based on the course level outcomes appropriate to the degree candidate and will be scored using the same or similar assessment tool as the portfolio. Test questions and response narratives may not be copied or removed from the examination room, which will be proctored. Degree candidates will also undergo a two- to three-hour oral examination after their written examination questions have been read, or (3) he or she may petition by sending a letter to the Director of Graduate Studies in Education to have passing FELE (Florida Educational Leadership Examination) scores be accepted in lieu of the program's comprehensive exam as presented in option one. **Educational leadership students electing option three must take and pass all sections of the FELE on their first attempt to satisfy the comprehensive examination requirement. Students failing to register for any part of the FELE and failing to pass any part of the FELE on their first attempt are not eligible for comprehensive examination option two. Students electing option two must petition the program director via letter with passing FELE scores attached; the director makes the final acceptance decision.**

Instructional leadership students have two comprehensive examination options: (1) an instructional leadership student may successfully complete a one-day, eight-hour examination devised by program faculty or (2) he or she may register for 6 semester hours of EDU 670: Instructional Leadership Research and complete a practical comprehensive project under a faculty member's supervision. Instructional leadership students electing option two must incorporate all essential elements of the IL major into their substantial comprehensive project to be acceptable as a performance measure. The supervising graduate education faculty member must forward a letter to the Program Director (who makes the final option two acceptance decision) certifying that the option two requirement has been met.

### **Educational Leadership Certification**

Prior to applying to the State of Florida Department of Education for certification in Education Leadership, the applicant must have at least three years of verified successful teaching experience; a master's or higher degree awarded by a standard institution; have successfully completed the Florida Educational Leadership Core Curriculum; and have passed the Florida Education Leadership certification exam.

### **Exceptional Student Education**

The curriculum for the concentration in Exceptional Student Education consists of a coherent set of courses, which are sequenced to assist students in mastering *The Florida Educator Accomplished Practices*, *The Florida Professional Education Competencies and Skills for Certification*, and *The Florida Exceptional Student Education Standards*. Program graduates will be able to:

1. Articulate key concepts of the disciplines that inform exceptional student education and apply the integration of these disciplines;
2. Demonstrate a knowledge of how to provide a caring, safe, and student-centered learning environment;
3. Demonstrate reflective practice based on the institutional core values and their impact on use of disabilities knowledge;

4. Analyze and evaluate the multiple bases of curriculum development theory, research, and policy in exceptional student education to improve teaching and learning;
5. Apply knowledge of research-based instructional and assessment strategies in exceptional student education to improve teaching and learning;
6. Apply knowledge of exceptional student education theory and recommend practice in educational environments;
7. Become an accomplished educational practitioner as specified by the State of Florida Accomplished Practices and the Florida Subject Area Competencies in Exceptional Student Education;
8. Demonstrate an ability to effectively communicate, considering varied community and cultural factors, with diverse audiences (e.g., students, parents, colleagues, and community members), as well as involve such groups in effective instructional planning;
9. Demonstrate an ability to read and understand the professional literature relevant to exceptional student education practice and theory.

## Curriculum

The **Exceptional Student Education concentration** is for those educators who wish to increase their knowledge base in the area of special education. It has been designed to provide the knowledge base needed for general educators who wish to expand their areas of certification. It is expected that students within this concentration will already possess teacher certification with an ESOL endorsement. Coursework is offered through a blended format with expectations for assignments to be completed in K-12 schools.

### Exceptional Student Education Concentration Courses Track A: State Approved Program for teachers holding K-12 Certification with ESOL endorsement and who can complete a practicum in Florida Prerequisite Courses:

EDU 332	Language Arts in the Elementary Classroom (or equivalent)
EDU 334	Reading Foundations in the Elementary Classroom (or equivalent)
EDU 335	Reading Diagnosis and Remediation in the Elementary Classroom (or equivalent)

And one of the following:

EDU 336	Teaching Reading in the Secondary Content Areas (or equivalent)
EDU 337	Children's Literature (or equivalent)

Program Components		Credit Hours
EDU 620	Special Education: An Introduction to Law, Ethics, Placement, and Diversity	3
EDU 621	Psychology of Learning	3
EDU 632	Research Methods	3
EDU 633	Theories for SLD/EH	3
EDU 634	Theories for MR/DD/PI	3
EDU 640	Managing Students with Exceptionality	3
EDU 646	Assessment for ESE: Evaluation, Interpretation, and Placement	3
EDU 651	Communication Skills and Technology for Education Leaders	3
EDU 653	Collaborating in Inclusive Settings: Positive Interactions with Teachers and Parents	3

EDU 656	Transition Planning for Students with Exceptionality	3
EDU 672	Instructional Design for ESE	3
EDU 674	Practicum in ESE: Action Research in the Classroom	3
<b>Total Hours</b>		<b>36</b>

**Track B: For students who are not already certified in K-12 education with ESOL endorsement or who cannot complete a practicum in Florida**

<b>Program Components</b>		<b>Credit Hours</b>
EDU 620	Special Education: An Introduction to Law, Ethics, Placement, and Diversity	3
EDU 621	Psychology of Learning	3
EDU 632	Research Methods	3
EDU 633	Theories for SLD/EH	3
EDU 634	Theories for MR/DD/PI	3
EDU 640	Managing Students with Exceptionality	3
EDU 646	Assessment for ESE: Evaluation, Interpretation, and Placement	3
EDU 651	Communication Skills and Technology for Education Leaders	3
EDU 653	Collaborating in Inclusive Settings: Positive Interactions with Teachers and Parents	3
EDU 656	Transition Planning for Students with Exceptionality	3
EDU 671	Research in Education	3
EDU 672	Instructional Design for ESE	3
<b>Total Hours</b>		<b>36</b>

**Graduate Certificate in Exceptional Student Education**

EDU 620	Special Education: An Introduction to Law, Ethics, Placement, and Diversity	3
EDU 633	Theories for SLD/EH	3
EDU 634	Theories for MR/DD/PI	3
EDU 640	Managing Students with Exceptionality	3
EDU 646	Assessment for ESE: Evaluation, Interpretation, and Placement	3
EDU 651	Communication Skills and Technology for Education Leaders	3
<b>Total Hours</b>		<b>18</b>

**Project EASE (Exceptional and Secondary Education)**

Project EASE (Exceptional and Secondary Education) is an innovative program designed for those holding bachelor's degrees with significant coursework (21 credit hours or more) in one of the four major content areas of math, science, social studies, or English and who desire to become teachers of all children. The program prepares professionals for certification in one middle grades content area (grades 5-9) and exceptional student education (grades K-12), along with endorsements in reading and ESOL.

**Expected Outcomes**

Program graduates will be able to:

1. Articulate key concepts of the disciplines that inform education and apply the integration of these disciplines;
2. Demonstrate knowledge of how to provide a caring, safe, and student-centered learning environment;

3. Demonstrate reflective practice based on the institutional core values and their impact on use of pedagogical knowledge;
4. Analyze and evaluate the multiple bases of curriculum development theory, research, and policy to improve teaching and learning;
5. Apply knowledge of research-based instructional and assessment techniques to improve teaching and learning, including learners who are diverse;
6. Apply knowledge of theory and recommend practice in educational environments;
7. Become an accomplished educational practitioner as specified by the State of Florida Educator Accomplished Practices, Competencies and Skills for Professional Education, and Subject Area Competencies.
8. Demonstrate an ability to effectively communicate, considering varied community and cultural factors, with diverse audiences (e.g., students, parents, colleagues, and community members), as well as involve such groups in effective instructional planning;
9. Demonstrate an ability to read, understand, and apply the literature related to the major area of study.

Program Components		Credit Hours
<b>Middle Grades Pedagogy</b>		
EDU 531	Specific Methods in Teaching Social Studies	3
or		
EDU 533	Specific Methods in Teaching Mathematics	3
or		
EDU 535	Specific Methods in Teaching Science	3
or		
EDU 537	Specific Methods in Teaching English	3
EDU 542	Methods in Instructional Technologies	3
EDU 545	Education Management and Organization	3
EDU 546	Reading in the Content Area	3
EDU 547	Educational Assessment and Measurement	3
<b>Exceptional Student Education Pedagogy</b>		
EDU 620	Special Education: An Introduction to Law, Ethics, Placement, and Diversity	3
EDU 633	Theories for SLD/EH	3
EDU 634	Theories for MR/DD/PI	3
EDU 640	Managing Students with Exceptionality	3
EDU 646	Assessment for ESE: Evaluation, Interpretation, and Placement	3
EDU 653	Collaborating in Inclusive Settings: Positive Interactions with Teachers and Parents	3
EDU 656	Transition Planning for Students with Exceptionality	3
EDU 672	Instructional Design for ESE	3
EDU 674	Practicum for ESE: Action Research in the Classroom	3
<b>Foundational Knowledge</b>		
EDU 562	ESOL 1: Applied Linguistics	3
EDU 563	ESOL 2: Methods of Teaching and Testing/Evaluation	3
EDU 580	Internship	6
EDU 600	Foundations in Reading	3
<b>Total Hours</b>		<b>57</b>



# Reading

The reading concentration is designed for already certified teachers who are interested in developing advanced skills in the area of literacy teaching.

## Expected Outcomes

Program graduates will be able to:

1. Articulate key concepts of the disciplines that inform reading education and apply the integration of these disciplines;
2. Demonstrate a knowledge of how to provide a caring, safe, and student-centered learning environment;
3. Demonstrate reflective practice based on the institutional core values and their impact on use of reading education knowledge;
4. Analyze and evaluate the multiple bases of curriculum development theory, research, and policy in reading education to improve teaching and learning;
5. Apply knowledge of research-based instructional and assessment strategies in reading education to improve teaching and learning;
6. Apply knowledge of reading theory and recommend practice in K-12 educational environments;
7. Become an accomplished educational practitioner as specified by the State of Florida Accomplished Practices and the Florida Subject Area Competencies in Reading;
8. Demonstrate an ability to effectively communicate, considering varied community and cultural factors, with diverse audiences (e.g., students, parents, colleagues, and community members), as well as involve such groups in effective instructional planning;
9. Demonstrate an ability to read and understand the professional literature relevant to reading practice and theory.

## Curriculum

The courses in this concentration have been designed to align with the State of Florida course requirements for reading specialist certification. Additionally, courses for the reading endorsement are included within this program.

Reading Concentration Courses		Credit Hours
EDU 546	Reading in the Content Area	3
EDU 623	Psychology of Reading	3
EDU 627	Children's and Adolescents' Literature	3
EDU 629	Current Theory and Practice in Reading	3
EDU 631	Diagnosis and Assessment	3
EDU 632	Research Methods	3
EDU 641	Remediation and Correction	3
EDU 645	Current Methods and Strategies for Teaching Language Arts	3
EDU 651	Communication Skills and Technology for Education Leaders	3
EDU 658	Development and Administration of Reading Programs	3
EDU 673	Supervised Practicum in Reading	3
One of the following:		
EDU 620	Special Education: An Introduction to Law, Ethics, Placement, and Diversity	3
EDU 622	Managing Classroom Diversity	3

EDU 630	Quantitative Educational Assessment	3
EDU 637-639	Curriculum and Program Design, Management, and Evaluation in the (Elementary, Middle, or Secondary) School	3
EDU 652	Education Law and Ethics	3
<b>Total Hours</b>		<b>36</b>
<b>Graduate Certificate in Reading (Reading Endorsement)</b>		
EDU 546	Reading in the Content Area	3
EDU 627	Children's and Adolescents' Literature	3
EDU 629	Current Theory and Practice in Reading	3
EDU 631	Diagnosis and Assessment	3
EDU 641	Remediation and Correction	3
EDU 673	Supervised Practicum in Reading	3
<b>Total Hours</b>		<b>18</b>

## Master of Arts in Counseling Psychology

Dr. Christopher Cronin, Professor of Psychology  
 Dr. Patrick Draves, Assistant Professor of Psychology  
 Dr. Leilani Goodmon, Assistant Professor of Psychology  
 Dr. Kevin Kieffer, Assistant Professor of Psychology  
 Dr. Tammy Zacchilli, Assistant Professor of Psychology  
 Dr. Jack Darkes, Adjunct Faculty  
 Dr. J. Sid Davis, Adjunct Faculty  
 Dr. Tracy Kretzmer, Adjunct Faculty

The Master of Arts in Counseling Psychology is designed to academically prepare graduates to qualify as Licensed Mental Health Counselors in the State of Florida. The program has an applied professional emphasis. The focus is the preparation of master's-level psychologists for employment in Counseling settings. Students will complete courses in therapy skills and assessment.

The preparation of high-quality mental health professionals requires close monitoring of academic and professional competence. Ideally, courses are to be completed sequentially. Due to the nature of the applied, professional emphasis, most of the counseling courses build upon material presented in prerequisites. However, flexibility has also been incorporated into the program.

Students may enroll in the program on a full-time or part-time basis. The full-time sequence allows students to complete the program in two years. Initially, ten students will be admitted into the full-time sequence each academic year. Courses will be offered for full-time students during the week over the course of five semesters including the summer session between the first and second year.

Part-time students will attend evening classes and will require three years to complete the program. During the final academic year of either the full-time or the part-time tracks, all students will need to be available for a 32-hour per week internship experience.

Additionally, students enrolled in the program have the option of completing a concentration in school guidance counseling. Those students who opt for this concentration will complete the 60-credit-hour counseling psychology program in addition to two graduate level courses offered through the graduate education department. Students completing this concentration will be eligible to be certified as Florida Certified Guidance Counselors provided they pass all Florida state certification examinations and are eligible to be certified teachers in the state of Florida.

## Program Objectives and Curriculum

Program and curriculum objectives are adapted from standards provided by the Council on Counseling and Related Educational Programs.

1. The program objectives:
  - a. reflect current knowledge and positions from lay and professional groups concerning the counseling and human development needs of a pluralistic society;
  - b. reflect the present and projected needs of a pluralistic society for which specialized counseling and human development activities have been developed;
  - c. reflect consideration of input from all persons involved in the conduct of the program, including program faculty, current and former students, and personnel in cooperating agencies;
  - d. are directly related to program activities; and
  - e. are written so that they can be assessed.
2. The program is composed of approved graduate-level study with a minimum of 60 semester-hour credits required of all students.
3. Students have the opportunity and are encouraged to participate in workshops, seminars, or other activities that contribute to personal and professional development.
4. Over the course of an academic term, students meet for a minimum of 10 clock hours, within the program, in a small-group activity. This planned group requirement is intended to provide direct experiences as a participant in a small group, and may be met during the initial curricular experience in group work under the direction of the professor teaching the course.
5. Consistent with established institutional due process policy and American Counseling Association (ACA) *Ethical Standards*, when evaluations indicate a student's inappropriateness for the program, faculty assist in facilitating the student's transition out of the program and, if possible, into a more appropriate area of study.
6. Flexibility is provided within the program's curriculum to accommodate individual differences in student knowledge and competencies.
7. Course (or other curricular experiences) syllabi are distributed at the beginning of each curricular experience and are available for review by all enrolled or prospective students and include but are not limited to the following:
  - a. objectives;
  - b. content areas;
  - c. required text(s) and/or reading(s); and
  - d. student performance evaluation criteria and procedures.
8. Evidence exists of the use of research data among program faculty and students and includes but is not limited to frequent use of and reference to relevant research findings in instructional experiences.
9. Curricular experiences and demonstrated knowledge in each of the eight common-core areas are required of all students in the program. The eight common-core areas follow.

**Human Growth and Development**—studies that provide an understanding of the nature and needs of individuals at all developmental levels. Studies in this area include but are not limited to the following:

1. theories of individual and family development and transitions across the life-span;
2. theories of learning and personality development;

3. human behavior including an understanding of developmental crises, disability, addictive behavior, psychopathology, and environmental factors as they affect both normal and abnormal behavior;
4. strategies for facilitating development over the lifespan; and
5. ethical considerations.

**Social and Cultural Foundations**—studies that provide an understanding of issues and trends in a multicultural and diverse society. Studies in this area include but are not limited to the following:

1. multicultural and pluralistic trends including characteristics and concerns of diverse groups;
2. attitudes and behavior based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status, and intellectual ability;
3. individual, family, and group strategies with diverse populations; and
4. ethical considerations.

**Helping Relationships**—studies that provide an understanding of counseling and consultation processes. Studies in this area include but are not limited to the following:

1. counseling and consultation theories including both individual and systems perspectives as well as coverage of relevant research and factors considered in applications;
2. basic interviewing, assessment, and counseling skills;
3. counselor or consultant characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills;
4. client or consultee characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, traits, capabilities, and life circumstances; and
5. ethical considerations.

**Group Work**—studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches. Studies in this area include but are not limited to the following:

1. principles of group dynamics including group process components, developmental stage theories, and group members' roles and behaviors;
2. group leadership styles and approaches including characteristics of various types of group leaders and leadership styles;
3. theories of group counseling including commonalities, distinguishing characteristics, and pertinent research and literature;
4. group counseling methods including group counselor orientations and behaviors, ethical standards, appropriate selection criteria and methods, and methods of evaluation of effectiveness;
5. approaches used for other types of group work, including task groups, prevention groups, support groups, and therapy groups; and
6. ethical considerations.

**Career and Lifestyle Development**—studies that provide an understanding of career development and related life factors. Studies in this area include but are not limited to the following:

1. career development theories and decision-making models;
2. career, vocational, educational, and labor market information resources, visual and print media, and computer-based career information systems;
3. career development program planning, organization, implementation, administration, and evaluation;
4. interrelationships among work, family, and other life roles and factors including multicultural and gender issues as related to career development;
5. career and educational placement, follow-up and evaluation;
6. assessment instruments and techniques relevant to career planning and decision making;
7. computer-based career development applications and strategies, including computer-assisted career guidance systems;
8. career counseling processes, techniques, and resources including those applicable to specific populations; and
9. ethical considerations.

**Appraisal**—studies that provide an understanding of individual and group approaches to assessment and evaluation. Studies in this area include but are not limited to the following:

1. theoretical and historical bases for assessment techniques;
2. validity including evidence for establishing content, construct, and empirical validity;
3. reliability including methods of establishing stability, internal and equivalence reliability;
4. appraisal methods including environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods;
5. psychometric statistics including types of assessment scores, measures of central tendency, indices of variability, standard errors, and correlations;
6. age, gender, ethnicity, language, disability, and culture factors related to the assessment and evaluation of individuals and groups;
7. strategies for selecting, administering, interpreting, and using assessment and evaluation instruments and techniques in counseling; and
8. ethical considerations in appraisal.

**Research and Program Evaluation**—studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research. Studies in this area include but are not limited to the following:

1. basic types of research methods to include qualitative and quantitative research designs;
2. basic parametric and nonparametric statistics;
3. principles, practices, and applications of needs assessment and program evaluation;
4. uses of computers for data management and analysis; and
5. ethical and legal considerations in research.

**Professional Orientation**—studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing. Studies in this area include but are not limited to the following:

1. history of the helping professions including significant factors and events;
2. professional roles and functions including similarities and differences with other types of professionals;
3. professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphases;
4. ethical standards of the ACA and related entities, ethical and legal issues, and their applications to various professional activities (e.g., appraisal, group work);
5. professional preparation standards, their evolution, and current applications;
6. professional credentialing including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; and
7. public policy processes including the role of the professional counselor in advocating on behalf of the profession and its clientele.

### **Mental Health Counseling Concentration**

<b>Program Components</b>		<b>Credit Hours</b>
PSY 620	Theories of Personality	3
PSY 622	Advanced Psychopathology	3
PSY 624	Human Growth and Development	3
PSY 632	Individual Evaluation and Assessment I	3
PSY 633	Individual Evaluation and Assessment II	3
PSY 640	Research and Program Evaluation	4
PSY 655	Social and Cultural Foundations of Behavior	3
PSY 675	Practicum in Counseling	3
PSY 722	Systems of Psychotherapy and Counseling	3
PSY 723	Systems of Psychotherapy and Counseling: Lab	1
PSY 740	Group Theory and Practice	3
PSY 750	Human Sexuality Theory and Counseling Treatment	3
PSY 760	Career Counseling: Theory and Practice	3
PSY 785	Community Counseling and Mental Health	3
PSY 790	Substance Abuse Treatment	3
PSY 798/9	Counseling Internship I and II (1,000 hours total)	12
PSY 821	Seminar in Ethics, Legal and Professional Issues	3
<b>Total Credit Hours</b>		<b>60</b>

### **School Guidance Counseling Concentration**

<b>Program Components</b>		<b>Credit Hours</b>
PSY 620	Theories of Personality	3
PSY 622	Advanced Psychopathology	3
PSY 624	Human Growth and Development	3
PSY 632	Individual Evaluation and Assessment I	3
PSY 633	Individual Evaluation and Assessment II	4
PSY 640	Research and Program Evaluation	4
PSY 655	Social and Cultural Foundations of Behavior	3
PSY 675	Practicum in Counseling	3
PSY 722	Systems of Psychotherapy and Counseling	3
PSY 723	Systems of Psychotherapy and Counseling: Lab	1
PSY 740	Group Theory and Practice	3
PSY 750	Human Sexuality Theory and Counseling Treatment	3
PSY 760	Career Counseling: Theory and Practice	3

PSY 786	Principles and Practices of Guidance and Counseling	3
PSY 790	Substance Abuse Treatment	3
PSY 795/6	School Counseling Internship I and II (1,000 hours total)	12
PSY 821	Seminar in Ethics, Legal and Professional Issues	3
EDU 653	Collaborating in Inclusive Settings	3
EDU 656	Transition Planning for Students with Exceptionality	3
<b>Total Credit Hours</b>		<b>6</b>

## Master of Arts in Pastoral Studies

Dr. Michael J. Tkacik, Director, Associate Professor of Religion  
 Dr. Leland Tyson Anderson, Professor of Religion and Philosophy  
 Dr. Richard Cabbage, Assistant Professor of Religion  
 Dr. Caroline Cervený, Associate Director of University Ministry  
 Dr. Michael Cooper, Assistant to the President for University Ministry  
 Dr. William Ditewig, Associate Professor of Religion  
 Dr. Robert Imperato, Professor of Religion  
 Dr. Anthony B. Kissel, Chair, Associate Professor of Religion  
 Dr. Michael McLaughlin, Assistant Professor of Religion

The Master of Arts in Pastoral Studies (MAPS) is designed to expand the professional knowledge and skills of those engaged in or preparing for pastoral leadership and service, as well as for those seeking theological and spiritual development. The curriculum offers a flexible adult learning model for both professional lay ministers and for candidates to the permanent diaconate, as well as for others involved in religious education, RCIA, youth ministry, spiritual direction, sacramental preparation, and other ministries.

### Expected Program Outcomes

Graduates of the MAPS should have acquired the following knowledge and skills:

1. An historical-critical approach to Scripture and tradition.
2. An historical sense of the development of the Catholic Church, including the Church in the United States.
3. The capacity for critical theological reflection and ethical judgment.
4. A personal, as well as ministerially oriented, spirituality through an exploration of the great schools and figures of Christian spirituality.
5. Appropriate skills for leadership in liturgical and ministerial service.
6. Use of pastoral technology for the work of evangelization and leadership.
7. A theological understanding of contemporary culture and its challenges to, and opportunities for, faith and ministry.
8. While pursuing the MAPS degree, students will complete a portfolio of the spiritual "inner" work that has gone into integrating both the everyday ministry as well as the prophetic dimension of one's faith journey into one's spirituality.

Program Components		Credit Hours
REL 501	Hebrew Scriptures: History and Theology	3
REL 502	Christian Scriptures: History and Theology	3
REL 510	Theological Foundations I	3
REL 511	Theological Foundations II	3
REL 513	Worship, Sacraments and Liturgy: Theology and Praxis	3

REL 521	Christian Ethics I: Foundations	3
REL 550	History Of Christianity	3
	<b>or</b>	
REL 570	Christian Spirituality: History and Praxis	3
REL 580	Theology and Spirituality of Ministry	3
<b>Total Required Courses</b>		<b>24</b>

Select four from the following electives:

REL 522	Christian Ethics II: Social Justice and Public Ethics	3
REL 523	Christian Ethics III: Medical-Moral Issues	3
REL 555	American Catholicism: Theology, Spirituality, Culture and History	3
REL 560	Cyberculture: New Challenges for Pastoral Ministry	3
REL 568	Catechesis/Religious Ed: Theory and Practice	3
REL 582	Finding God in All Things: The Apostolic and World-Embracing Spirituality of Ignatius Loyola	3
REL 587	Spiritual Direction	3
REL 589	World Religions	3
REL 599	Youth Ministry	3
REL 601	Management/Human Resources for Ministry	3
REL 700	Special Topics	3
<b>Total Electives</b>		<b>12</b>
<b>Total Credit Hours:</b>		<b>36</b>

## Graduate Certificate in Pastoral Studies

Students may obtain a graduate certificate in pastoral studies by completing 18 credit hours of graduate work in pastoral studies. The six graduate courses needed for a graduate certificate ought to be selected with regard to the student's professional needs and interests and in consultation with the Director of the Graduate Program in Pastoral Studies.

## Undergraduate Certificate in Pastoral Studies

See Chapter 4, "Undergraduate Programs of Study."

# COURSES OF INSTRUCTION

## Graduate Business Administration

### Course Descriptions

#### MBA 510 Family and Small Business Management

This course is designed to help the small business owner and family members, entrepreneurs considering starting a business, and professional managers of Chinese private and family owned organizations gain insight as how to deal with the issues of managing a small or family owned business. Offered only through the China program.

#### MBA 515 Introduction to American Business

This course is a contemporary survey of business and industry in the United States. The social, political, and cultural dynamics of a market driven economy will be the focus of the course. A systems perspective will be used to understand the interdependencies that have worked within the socioeconomic, political, and cultural forces in the evolution of American business. Connections to the "American style of management" will be an organizing principle of the survey approach.



### **MBA 525 Professional Development**

This course is designed to give MBA students a tangible head start in acquiring and honing numerous core skills essential for success in the MBA program and the business world. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement, and public speaking.

### **MBA 530 Organizational Behavior**

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision making.

### **MBA 533 Human Resource in Management**

*Prerequisites: MBA 525 and MBA 530*

This course is designed to focus on an in-depth analysis of the major functions of a manager dealing with human resource issues. Issues to be covered include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, cross cultural and expatriate issues.

### **MBA 535 The Legal Environment of Business**

This course is a comprehensive study of commercial law as it affects day-to-day business management. Emphasis is placed on development of a manager's ability to recognize the circumstances under which a legal professional should be contacted for advice and/or assistance.

### **MBA 537 The Legal and Ethical Environment of Business**

This course considers the influence of the legal and ethical environment on organizational behavior. The objectives are to develop an awareness, understanding, and appreciation of ethical and legal considerations upon the activities of the firm in its pursuit of organizational goals. This course covers both commercial laws as they affect business management and the ethical and legal dimensions of human resources management.

### **MBA 540 Managerial Economics**

*Prerequisite: MBA 525 plus undergraduate course in economics strongly recommended.*

This course explores the concepts of economic optimization, the estimation of demand, and cost and pricing analysis. An introduction to economic forecasting and decision making under conditions of risk and uncertainty is also included.

### **MBA 550 Decision Support Systems**

*Prerequisite: Basic literacy regarding Windows and Microsoft Office is expected.*

This course considers the study of decision science and its application in the business environment through the use of computers. This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand and use computerized decision support methodology in support of business requirements. The student will use commercial software packages in the laboratory to develop and use graphical and numerical outputs in business presentations for enhanced decision making.

### **MBA 555 Research Methods**

*Prerequisite: Undergraduate course in statistics strongly recommended.*

This course provides an overview of effective research methods including problem definition, hypothesis formulation, and plans for analysis. Topics include survey design, sampling techniques, collection of data, and the use of parametric and non-parametric statistics applications.

### **MBA 557 Entrepreneurship**

*Prerequisites: MBA 525, MBA 530, and MBA 533*

Entrepreneurship and the entrepreneurial process are now, and will continue to be, the major economic force driving the national economies around the world. At the heart of this movement are men and women who demonstrate the courage to undertake the creation and management of new business ventures. Across the globe millions of new businesses

are formed each year. Those individuals who possess the spirit of entrepreneurial leadership will lead the economic revolution that has proven to repeatedly raise the standard of living for people everywhere. In this class, students will be introduced to the essential components of entrepreneurship and the critical knowledge needed to start and manage a new business venture.

#### **MBA 560 Financial and Managerial Accounting**

*Prerequisite: Undergraduate course in financial accounting and managerial accounting is strongly recommended.*

This course focuses on the study of accounting concepts and standards applicable to presentation of financial information to interested users, structure, uses and limitations of financial statements and measurement systems related to income determination and asset valuation. The course also considers the discussion of internal and external influences on accounting decisions.

#### **MBA 565 Marketing**

*Prerequisites: MBA 525 and MBA 530*

This course considers the operational and strategic planning issues confronting managers in marketing. Topics include buyer behavior, market segmentation, product selection and development, pricing, distribution, promotion, market research, international and multicultural marketing.

#### **MBA 570 Corporate Finance**

*Prerequisites: MBA 540 and MBA 560 or ACC 504*

This course considers the financial management decision-making role within the organization. Subjects include valuation concepts, including financial ratio analysis; short-term financial management, including the management of current assets and liabilities; management of long-term investments, including capital budgeting techniques; a discussion of leverage and its relationship to the capital structure; and an introduction to financial markets and financial institutions.

#### **MBA 571 Essentials of Investing**

*Prerequisites: MBA 570*

This introductory course in investing discusses the essential elements of a successful investment program. It outlines the history of the U.S. financial markets, including but not limited to the evolution of securities and security market regulation. It explores such topics as the interrelationship between risk and return, stock and bond valuation, and portfolio theory and management. In addition, the course examines the nature and role of alternative investment vehicles, such as mutual funds, real estate investment trusts, convertible securities, options, and futures.

#### **MBA 575 Global Business Management**

*Prerequisite: MBA 525, MBA 530, and MBA 533*

The student will develop an understanding of international/multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic, and legal systems. The role of business in this dynamic world environment will be analyzed.

#### **MBA 579 China Business Strategies**

The operational components of the Chinese economic system have undergone significant changes over the past few decades and are very likely to experience additional changes in the decades before it. This class will examine the current competitive environment and what might evolve in the future. Emphasis will be placed upon the keys to the creation of effective business strategies and tactics for businesses which operate domestically and internationally.

#### **MBA 585 Issues in Management**

*Prerequisites: MBA 525, MBA 530, and MBA 533*

This course examines current issues and recent trends in worldwide business practices, such as knowledge management, virtual business, and e-commerce. Course content will be determined collaboratively between faculty and students to keep pace with rapid changes in a global business environment.

### **MBA 592 Capstone Internship Experience**

Students are placed in Tampa Bay area businesses with the expectation that concepts learned in the classroom will be applied in practice. Lessons and observations from the internships will be brought back to the classroom for discussion in a continuing effort to relate theory to practical business skills.

### **MBA 595 Current Issues in Leadership**

*Prerequisites:* MBA 525, MBA 530, and MBA 533

This course is an advanced overview of more traditional approaches to understanding the leadership process and an in-depth look at recently developed perspectives on leadership of the future. Ethical issues pertaining to leadership are also incorporated.

### **MBA 599 Strategic Management**

*Prerequisites:* MBA 525, MBA 530, MBA 533, MBA 540, MBA 560 or ACC 504, MBA 565, and MBA 570

This capstone course integrates knowledge gained in previous graduate business courses. It centers on the theme that organizations achieve sustained success when their managers have astute, timely strategic game plans and they implement these plans with proficiency. Strategic management theory is used in the analysis of case studies of companies operating in the domestic and global marketplace.

### **Comprehensive Final Project**

For students in the weekend MBA program, the comprehensive final research project is to be completed as part of MBA 599. The student will have the opportunity to choose the project topic based upon his or her specific business interests. The student is expected to synthesize concepts from the functional areas of business into an integrated whole.

## **Graduate Business: Accounting Concentration**

### **Course Descriptions**

#### **ACC 504 Fund Accounting for Government and Not-For-Profit Accounting**

*Prerequisite:* Undergraduate courses in Principles of Accounting I and 2

A study of financial and management accounting principles as they apply to governments and not-for-profit organizations and health care organizations. Also, an overview of the characteristics of generally accepted government auditing standards and the single audit.

#### **ACC 505 Fraud Examination**

*Prerequisites:* Undergraduate courses in Principles of Accounting I and 2

Students will learn how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Emphasis will be on fraudulent financial reporting, litigation support, and investigative auditing. Students will work through cases, developing investigative strategies, and seeking to prove how the fraud was committed.

#### **ACC 532 Advanced Cost Accounting**

*Prerequisites:* ACC 331 or equivalent

Emphasis is placed on measurements for decision making and strategic planning, including cost analysis, capital budgeting, activity-based costing, and other advanced cost accounting and managerial decision topics.

#### **ACC 538 Business Law for the Accountant**

*Prerequisite:* Undergraduate course in business law

The purpose of the course is to provide the accountant and aspiring accountant with a general understanding of American jurisprudence, and the application of U.S. law to the business sector. The course content was developed in consultation with members of the accounting profession, and focuses on matters pertinent to the practitioner. It takes as a "given" the fact that most accountants will spend their professional time working with or for various types of business organizations, most often corporations.

### **ACC-549 Using Financial Accounting Information**

*Prerequisites:* Undergraduate courses in *Principles of Accounting I and 2*

A study of financial statement analysis using accounting principles, measurement, and reporting practices. Also included are insights into income determination and methods for evaluating the firm through the balance sheet, income statement, statement of cash flows, and statement of changes in stockholders' equity.

## **Graduate Business: Human Resource Concentration**

### **Course Descriptions**

#### **HRA 539 Human Resource Strategic Training and Development**

*Prerequisite:* MBA 533

Organizations today are turning to training and development as an option to meet today's workplace challenges because of complex technologies, a more diverse workforce, industry globalization, and a tight labor market. This course will provide advanced education into the concepts, processes, and issues associated with training and development. Myriad training and development content will be emphasized such as planning, designing, implementing, and evaluating training programs. Attention will also be devoted to broader issues such as employee development and training for specific needs.

#### **HRA 545 Personnel Law and Ethics**

*Prerequisite:* MBA 533

This course is intended to provide an overview of the basic laws governing the employment relationship. The goals of the course are twofold: first, to familiarize students with the many issues and problems confronting employees, employers, supervisors, and human resources professionals; second, to help students in identifying the legal implications of personnel situations that may arise in the business and corporate environment.

#### **HRA 549 Human Resource Staffing**

*Prerequisite:* MBA 533 and HRA 545

Focuses on processes and conceptual issues related to staffing organizations. Topics include recruitment and staffing models, policies, and legal compliance as well as practices related to attraction, selection, development, retention, and employment decision making for the most effective use of human resources.

#### **HRA 562 Compensation: A Strategic Perspective**

*Prerequisite:* MBA 530, MBA 533

This course is designed to enhance the student's knowledge of a strategically oriented comprehensive compensation system that would explore both direct and indirect compensation strategic design, development, implementation, administration, and evaluation. This will also include the effects of compensation system design on other HR functional areas, including but not limited to internal and external equity, pay for performance, and benefit administration.

#### **HRA 596 Strategic Issues in Human Resources**

*Prerequisites:* MBA 533, HRA 545, and HRA 539 or HRA 562

This course is designed, as the MBA HR concentration capstone course, to integrate previous HR core best practices into a business partnership by analyzing real-world strategic issues in a cohesive framework that leads to the achievement of organizational effectiveness through enlightened HR management and leadership.

## **Graduate Business: Information Security Management Concentration and Graduate Certificate**

### **Course Descriptions**

#### **COM 510 Management of Information Security**

Information security is an essential part of any business plan and managers need to be 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. Students will develop information security plans for sample organizations.

### **COM 520 Systems Security Management**

*Prerequisite:* COM 510

Securing the systems that run our computers is the key to ensuring that our essential information remains safe and available. This course provides a foundation in systems security principles, disaster recovery principles and planning, and the importance of incident response planning and execution to minimize downtime. A computer system with appropriate software will be required.

### **COM 530 Network Security Management**

*Prerequisite:* COM 510

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 is imperative. This course provides a solid foundation in the fundamentals of network security and some hands-on experience in network security. A computer system with appropriate software will be required.

### **COM 540 Disaster Recovery Management**

*Prerequisite:* COM 510

Disaster recovery planning and management is a major requirement for situations where terrorism, natural disaster, or other threats must be faced and dealt with. This course provides the student with the capabilities to develop and maintain disaster recovery plans and manage the recovery in the event of a disaster.

### **COM 545 Web Security Management**

*Prerequisite:* COM 510

Access to the World Wide Web and Internet for multiple purposes is one of the major components of most business operations. Many businesses also use the same protocols and processes to provide internal communications. Security of these assets is imperative for a successful business. This course provides the concepts and procedures of assessing and managing security for Web activities.

### **COM 590 Strategic Planning for Information Security**

*Prerequisites:* COM 520, COM 530

This course describes and demonstrates the application of information security forecasting methods, their implementation within organizations, and the development of a competitive strategic plan.

## **Graduate Business: Sport Business Concentration**

### **Course Descriptions**

#### **SPB 510 Foundations of Sport**

Introduces the student to the broad concept of sport business and provides an overview of professional, collegiate, interscholastic, recreational, Olympic, Paralympic, and international sport. Searching for professional positions in sport will also be discussed.

#### **SPB 535 Risk Management in Sport**

*Prerequisite:* SPB 510

Focuses on an analysis of the court system, law suits in sport, risk management, and risk assessment in sport and other appropriate physical activity venues. Critical incident management related to sport venues and events, liability waivers, transportation, product liability, and sexual harassment issues in sport are covered.

#### **SPB 536 Legal Issues in Sport**

*Prerequisite:* SPB 510

An in-depth look at appropriate constitutional amendments, statutory, administrative, and contract law that applies to the sport industry. Laws applicable to athlete representation will also be included.

**SPB 540 Public Relations in Sport**

*Prerequisite: SPB 510*

Introduces the student to a variety of publics, internally and externally for the sport organization. Focuses on application to the amateur and professional sport environments.

**SPB 545 Facility Planning and Management in Sport**

*Prerequisite: SPB 510*

An intense study of all types of indoor and outdoor facilities for sport venues and related events.

**SPB 565 Sport Promotions**

*Prerequisite: SPB 510*

This course develops an understanding of and skill in the marketing process as it relates to promotion and public relations activities in sport. Primary focus will be on the application of marketing principles to specific sport scenarios.

**SPB 570 Financial Aspects of Sport**

*Prerequisites: SPB 510, MBA 560*

The course is intended to provide an overview of the sport industry and is divided into sections reflective of the major issues surrounding the financial management of sport organization in both nonprofit and profit contexts, with the emphasis on the latter. The first aspect of the course focuses on an analysis of the major professional and collegiate sport organizations in North America, with an emphasis on how economic factors have altered the face of sports and will continue to influence how leagues and collegiate conferences develop and evolve. The second unit examines ticket operations, pricing strategies and tactics, and revenues from broadcast rights, licensing, and concessions. The final unit covers fund raising and introduces corporate sponsorship in sport organizations with an emphasis on the evaluation of the sponsorship partnership as a lucrative revenue stream.

**SPB 580 Research in Sport**

*Prerequisites: All required MBA and SPB courses; students may take one course while enrolled except for the course in which they hope to conduct research or complete a major project (e.g., sport marketing research, must have already completed SPB 565).*

This course focuses on the methods, techniques, and application of the social research and evaluation process in the context of sport management. Introductory survey of social research methodologies, including developing a research problem, literature review, data collection, and data analysis, with emphasis on applications in the disciplines of sport management, will be a major emphasis in this class.

**SPB 596 Thesis/Corporate Research**

*Prerequisites: All MBA and SPB courses required for the MBA with a concentration in Sport Business. Course may be concurrently taken with one other required course with the exception of SPB 580 and the course in which students hope to conduct their research/major project.*

Student will be supervised in the development of a master's thesis or corporate research project. The scope of both is comprehensive.

**SPB 597 Internship in Sport Business**

*Prerequisites: All MBA and SPB courses required for the MBA with a concentration in Sport Business. Course may be concurrently taken with one other required course. Its intent is to be the final culminating experience prior to the completion of the MBA with a concentration in Sport Business using the information learned in all previous courses. Students should understand that some organizations may require 40-hour work weeks and should consider having completed all coursework.*

Students will be supervised by a sport business faculty member and sport organization on-site coordinator in an internship approved at least one month prior to the start of the intended semester. Students must work a minimum of twenty hours per week. However, it is strongly suggested that students seek out a paid 40-hour-per-week internship with a sport business in the selected field of their choice. This course cannot be taken by individuals currently working for a sport organization. Its purpose is to help individuals gain full-time employment with a sport organization. The internship shall last a minimum of 16 weeks and is a full academic course.

# **Graduate Criminal Justice**

## **Course Descriptions**

### **CRJ 525 Criminal Justice Policy Research and Evaluation**

This course will involve advanced exercises in assessing empirical research relevant to criminal justice policymaking, the acquisition of sufficient research methodology skills and knowledge to assess the quality of such studies, and practice in the application of empirical findings to agency policies and procedures. Included in this course will be the principles and techniques of program evaluation and applications through focused case studies.

### **CRJ 526 Research Methods in Criminal Justice I**

This course will expose the graduate student to the more common techniques and concepts used in criminal justice research and evaluation as these are applied to policy, procedures, practices, and programs. With the aim of creating an informed consumer of such information, the student will have the opportunity to practice the application of empirical findings to agency policies, procedures, practices, and programs as he or she is exposed to the principles and techniques of program evaluation and research. Such an understanding is critical for both the producer and consumer of data in the criminal justice system in order to critically evaluate new knowledge as it is generated and presented by others as well as themselves.

### **CRJ 527 Research Methods in Criminal Justice II**

*Prerequisite: CRJ 526*

Because the bulk of what is done in the criminal justice area depends heavily on things that have been tried in the past (the "data"), it is important to know how to treat data. This course will expose the graduate student to the more common statistical techniques and concepts used in criminal justice research and evaluation to treat the data generated by that system. The concentration will be on psychological and sociological statistics, for that is what is common in the field. Such an understanding is critical for both the producer and consumer of data in the criminal justice system in order to critically evaluate new knowledge as it is generated and presented by others as well as themselves.

### **CRJ 530 Ethical Issues in Criminal Justice Administration**

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

### **CRJ 535 Management of Human Resources in Criminal Justice Agencies**

This course will examine the critical issues and strategic questions regarding managing human resources in criminal justice agencies. It will focus on human resource administration as a coherent, pro-active management model. Current and future trends in personnel management will be examined in depth.

### **CRJ 540 Planning and Financial Management in Criminal Justice Agencies**

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

### **CRJ 545 Introduction to Forensic Science**

This course will serve as an introduction to the disciplines most recognized in the field of forensic science and how they apply to the criminal justice practitioner/administrator. This course is designed to offer information on the history of forensic science and "criminalistics" as well as the current technologies available today, including the procedures and methods of laboratory analysis. Methods to be covered include the recognition, protection,

documentation, and collection of physical evidence; laboratory analysis of such physical evidence; and courtroom acceptance of new forensic technologies.

### **CRJ 546 Advanced Forensic Science**

*Prerequisite:* CRJ 545

This course will review the forensic science disciplines covered in CRJ 545 and introduce the student to the scientific techniques used in processing evidence found at investigations and scenes. This course is designed to allow the student to complete hands-on exercises in the forensic disciplines most commonly used in today's criminal justice environment.

### **CRJ 550 Legal Issues in Criminal Justice Administration**

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.

### **CRJ 551 Legal Issues in Criminal Justice Agencies II**

*Prerequisite:* CRJ 550

This course is a continuation of CRJ 550, which is a prerequisite. Offering further study of civil and administrative legal issues confronting today's law enforcement supervisors and managers, this course then addresses many of the criminal law issues that become have become problematic in today's society. Many factors, including unprecedented scrutiny, a litigious society, greater awareness of individual rights, greater assertiveness of employee rights, and global media coverage (including the Internet and instant electronic media) contribute to the need for enhanced legal knowledge on the part of law enforcement managers. This course will address these numerous and complex issues. Through lectures, class discussions, written projects, case presentations, and examinations, students will develop a better understanding of the legal environment in which modern law enforcement supervisors and managers must operate successfully.

### **CRJ 555 Information Resource Management for Criminal Justice Management**

This course includes techniques of data processing and information technology with emphasis upon their use and application to criminal justice information management. Most particularly, the curriculum will examine the changing technology and systems available to criminal justice agencies, especially those that enhance interagency communications and coordination.

### **CRJ 560 Public Policy Making in Criminal Justice**

This course is designed to increase the knowledge of the student about policy development in criminal justice. Of specific concern will be problem identification and the movement of an idea or issue into public policy, with special emphasis on the participants in the criminal justice policymaking process. Course content will include indicators of problems that cause concern in criminal justice and elevate that problem to such a level that public policymaking is required; strategic management of criminal justice policy; and the role of the criminal justice executive as an agent of change.

### **CRJ 565 Leadership Applications in Criminal Justice**

Contemporary literature holds that "managers do things right; leaders do the right thing." This course will offer an analysis of the most effective theories of organizational leadership, with a focus on their appropriate applications within criminal justice. Of critical importance will be the identification and discussion of those critical leadership skills necessary to advance a criminal justice agency.

### **CRJ 570 Future Studies in Criminal Justice**

Since Alvin Toffler's work in *Future Shock*, an increasing focus has been placed on "future studies," the analysis of trends and conditions affecting society or specific organizations. This course will examine the social, technological, economic, environmental, and political issues shaping Florida, its communities, and its criminal justice agencies now and in the future. A particular emphasis will be on preparing the student to anticipate and identify such future conditions, trends, and issues.



**CRJ 575 Contemporary Issues in Criminal Justice Administration**

This course will provide in-depth informational coverage regarding various current issues relevant to the administration of criminal justice. The focus will be on the application of this knowledge to both public policy making and the effective management of criminal justice organizations.

**CRJ 581 Impact of Terrorism on Homeland Security**

This course is an introduction to political terrorism, ranging from low-level acts of threats and acts of violence that may represent significant risk to human life and property to large-scale acts of violence using "weapons of mass destruction" that may have devastating, long-term effects.

**CRJ 582 Management of Critical Incident Operations**

This course will explore the role of various public safety personnel in managing disaster response operations. The nature of disaster, the complexities of disaster response operations, and the roles and responsibilities of various emergency management personnel will be examined. Students will gain an understanding of common post-disaster problems and how the emergency management community may overcome these challenges.

**CRJ 583 Risk Identification and Assessment**

The overall goal of this course is to contribute to the reduction of the growing toll (deaths and injuries, property loss, environmental degradation, etc.) of disasters in the United States by providing an understanding of a process (the hazards risk management process) that provides a framework that may be applied at all levels of communities and governments to identify, analyze, consider, implement, and monitor a wide range of measures that can contribute to their well-being.

**CRJ 584 Psychological Aspects of Critical Incidents**

This course is an examination of the psychological trauma that one experiences when involved in a catastrophic event. The learner will examine terrorism and natural and man-made disasters. The learner will also examine how the aforementioned catastrophic events cause psychological trauma, related psychological and physiological disorders, sense of community trauma and loss, and the impact of such incidents on the first responder. In addition, the course will examine preparedness and the role of the mental health profession, community response teams, peer support groups, Critical Incident Stress Management (CISM), and Posttraumatic Stress Disorder (PTSD). The study of this phenomenon by first responders and emergency managers is essential in understanding the impact of trauma and allows for the development of treatment strategies that can effectively combat the debilitating effects of catastrophic events.

**CRJ 500 Special Topics**

This course of instruction will focus on Special Topics that would be of educational interest for the Graduate Student within the Master of Science in Criminal Justice. Topics for this course will vary and, if popular, will be submitted as a permanent addition to the Master of Science in Criminal Justice Program.

**CRJ 590 Applied Project in Criminal Justice Administration**

*Prerequisites: CRJ 530, 550, 560, 565, and six electives*

This course is designed to be a capstone project in which the student will use all the skills, attitudes, and knowledge acquired from the program curriculum to address an important problem or launch a program initiative related to the administration of criminal justice. The objective of this course is primarily outcomes assessment for the Graduate Program. For successful completion of this course and the Master of Science in Criminal Justice Administration degree requirements, students must demonstrate both a mastery of the curriculum content and an articulated ability to apply what has been learned to professional endeavors. The curriculum guide to be developed for this course will contain a grading rubric to ensure systematic evaluations of students' levels of mastery.

# Graduate Education

## Course Descriptions

### **EDU 522 Cultural Diversity**

This course examines the nature of multicultural students. The program of study addresses the response of K-12 education to diversity issues and explores adaptive strategies, including ESOL, for the teacher or administrator, which foster student learning and development.

### **EDU 523 Introduction to Instructional Design**

An introduction to the systematic design of instruction. Topics include goal analysis, subordinate skills analysis, determining entry behaviors, contexts for learning, performance objectives, formative assessment, summative assessments and motivational activities.

### **EDU 524 Assessment and the ID Process**

An introduction to gathering and interpreting data applicable to various aspects of improving human performance for the purpose of making management and instructional decisions. Topics include training/learning needs assessments, and best practices for assessing knowledge, comprehension, and transfer of knowledge, in relation to workplace learning and how these relate to return on investment.

### **EDU 527 Adult Learning and Workplace Education**

This course is designed to give MS ID students an overview of andragogy (theories and principles of adult learning) with emphasis on how to apply these to education, training, and professional development in the workplace. Socratic teaching methods, case studies, group projects, simulations, and other learning processes will be used to increase students' ability to apply the principles in education and corporate settings to improve productivity.

### **EDU 528 Educational Governance and Professional Ethics**

This course provides students with knowledge of the organization and governance of American education. Included are the study of political systems and their impact on public schools; historical antecedents and their influence on democratic values; and the study of the major education philosophies and their impact on curriculum. Current education issues and trends are presented. The program of study examines the legal rights and responsibilities of students and teachers, with a focus on the professional code of ethics and the responsibilities of teachers.

### **EDU 530 Special Topics in Curriculum**

This course examines emerging, contemporary, and/or controversial curriculum topics or issues. The program of study is an intensive individual study in particular aspects of the school curriculum not covered in regular course offerings. Requests for enrollment must be made prior to registration in the form of a written proposal. Approval of faculty or Director of Graduate Studies required.

### **EDU 531 Specific Methods in Teaching Social Studies**

This course explores methods and problems in the teaching of social studies in 6-12 schools. Topics include the alignment of long- and short-term planning with state (e.g., Florida Sunshine State Standards) and national standards.

### **EDU 532 Instructional Strategies (3 credit hours)**

Applies learning theory to course development. Topics include the use of media for teaching/learning, active learning, instructional theories, and best practices for development of both synchronous and asynchronous courses.

### **EDU 533 Specific Methods in Teaching Mathematics**

This course explores methods and problems in the teaching mathematics in 6-12 schools. Topics include the alignment of long- and short-term planning with state (e.g., Florida Sunshine State Standards) and national standards.

### **EDU 535 Specific Methods in Teaching Science**

This course explores methods and problems in the teaching of science in 6-12 schools. Topics include the alignment of long- and short-term planning with state (e.g., Florida Sunshine State Standards) and national standards (e.g., biology, physics, chemistry). The subject specialization course is selected in advance of registration.

**EDU 537 Specific Methods in Teaching English**

This course explores methods and problems in the teaching of English in 6-12 schools. Topics include the alignment of long- and short-term planning with state (e.g., Florida Sunshine State Standards) and national standards.

**EDU 541 Production of Educational Media (3 credit hours)**

An introduction to the effective use of instructional media. Topics include planning for use of instructional media, graphics, audio and motion media, one-way and two-way communications, audio conferencing, videoconferencing, computers as tools for learning, and evaluating the effectiveness of instructional media.

**EDU 542 Methods in Instructional Technologies**

This course explores the theory, research, and practice required for the effective application of instructional technologies in the classroom. Computer hardware and software applications to classroom teaching are included.

**EDU 545 Education Management and Organization**

This course offers a broad and critical analysis of classroom management issues. The program of study explores major theories on understanding the management of student behavior, with an examination of effective classroom policies, rules, and procedures. Parental involvement and strategies for creating a positive learning environment to meet the needs of all students are addressed.

**EDU 546 Reading in the Content Area**

Students will examine current research and instructional approaches that focus on improving 6-12 student reading skills. The course is designed to address literacy issues in content area classrooms. 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 experiences may be required.

**EDU 547 Educational Assessment and Measurement**

This course introduces classical and modern measurement theory, practice, and the basics of applied statistics. The program of study examines the assessment of traditional classroom performance, including test construction and improvement. Standardized testing applications within the context of the classroom and school improvement are considered.

**EDU 550 Action Research in the Classroom**

*Prerequisite: 24 hours completed in program or permission of the Director*

*Corequisite: EDU 580*

Students will be exposed to processes/design and analyses associated with action research in the classroom. Students will design an action research proposal for implementation in the classroom. The research project must focus on improving scholastic outcomes for 6-12 students. This course is offered over two consecutive terms.

**EDU 552 Diffusion and Adoption of Innovations: Change Management**

The study of the diffusion and adoption of innovations including models of change, research-based practice, adaptation due to contextual constraints, and the challenges particular to the adoption of technology in educational settings. Topics include systems theory, models of change, and issues of implementation.

**EDU 562 ESOL 1: Applied Linguistics**

This course is designed to provide graduate students with an understanding of different cultures and their impact on instructional methods and assessment. It will also provide the theoretical underpinnings of second language acquisition and the practical applications in the classroom for meeting the academic and communication needs of English Language Learners. Field experience is required.

**EDU 563 ESOL 2: Methods of Teaching and Testing/Evaluation**

This course is designed to provide graduate students the theory and the necessary instructional methodologies to effectively meet the curricular needs of English Language Learners (ELLs) in the K-12 classroom. Reading and writing instruction, curriculum, testing, and evaluation as well as reading and writing in the content areas will be the emphasis of this course. Field experience is required.

**EDU 576 Applied Project in Instructional Design (3 credit hours)**

This course is designed to be a capstone project in which the student will use all the skills, attitudes, and knowledge acquired from the program curriculum to address an important problem or launch a program initiative related to the field of instruction design. The objective of this course is primarily outcomes assessment for the Graduate Program. For successful completion of this course and the Master of Science in Instructional Design degree requirements, students must demonstrate both a mastery of the curriculum content, and an articulated ability to apply what has been learned to professional endeavors. The curriculum guide to be developed for this course will contain a grading rubric to ensure systematic evaluation of students' levels of mastery.

**EDU 580 Internship**

*Prerequisite:* 24 hours completed in program or permission of the Director

*Corequisite:* EDU 550

The internship is a full-time practice teaching experience in the classroom, which is taken in one of the two final semesters under the supervision of a qualified teacher and a University supervisor. Students apply the knowledge and skills acquired in professional preparation. The program of study involves a time block coinciding with daily schedules of teachers, usually from 8:00 a.m. to 3:30 p.m. The course is available only to students who have applied and been approved for student teaching through the office of Graduate Studies in Education. This is a pass/fail course. This course is offered over two consecutive terms.

**EDU 600 Foundations in Reading**

This course provides the education major with the investigation of basic theories underlying traditional and recent approaches to the teaching of reading. It includes the study of the five essential components of the reading process: phonemic awareness, phonics, fluency, vocabulary development, and comprehension. This course also provides the opportunity to interpret informal reading inventories and other diagnostic measures used for assessing the major elements of reading growth of the five essential components of reading. Field experiences required.

**EDU 620 Special Education: An Introduction to Law, Ethics, Placement, and Diversity**

*Prerequisites:* Graduate standing

Laws governing special education, ethics, and diversity/overrepresentation, and federal classification categories and placement are targeted in this course. Additionally, general information regarding high- and low-incidence disabilities will be covered.

**EDU 621 Psychology of Learning**

This course provides an overview of the cognitive and social/emotional development of the child, young adult, and adult. The major focus of the course is a study of current psychological theories of learning, including motivation, cognitive processing, brain-based theories, and recent concepts of intelligence, and the role of the education leader in fostering student learning and effective teaching.

**EDU 622 Managing Classroom Diversity**

This course examines the nature and needs of special student populations, including multicultural and exceptional students; the response of K-12 education to these diversity issues; adaptive strategies for the teacher or administrator that foster the development and learning in each student; and the management of these adaptations in an inclusive classroom. Offered once every two years.

**EDU 623 Psychology of Reading**

*Prerequisites:* EDU 546, EDU 629, EDU 631, and EDU 641

This course will examine the psychological substructure of reading. The course will examine the movement from traditional views of reading based on behaviorism to an understanding of reading and readers based on cognitive psychology. The course will also cover various models of reading and literacy development as well theories underlying approaches to specific reading difficulties.

**EDU 627 Children's and Adolescents' Literature**

*Prerequisite:* Graduate standing

This course will provide an overview of children's and adolescents' literature for use in the K-12 reading program. Students will learn how to choose effective literature from various

genres and formats, including the use of literature to address the issue of diversity in the K-12 classroom. Additionally, strategies for the effective use of the literature will be presented and discussed.

### **EDU 629 Current Theory and Practice in Reading**

*Prerequisite: Graduate standing*

This course will provide an overview of children's and adolescents' literature for use in the K-12 reading program. Students will learn how to choose effective literature from various genres and formats, including the use of literature to address the issue of diversity in the K-12 classroom. Additionally, strategies for the effective use of the literature will be presented and discussed.

### **EDU 630 Quantitative Educational Assessment**

This course considers introductory classical and modern measurement theory and practice, applied descriptive and inferential statistics, classroom test construction, and improvement and standardized testing applications within the context of the classroom and school improvement.

### **EDU 631 Diagnosis and Assessment**

*Prerequisite: Graduate standing*

This course focuses on diagnostic measures used to assess children's literacy. In this course, students will have the opportunity to administer and interpret both formal and informal assessments using a broad array of methods current in the field of education. Students will also be expected to demonstrate knowledge of the various causes of literacy problems with today's children.

### **EDU 632 Research Methods**

The purpose and role of educational research in informing educational policy and decision making are studied. The research process, sampling strategies, and threats and controls to research design integrity are considered. Designs studied are non-experimental; pre-, true-, and quasi-experimental; single subject; and qualitative.

### **EDU 633 Theories for SLD/EH**

*Prerequisites: EDU 620*

This course focuses on etiology, theory, and intervention for students with specific learning disabilities and emotional disturbance. Attention is placed on theoretical implications for the educational planning, instructional management and delivery of educational services in K-12 settings.

### **EDU 634 Theories for MR/DD/PI**

*Prerequisites: EDU 620*

This course focuses on etiology, theory, and intervention for students who are cognitively impaired, developmentally delayed, and/or physically impaired. Special attention is placed on theoretical advances in the treatment, prevention, and remediation of organic impairments in the K-12 setting, including assistive technology and adaptive curricula.

### **EDU 637-639 Curriculum and Program Design, Management, and Evaluation in the (Elementary, Middle, or Secondary) School**

Curriculum design history, philosophy, and models are studied and contrasted. Socio-political forces that impact curricular implementation, management, and evaluation are considered, as are curricular program evaluation models. The administrator's role in managing and evaluating co-curricular programs is investigated.

### **EDU 640 Managing Students with Exceptionality**

*Prerequisites: EDU 620*

This course examines the theories of behavior management in exceptional student education, with a focus on positive behavioral support. Students learn how to apply behavior management principles in the K-12 exceptional education classroom, to collect and analyze data, and to select appropriate interventions.

### **EDU 641 Remediation and Correction**

*Prerequisite: Graduate standing*

This course focuses on providing teachers with concrete methods for locating and correcting reading difficulties. Emphasis is also placed on the use of strategic approaches to the teaching of reading.

### **EDU 642-644 Instructional Leadership in the (Elementary, Middle, or Secondary) School**

*Prerequisites: Second-year graduate student or Director's permission*

Current models of instruction are studied and contrasted, as are technological applications for improving instruction and learning. The relationship between defined goals and specific outcomes and deep student learning are investigated as are best practices respecting alternative assessment and grading practices. In addition to studying accountability reporting systems, the students analyze accountability data and frame plans for improvement.

### **EDU 645 Current Methods and Strategies for Teaching Language Arts**

*Prerequisite: EDU 546, EDU 629, EDU 631, and EDU 641 or permission of the Director*

This course emphasizes the blend of theory and current best practices in teaching the language arts. Students will learn how to effectively implement a dynamic language arts program by analyzing the various methods and movements prevalent in the field today.

### **EDU 646 Assessment for ESE: Evaluation, Interpretation, and Placement**

*Prerequisites: EDU 633 and EDU 634*

The course examines the purposes, legal requirements, and ethics of assessment. Selecting, interpreting, analyzing, and applying the results of formal and informal assessments for students with exceptionality will be covered.

### **EDU 650 Education System Organization and Leadership**

The historical development of American public and private education organization is examined. Recent organizational models, policy issues, and organizational development, planning and policy-making are studied from both a systems and continuous quality improvement perspective.

### **EDU 651 Communication Skills and Technology for Education Leaders**

This course explores the theory, research, and practice required for effective application of verbal and written communication, mediation and conflict resolution skills needed by educational leaders in their many roles. Computer hardware and software applications to educational leadership and effective communication are included.

### **EDU 652 Education Law and Ethics**

This course examines public and private school law as it affects teachers' rights and legal responsibilities to students, including an examination of students' legal rights and the ethical parameters of education leadership. Applicable state, federal, and case law affecting school and school district management is reviewed.

### **EDU 653 Collaborating in Inclusive Settings: Positive Interactions with Teachers and Parents**

*Prerequisites: EDU 633 and EDU 634*

Learning positive patterns of interaction in collaborative settings including families, teachers, paraprofessionals, and other service providers is the focus of this course. The roles and responsibilities of IEP/staffing team members will be studied, as will roles and responsibilities of the ESE teacher in inclusive and consultative settings.

### **EDU 654 Educational Finance and Budgeting Technology**

*Prerequisites: Second year graduate student or Director's permission*

The historical and current financial organization and financing of public and private education in the United States is examined. Applicable Florida state public education finance law is reviewed. Fund accounting and performance based budgeting are studied using standard spreadsheet software.

### **EDU 655 Human Resource Management in Education**

*Prerequisites: Second year graduate student or director's permission*

Examined are state, federal, and case laws pertaining to human resource management in education. Also considered are instructional and clinical supervision and educational human resource management models, theories, and practices.

### **EDU 656 Transition Planning for Students with Exceptionality**

*Prerequisites: EDU 633 and EDU 634*

This course explores the process through which students with exceptionality make the transition from school to adult life. The stages of career development, domains of transition planning, family and community roles in transition, and transition IEPs are discussed.

### **EDU 657 The Principalship**

*Prerequisites:* Second year graduate student or Director's permission

This course presents a detailed examination of leadership and management theories and research as applied to the principalship in public and private education. Specifically considered are the skills required of the principal to effectively function as the school's administrative and instructional leader in strategic planning, marketing, and ensuring school safety. The Florida education leadership certification examination and process is discussed.

### **EDU 658 Development and Administration of Reading Programs**

*Prerequisites:* EDU 546, EDU 629, EDU 631, and EDU 641 or permission of the Director

This course focuses on the planning and coordination of school-based/system-based reading programs from a supervisory perspective. Students will design a sample program that could be implemented in a K-12 school setting.

### **EDU 670 Applied Instructional Leadership Research**

Students electing to conduct applied education leadership may enroll in this course after completing 24 hours of graduate level coursework or with director's permission, and have the agreement of supervision from a graduate faculty consultant. Credit varies between three and six hours. Grade is pass/fail. Offered every semester.

### **EDU 671 Research in Education**

*Prerequisites:* Completion of 24-credit hours or more of graduate credit or permission from the Office of Graduate Studies in Education; EDU 632

This course allows students to engage in a research project within their professional area. Under the supervision of a faculty mentor, students will select an area of interest and design and complete a graduate-level project geared toward developing in-depth understanding of the selected topic. Typical projects can be research papers or applied projects within a selected school. This is a pass/fail course that may require some field work.

### **EDU 672 Instructional Design for ESE**

*Prerequisites:* EDU 651, EDU 653, and EDU 656

*Corequisite:* EDU 674

Adapting curricula to meet the needs of exceptional learners, analyzing activities to determine accommodations and modifications, and writing the IEP are examined in this course. Students will learn how to select instructional practices appropriate for exceptional learners and to incorporate a variety of techniques including direct instruction, cooperative learning, and problem-based learning. This course is offered across two consecutive terms and must be taken concurrently with EDU 674.

### **EDU 673 Supervised Practicum in Reading**

*Prerequisite:* EDU 546, EDU 629, EDU 631, and EDU 641 or permission of the Director

This course requires the graduate student to work with several K-12 students in a classroom setting—diagnosing, prescribing, and implementing a reading plan for improvement. Students will apply 'best practices' in reading instruction based upon concepts and research acquired in the prerequisite courses in the Reading Program.

### **EDU 674 Practicum in ESE: Action Research in the Classroom**

*Prerequisites:* EDU 651, EDU 653, and EDU 656

*Corequisite:* EDU 672

Exceptional education students are required to complete a supervised practicum in a pre-K-12 classroom that serves the needs of students with exceptionality. This practicum may be completed in an inclusive or a self-contained environment. During this practicum, students are expected to complete an action research project that has been approved by the university supervisor. This project must focus on improving outcomes for students with exceptionality. Grading is pass/fail. This course is offered across two consecutive terms and must be taken concurrently with EDU 672.

### **EDU 675 Supervised Practicum in Educational Leadership**

*Prerequisites:* Twenty-four semester hours completed or Director's permission

Educational leadership students are required to complete an administrative practicum of at least 120 clock hours. The student is responsible for arranging for his or her own practicum setting and preceptor, and must satisfy all practicum setting requirements. Grading is pass/fail. Credit varies between three and six hours. Offered every semester.

**EDU 680 Special Topics in Instructional Leadership**

This course examines emerging and or controversial issues in education, education leadership, or within the community. Enrollment is by permission of the instructor. Credit varies between one and six hours. Grading is pass/fail. Offered every semester.

**EDU 681 Special Topics in Education**

Credit varies between one and six credits. Grading is pass/fail. Enrollment is by permission of Director.

## **Graduate Counseling Psychology**

### **Course Descriptions**

**PSY 620 Theories of Personality**

Major approaches to understanding personality. Emphasis is on applied aspects of personality theory and behavior change. Attitudes and behavior based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status, and intellectual ability will be explored. Includes major personality assessment instruments.

**PSY 622 Advanced Psychopathology**

Current and historical perspectives of psychopathology. Emphasis is on DSM diagnostic criteria.

**PSY 624 Human Growth and Development**

Theories of individual and family development and theories of learning and personality development are studied. Students also learn strategies for facilitating development across the lifespan. Multicultural and pluralistic trends including the characteristics and concerns of diverse groups are covered.

**PSY 632 Individual Evaluation and Assessment I**

*Prerequisites: Undergraduate course in statistics and permission of MCP Director*

This course introduces students to the principles, applications, and issues concerning psychological assessment. Students will explore the basic principles underlying test construction and standardization as well as review the most commonly used measures of ability, personality, mental health, achievement, and occupational preference.

**PSY 633 Individual Evaluation and Assessment II**

*Prerequisite: PSY 632*

The second course in assessment and evaluation will provide students a limited supervised exposure to the actual administration, scoring, and interpretation of some of the basic measures of intellectual assessment, personality, achievement, and occupational preference. Building on the concepts learned in the first assessment course, students will have the opportunity to administer, score, and interpret several psychological tests and then use the test data to develop psychological reports. The focus of the course is on individual and group intellectual assessment.

**PSY 640 Research and Program Evaluation**

*Prerequisites: Undergraduate statistics and methodology course or consent of instructor*

Research methods including quantitative and qualitative designs, parametric and non-parametric statistics, needs assessment, and program evaluation and use of SPSS for data analysis are covered.

**PSY 655 Social and Cultural Foundations of Behavior**

This course explores social and cultural issues related to psychology and counseling. Attention is given to minority issues and cultural diversity, a key component of which is developing one's understanding of his or her own cultural development and how this may influence perceptions regarding interactions in the counseling process. Readings and class activities will help foster students' understanding of conceptual and professional issues in the counseling process, explore how cultural influences may impact research and counseling, address issues related to specific cultural and minority groups, and allow students to develop strategies for applying their knowledge within the context of counseling.



**PSY 675 Practicum in Counseling**

*Prerequisites:* PSY 622, PSY 632, PSY 722, PSY 723, PSY 740, and good standing in the MCP

This course introduces the students to the applied practice of counseling psychology. Students will spend eight hours per week during the 8-week summer term at a community agency working with clients and staff at the facility. Students will meet on campus once a week for a four-hour seminar to discuss professional issues related to the practice of counseling psychology as well as to receive group supervision related to the practicum site.

**PSY 722 Systems of Psychotherapy and Counseling**

*Prerequisite:* Concurrent registration in PSY 723

Seminar on theories and techniques currently used for understanding and effecting behavior change. Although students will be exposed to a variety of systems, the emphasis is on empirically supported techniques. Both counselor and client characteristics which influence the helping process are examined. Individual, family, and group strategies with diverse populations are presented.

**PSY 723 Systems of Psychotherapy and Counseling: Lab**

*Prerequisite:* Concurrent registration in PSY 722

This lab will allow students to practice their basic interviewing, assessment, and counseling skills. Instruction will include individual and group feedback of videotaped sessions.

**PSY 740 Group Theory and Practice**

*Prerequisite:* PSY 722

Group development, dynamics, counseling theories, and intervention strategies using several different theoretical orientations are presented. Task groups, prevention groups, support groups, and therapy groups are explored.

**PSY 750 Human Sexuality Theory and Counseling**

Areas covered include human sexuality, issues and/or problems, their impact on family functioning, and the diagnosis and treatment of sexual dysfunctions and sexual disorders.

**PSY 760 Career and Lifestyle Counseling: Theory**

*Prerequisite:* PSY 632

The current approaches to career development theories and decision-making models, career development planning and placement, career counseling, and assessment instruments and techniques are explored.

**PSY 785 Community Counseling and Mental Health/PSY 786 Principles and Practices of Guidance Counseling**

Issues unique to community counseling are studied, 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 790 Substance Abuse Treatment**

Theories on the development and treatment of addictive behaviors. Intervention strategies for substance abuse prevention, treatment, and relapse prevention will be emphasized.

**PSY 792 Psychopharmacology**

The commonly prescribed psychopharmacological medications are covered, including classifications, indications and contraindications, effects and side effects.

**PSY 798 Counseling Internship I/PSY 795 School Counseling Internship I**

*Prerequisites:* PSY 675, MA candidacy in Counseling Psychology, and consent of program director  
Supervised experience in psychological interviewing, assessment, and counseling with exposure to the duties of a Licensed Mental Health Counselor. Students will meet for individualized and group supervision with the Internship instructor. Students must complete 32 hours a week for a total of 500 hours.

**PSY 799 Counseling Internship II/PSY 796 School Counseling Internship II**

*Prerequisites:* PSY 798, MA candidacy in Counseling Psychology, and consent of program director

**Note:** Students **must** be available for placement in a counseling setting for the Counseling Internship. Students must complete a total of 1,000 hours in practicum and internship experience.

## **PSY 821 Seminar in Ethics, Legal and Professional Issues in Psychology**

*Prerequisites: MA candidacy in Counseling Psychology and consent of program director*

Treatment of ethical, legal, and professional issues related to the practice of counseling psychology and mental health counseling.

## **Graduate Pastoral Studies**

### **Course Descriptions**

#### **REL 501 Hebrew Scriptures: History and Theology**

This course is a critical introduction to the history of ancient Israel through a literary-historical analysis of the biblical text, including a more focused study of key books, passages, and theological themes (e.g., covenant and prophecy). The course provides the students with adequate tools to pursue further study of the Hebrew Scriptures.

#### **REL 502 Christian Scriptures: History and Theology**

This is a critical introduction to the history and theology of the New Testament, including employment of contemporary tools of interpretation.

#### **REL 510 Theological Foundations I**

This is an inquiry into theological method, theological anthropology, sin, grace, faith, revelation, God, Christ, and Trinity.

#### **REL 511 Theological Foundations II**

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 513 Worship, Sacraments, and Liturgy: Theology and Praxis**

This course continues the Christian ecclesial and personal understanding regarding worship, ritual, and sacraments. The praxis includes preparing and perhaps leading sacramental and ritual celebrations.

#### **REL 521 Christian Ethics I: Foundations**

This introduction to moral theology explores the basic principles and methods that will enable individuals to assess moral arguments and to give a credible theological defense of one's position on current moral issues. Christian ethics lays the foundations for discerning and living Christian life.

#### **REL 522 Christian Ethics II: Social Justice and Public Ethics**

This course explores the Catholic social teaching and social justice issues in business and politics. This course explores the great Catholic social teaching beginning with the papal encyclicals and then the letters of the American Bishops on peace, the economy, capital punishment, etc. (Students may substitute REL 523 for this course with permission of the director.)

#### **REL 550 History of Christianity**

This is an inquiry into theological, spiritual, and institutional history of Christianity from the time of Jesus until the present.

#### **REL 570 Christian Spirituality: History and Praxis**

The Catholic Church has a rich tradition of saints, heroes, and religious families who model how to live fully the Christian faith. This course will explore both the history and the theology of some of the great movements and schools, including Benedictine tradition as well as contemporary spiritual expressions.

#### **REL 580 Theology and Spirituality of Ministry**

This capstone 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 spirituality of the minister. This course will include reflection on the student's ministry experience.

## **Electives**

### **REL 523 Christian Ethics III: Medical-Moral Issues**

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 555 American Catholicism: Theology, Spirituality, Culture, and History**

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 and misunderstandings to faith in the American Catholic context.

### **REL 560 Cyberculture: New Challenges for Pastoral Ministry**

This course explores major themes of communication theology in today's cyberculture. 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/discernment 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 cyberculture.

### **REL 568 Catechesis/Religious Ed: Theory and Practice**

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 582 Finding God in All Things: The Apostolic and World-Embracing Spirituality of Ignatius Loyola**

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. Ignatian spirituality is a "the mysticism of everyday life." (There will be opportunities outside of this course to make the Spiritual Exercises in everyday life.)

### **REL 587 Spiritual Direction**

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," and 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 589 World Religions**

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 599 Youth Ministry**

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.

### **REL 601 Management/Human Resources for Ministry**

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 700 Special Topics**

This is a course in a particular theological or pastoral area.

# Notes

# Notes

# 7: Administration and Faculty

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Dade City, FL  
Wesley Chapel, FL  
Orlando, FL  
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Vice President for Enrollment  
Assistant Vice President of Enrollment

Gary G. Bracken  
TBA

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Director of Marketing  
Assistant Vice President of Undergraduate Admission  
Associate Director—Admission (NY/NJ)  
Associate Director—Admission  
Associate Director—Admission  
Senior Assistant Director  
Assistant Director  
Assistant Director  
Assistant Director  
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Assistant Director

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TBA  
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## **Student Financial Services**

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Associate Vice President for Academic Affairs/  
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Institutional Research  
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Director, Academic Administration  
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Director, Graduate Studies in Education  
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Sports Information Director  
Assistant Athletic Director/Compliance  
Faculty Athletic Representative  
Baseball Head Coach  
Basketball Head Coach (Men)  
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Soccer Head Coach (Men)  
Soccer Head Coach (Women)  
Tennis Head Coach (Men and Women)  
Volleyball Head Coach (Women)  
Trainer, N.A.T.A.  
Golf Head Coach (Women)  
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Distinguished Visiting Professor of Religion and Judaica Rabbi A. James Rudin

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Matthew Hollern

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Academic Advisor

Jennifer Hawley

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Director, Health Services	Melody Johnson
Director, Recreation	Suzanne Hollis
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Director, Sodexo—Food Services	Richard Vogel
Director, Student Involvement	Ana DiDonato
Associate Director, Counseling and Career Services	Kim Edwards
Associate Director, Counseling and Career Services	Tricia Thibodeau
Assistant Director, Career Services for Internships	Benet Bondi
Assistant Director, International Student Services	Paige Ramsey-Hamacher
Assistant Director, Residence Life	Jennifer Mitchin
Assistant Director, Residence Life	K'Charis Drewery
Assistant Director, Student Involvement	Jennifer Garcia
Assistant Director, Student Involvement	TBA

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Director, Major Gifts	Dawn Parisi
Director, Public Relations	Susan Shoulet
Associate Director, Annual Giving	Gwen Godfrey
Assistant Director, Alumni Relations	TBA

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#### Dirk R. Budd

B.A., Lafayette College; M.A., Columbia University; Ph.D., University of Pennsylvania

#### Frederick W. Colby

A.A., Pasco-Hernando Community College; B.A., Saint Leo College; M.P.A. University of South Florida

#### David G. Cuppett

C.P.A., Assistant Professor of Business Administration (MacDill Center); B.S., West Virginia University; M.B.A., University of Utah

#### George M. Dooris

B.S., St. Peter's College; M.S., Seton Hall University; Ph.D., University of Georgia

#### Lucille A. Fuchs

B.S., University of Dayton; M.A., Ohio State University; M.S., Florida State University; Ph.D., University of South Florida

**John E. Higgins**

B.A., M.A., Morehead State College

**Norman D. Kaye**

B.S., M.S., Northern Illinois University

**Frances Martin**

A.B., Webster College; M.A., University of Notre Dame; M.A., New York University; M.S.S.W., University of Tennessee

**Walter P. Poznar**

B.A., M.A., New York University; Ph.D., Indiana University

**Henry J. Purchase**

B.S., Cornell University; M.Ed., University of New Hampshire

**Roger L. Smith**

A.B., Columbia College; M.S., Columbia Engineering School; Ph.D., Columbia University

**Sara A. Thrash**

B.A., Carson Newman College; M.A., University of South Florida; Ed.S., University of Florida; Ph.D., Brunel 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

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### **Full-Time Faculty**

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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

**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

**Thomas P. Arnold—Associate Professor of Biology; Chair, Department of Mathematics & Science**

B.S., University of Florida; Ph.D., University of South Florida

**Stephen L. Baglione—Professor of Marketing; Chair, Department of Business Administration**

B.A., Queens College; M.A., Ph.D., University of South Carolina

**Balbir Singh Bal—Professor of Computer Information Systems; Chair, Department of Computer and Accounting Systems**

B.Sc., Punjab Agricultural University, Ludhiana, Punjab, India; Post Graduate Diploma, M.Sc., University of Wales, Swansea, U.K.; Ph.D., University of Aston, Birmingham, U.K.

**Frank J. Barthel—Instructor of Mathematics**

B.S., M.Ed., Edinboro State University

**Linda Bergen-Losee—Laboratory Director and Instructor of Biology, Ambassador Program Coordinator**

B.A., M.A., University of South Florida, Tampa

**Shawn Bingham—Assistant Professor of Sociology; Chair, Department of Social Sciences**

B.A., Flagler College; M.A., University of Maryland; Ph.D., American University

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B.S., M.S., Ph.D., Iowa State University

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B.B.A., M.A., Florida Atlantic University; Ph.D., Southern Illinois University Carbondale

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B.A., Northwestern University; M.S., Ph.D., Rutgers University

**Karen M. Bryant—Instructor of Fine Arts**

B.A., University of West Florida; M.A., Indiana State University

**Barbara J. Caldwell—Instructor of Economics**

B.S.I.E., Georgia Institute of Technology; M.A., M.B.A., University of South Florida

**Annie Clement—Professor of Sport Management**

B.S., M.A., University of Minnesota; J.D., Cleveland State University; Ph.D., University of Iowa

**Laurel G. Cobb—Associate Professor of Accounting**

B.A., University of Florida; C.P.A.; M.Acc.; Ph.D., University of South Florida

**Jose E. Coll—Instructor of Social Work**

B.S.W., Saint Leo University; M.S.W., University of Central Florida

**Michael Cooper—Assistant Professor of Religion**

A.B., Loyola University of Chicago; M.A., Fordham University; M.Div., Jesuit School of Theology of Chicago, S.T.D., Institut Catholique de Paris

**Christopher Cronin—Professor of Psychology**

B.S., University of Wisconsin; M.A., Ph.D., University of Delaware

**Thomas J. Crosby—Head Tennis Coach; Associate Professor of Physical Education**

B.A., Saint Leo College; M.Ed., University of Southern Mississippi

**Terry A. Danner—Professor of Criminal Justice;**

B.A., M.A.T., M.A., University of South Florida; Ph.D., University of Florida

**Christine T. Dedowitz-Gordon—Assistant Professor of Health Care Administration.**

B.S., National Louis University; M.S., National College of Education; Ph.D., Old Dominion University

**Robert J. Diemer—Associate Professor of Criminal Justice; Director, Graduate Criminal Justice**

B.A., Saint Leo University; M.Ed., National Louis University; Ph.D., The Union Institute

**William T. Ditewig—Associate Professor of Religion**

B.A., Saint Ambrose College; M.A. Defense Language Institutes of California and Virginia; M.A., Pepperdine University; M.A., Saint Mary of the Woods College; Ph.D., The Catholic University of America

**Patrick Draves—Assistant Professor of Psychology**

B.A., Michigan State University; M.A., Ph.D., University of South Florida

**Iain Duffy—Assistant Professor of Biology**

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Saint Leo, FL 33574-6665

Saint Francis Hall

Telephone: 352/588-8857

Fax: 352/588-8249

E-mail: resume@saintleo.edu

**Library Services**

MC 2128

P.O. Box 6665

Saint Leo, FL 33574-6665

Cannon Memorial Library

Telephone: 352/588-8258

Fax: 352/588-8484

E-mail: refdesk@saintleo.edu

**Military Science/ Army ROTC**

MC 2067

P.O. Box 6665

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Telephone: 352/588-8487

**President**

MC 2187  
P.O. Box 6665  
Saint Leo, FL 33574-6665  
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**Public Relations**

MC 2266  
P.O. Box 6665  
Saint Leo, FL 33574  
Saint Francis Hall  
Telephone: 352/588-8572  
E-mail: susan.shoulet@saintleo.edu

**Recreation**

MC 2215  
P.O. Box 6665  
Saint Leo, FL 33574-6665  
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Telephone: 352/588-8358  
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E-mail: suzanne.hollis@saintleo.edu

**Registrar**

MC 2278  
P.O. Box 6665  
Saint Leo, FL 33574-6665  
Telephone: 352/588-8460  
Fax: 352/588-8656  
E-mail: karen.hatfield@saintleo.edu

**Residence Life/Housing**

MC 2068  
P.O. Box 6665  
Saint Leo, FL 33574-6665  
deChantal Hall  
Telephone: 352/588-8268  
Fax: 352/588-8329  
E-mail: linda.dye@saintleo.edu

**School of Arts and Sciences**

MC 2127  
P.O. Box 6665  
Saint Leo, FL 33574-6665  
Saint Edward Hall  
Telephone: 352/588-8294  
Fax: 352/588-8300  
E-mail: penny.freeman@saintleo.edu

**School of Business**

MC 2067

P.O. Box 6665

Saint Leo, FL 33574-6665

Saint Edward Hall

Telephone: 352/588-8599

Fax: 352/588-8912

E-mail: josephine.passaro@saintleo.edu

**School of Education and Social Services**

MC 2067

P.O. Box 6665

Saint Leo, FL 33574-6665

Saint Edward Hall

Telephone: 352/588-8487

Fax: 352/588-8289

E-mail: yvonne.miller@saintleo.edu

**Sport Business**

MC 2067

P.O. Box 6665

Saint Leo, FL 33574-6665

Saint Edward Hall 201

Telephone: 352/588-8582

Fax: 352/588-8912

**Student Financial Services**

MC 2228

P.O. Box 6665

Saint Leo, FL 33574-6665

Saint Edward Hall

Telephone: 800/240-7658

Fax: 352/588-8403

E-mail: finaid@saintleo.edu

**Student Government Union**

MC 2336

P.O. Box 6665

Saint Leo, FL 33574-6665

deChantal Hall

Telephone: 352/588-8844, 352/588-8490

Fax: 352/588-8359

**Student Involvement**

MC 2323

P.O. Box 6665

Saint Leo, FL 33574-6665

deChantal Hall

Telephone: 352/588-8490

Fax: 352/588-8329

E-mail: ana.didonato@saintleo.edu

**Student Services, Assistant Vice President for Student Affairs**

MC 2156

P.O. Box 6665

Saint Leo, FL 33574-6665

deChantal Hall

Telephone: 352/588-8992

Fax: 352/588-8329

**University Advancement, Vice President for University Advancement**

MC 2227

P.O. Box 6665

Saint Leo, FL 33574-6665

Saint Francis Hall

Telephone: 352/588-8250

Fax: 352/588-8248

**University Ministry**

MC 2186

P.O. Box 6665

Saint Leo, FL 33574-6665

Telephone: 352/588-8331

E-mail: [magda.robles@saintleo.edu](mailto:magda.robles@saintleo.edu)

**Veterans Certifying Official (University Campus)**

MC 2278

P.O. Box 6665

Saint Leo, FL 33574-6665

Saint Edward Hall

Telephone: 352/588-8-980

Veteran students at regional continuing education centers should contact the VA Certifying Official at their appropriate center.

## **CONTINUING EDUCATION CENTERS**

**Center for Online Learning**

MC 2260

P.O. Box 6665

Saint Leo, FL 33574-6665

Telephone: 877/856-2144 or 352/588-7338

Fax: 352/588-4793

Website: [www.saintleo.edu/col](http://www.saintleo.edu/col)

**Distance Learning Program**

Saint Leo University

32223 Michigan Avenue

San Antonio, FL 33576

Telephone: 352/588-7580

Toll Free: 866/758-3571

Fax: 352/588-8196

E-mail: [dl@saintleo.edu](mailto:dl@saintleo.edu)

## **Florida Region**

### *Avon Park Office, Florida*

Saint Leo University

South Florida Community College Highlands Campus

600 West College Drive

Avon Park, FL 33825

Telephone 813/486-1313

E-mail: kenneth.gonzalez@saintleo.edu

### *Brooksville Office, Florida*

Saint Leo University

PHCC North Campus

11415 Ponce de Leon

Brooksville, FL 34601

Telephone 352/467-9468

E-mail: brooksville@saintleo.edu

### *Gainesville Center, Florida*

Saint Leo University

3000 Northwest 83 St., Bldg. R, Rm. 227

Gainesville, FL 32606

Telephone: 352/395-5926

Fax: 352/395-5811

E-mail: gainesville@saintleo.edu

### *Lake City Center, Florida*

Saint Leo University

149 SE College Place

Lake City, FL 32025-8703

Telephone: 386/752-6866

Fax: 386/752-6776

E-mail: lakecity@saintleo.edu

### *Lake-Sumter Office, Florida*

Saint Leo University

9501 U.S. Highway 441

Leesburg, FL 34478

Telephone: 352/787-3260

Fax: 352/787-3271

### *MacDill Center, Florida*

Saint Leo University

P.O. Box 6063

8102 Condor St, Suite 116

MacDill AFB, FL 33621-5408

Telephone: 813/840-0259

Fax: 813/840-2979

E-mail: macdill@saintleo.edu

### *Madison Office, Florida*

Saint Leo University

325 NW Turner Davis Drive

Madison, FL 32340

Telephone: 850/973-3356

E-mail: madison@saintleo.edu

*Ocala Center, Florida*  
Saint Leo University  
3001 SW College Road  
Building 41  
Ocala, FL 34474  
Telephone: 352/291-4457  
Fax: 352/873-5872  
E-mail: ocala@saintleo.edu

*Mayport Office, Florida*  
Saint Leo University  
Bldg. 460, Box 20015  
Mayport, FL 32228  
Telephone: 904/249-0911  
Fax: 904/249-0895  
E-mail: mayport@saintleo.edu

*North-East Florida Center*  
Saint Leo University  
5001 Saint Johns Ave, Box 28  
Palatka, FL 32177  
Telephone: 386/325-1477  
Fax: 386/325-6522  
E-mail: NEFL@saintleo.edu

*Orange Park Office, Florida*  
Saint Leo University  
283 College Drive, A-24  
Orange Park, FL 32065  
Telephone: 904/272-8700  
Fax: 904/272-1477  
E-mail: NEFL@saintleo.edu

*Saint Augustine Office, Florida*  
Saint Leo University  
2990 College Drive  
Saint Augustine, FL 32095  
Telephone: 904/824-7030  
Fax: 904/824-7015  
E-mail: NEFL@saintleo.edu

*St. Petersburg Office, Florida*  
Saint Leo University  
St. Petersburg College Seminole Campus  
9200 113th Street North  
Seminole, FL 33772  
Telephone 352/467-9468  
E-mail: saintpetersburg@saintleo.edu

*Tallahassee Office, Florida*  
Saint Leo University  
Tallahassee Community College  
EWD Building—Suite 237  
444 Appleyard Drive  
Tallahassee, FL 32304  
Telephone 850/201-8655  
E-mail: [tallahassee@saintleo.edu](mailto:tallahassee@saintleo.edu)

*Weekend and Evening Programs, University Campus, Florida*  
Saint Leo University  
Admission MC 2248  
P.O. Box 6665  
Saint Leo, FL 33574-6665  
Admissions: 352/588-8236  
E-mail: [weadmissions@saintleo.edu](mailto:weadmissions@saintleo.edu)

*Weekend and Evening Programs Academic Office*  
Saint Leo University  
MC 2249  
P.O. Box 6665  
Saint Leo, Florida 33574-6665  
Academics: 352/588-8879

### **Central Region**

*Atlanta—Fort McPherson and Dobbins AFB Center, Georgia*  
Saint Leo University  
1316 Troop Row SW  
Fort McPherson, GA 30330  
Phone: 404/758-3255  
Dobbins AFB: 770/425-5031  
Fax: 404/752-6181  
E-mail: [atlanta@saintleo.edu](mailto:atlanta@saintleo.edu)

*Gwinnett Office, Atlanta*  
Saint Leo University  
3555 Koger Blvd.  
Suite 105  
Duluth, GA 30096  
Telephone: 678/380-4005  
Fax: 678/380-4010  
E-mail: [gwinnett@saintleo.edu](mailto:gwinnett@saintleo.edu)

*Ingleside Center, Texas*  
Saint Leo University  
Naval Station Ingleside  
Building 101  
Ingleside, TX 78362-5033  
Telephone: 361/776-2808/6414  
Fax: 361/776-2375  
E-mail: [ingleside@saintleo.edu](mailto:ingleside@saintleo.edu)

*NAS Corpus Christi Office, Texas*  
Saint Leo University  
Naval Air Station Corpus Christi  
Building 1731, Room 206  
Corpus Christi, TX 78419-5000  
Telephone: 361/937-1452  
Fax: 361/937-1552  
E-mail: ingleside@saintleo.edu

*Savannah Center, Georgia*  
Saint Leo University  
P.O. Box 15547  
6502 Seawright Drive  
Savannah, GA 31416  
Phone: 912/352-8331  
Fax: 912/353-9937  
E-mail: savannah@saintleo.edu

*Shaw Center, South Carolina*  
Saint Leo University  
Building 501  
398 Shaw Drive, Room 116  
20 MSS/DPE  
Shaw AFB, SC 29152  
Phone: 803/666-3221 or  
803/666-3205  
Fax: 803/666-2446  
E-mail: shaw@saintleo.edu

### **Virginia Region**

*Chesapeake Dominion Boulevard Office, Virginia*  
Saint Leo University  
209A Dominion Boulevard Office  
Eure Building  
Chesapeake, VA 23322  
Telephone: 757/382-7458  
Fax 757/382-7499  
E-mail: southhamptonroads@saintleo.edu

*Fort Eustis Center, Virginia*  
Saint Leo University  
US Army Education Center  
1500 Madison Avenue  
P.O. Box 4326  
Fort Eustis, VA 23604  
Telephone: 757/887-1166/0655  
Fax: 757/887-0562  
E-mail: forteustis@saintleo.edu



*Fort Lee Center, Virginia*  
Saint Leo University  
961 Bishop Loop Rd., Bldg 8035  
P.O. Box 5220  
Fort Lee, VA 23801  
Telephone: 804/861-9634/8039  
Fax: 804/861-1816  
E-mail: [fortlee@saintleo.edu](mailto:fortlee@saintleo.edu)

*Key West Center, Florida*  
Saint Leo University  
P.O. Box 9033  
Building A1, Trailer #5  
Ticonderoga Avenue  
NAS Key West, FL 33040  
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Fax: 305/296-7296  
E-mail: [keywest@saintleo.edu](mailto:keywest@saintleo.edu)

*Langley Center, Virginia*  
Saint Leo University  
P.O. Box 65519  
450 Weyland Road, Bldg. 1027  
Langley AFB, VA 23665  
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Fax: 757/766-3049  
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*San Diego Office, California (including NAS North Island, Marine Corps Air Station Miramar, and Naval Base San Diego)*  
Saint Leo University  
San Diego Naval Station P.O. Box 368009-PMB 166-F  
San Diego, CA 9213592136-8009  
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E-mail: [sandiego@saintleo.edu](mailto:sandiego@saintleo.edu)

*South Hampton Roads Center, Virginia*  
*Naval Amphibious Base Little Creek Office*  
Saint Leo University  
1481 D Street  
Bldg 3016  
Naval Amphibious Base  
Norfolk, VA 23521-2498  
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Fax: 757/464-3472  
E-mail: [southhamptonroads@saintleo.edu](mailto:southhamptonroads@saintleo.edu)

*Naval Air Station Oceana Office*  
Saint Leo University  
902 E Avenue, Bldg. 531, Rm 105  
Virginia Beach, VA 23460-5120  
Telephone: 757/428-8395  
Fax: 757/428-8587  
E-mail: [southhamptonroads@saintleo.edu](mailto:southhamptonroads@saintleo.edu)

*Naval Station Norfolk 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: southhamptonroads@saintleo.edu

Classes are also scheduled at classroom locations near several of these centers.

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