

SAINT LEO UNIVERSITY

# Academic Catalog

2015-2016

UNDERGRADUATE

Saint Leo University

Undergraduate

2015-2016



**Saint Leo University  
Undergraduate Catalog**

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

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

Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions. Saint Leo University is committed to policies that ensure that there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability.

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

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

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

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## President's Message



We are delighted you are pursuing a Saint Leo University degree. Your decision to improve your life, your base of knowledge, your values, and your skills is one of the most significant decisions you can make. Our catalog details the curriculum and academic policies and procedures developed over many years to ensure that our degree programs meet the standards of quality, integrity, fairness, and completeness that assure you a university degree that meets the highest standards of academic excellence.

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

Saint Leo University is a larger and more complicated university than people generally realize. Our enrollment ranks us as the third largest Catholic university in the United States. We rank near the top in the nation for the number of African Americans graduating with bachelor's degrees in business, management, or marketing. We serve more than 16,300 students at University Campus in Central Florida, online throughout the nation and the world, and at more than 40 locations including California, Florida, Georgia, South Carolina, Mississippi, Texas, and Virginia. 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 the university promises a commitment to quality in all of its programs. Our aim is to make you a more compassionate, concerned, committed, competent, and confident human being.

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

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

A handwritten signature in black ink, which appears to read "William J. Lennox, Jr." The signature is fluid and cursive.

William J. Lennox, Jr.  
President, Saint Leo University

# Chapter 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. At University Campus, at education centers, and through the Center for Online Learning, 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 the love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives, and care for all of God's creations.

### Values Statements

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

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

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

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

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

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

### Commitment to Academic Excellence

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

## History of the University

Saint Leo University is a Catholic, coeducational liberal arts university offering the associate, bachelor's, 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, FL." was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo University and Abbey are named for their first abbot, Leo Haid, the principal founder and first president of the University.

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

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

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

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

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

# Accreditation and Affiliation Statement

Saint Leo University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate, bachelor's, master's, specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Saint Leo University. Saint Leo University's Donald R. Tapia School of Business received initial accreditation by the International Assembly for Collegiate Business Education (IACBE) in September 1999. Saint Leo University's bachelor's and master's degree programs in social work are accredited by the Commission on Accreditation of the Council on Social Work Education (BSW level). Saint Leo's undergraduate Sport Business program and MBA Sport Business Concentration are accredited by the Commission on Sport Management Accreditation (COSMA). Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Council on Education (ACE), the Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the University Continuing Education Association (UCEA), the National Association of Institutions for Military Education Services (NAIMES), Servicemembers Opportunity Colleges, the National Catholic Education Association, and the Association of Catholic Colleges and Universities.

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

Saint Leo University North Charleston and Shaw Education Centers, South Carolina, are licensed by the South Carolina Commission on Higher Education. Address: 1122 Lady Street, Suite 300, 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.) If a complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link.

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

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 Education Center, U.S. Army Education Center, 1500 Madison Avenue, P.O. Box 4326, Fort Eustis, VA 23604; Fort Lee Education Center, 700 Quarters Road, Bldg. 12400, P.O. Box 5220, Fort Lee, VA 23801-0220; Langley Education Center, P.O. Box 65519, Langley AFB, VA 23665; and South Hampton Roads Education Center, 1481 D. Street, Bldg. 3016, JEB Little Creek-Ft Story, Virginia Beach, VA 23459).

## **Alaska**

All Saint Leo University programs are exempt from authorization under AS 14.48 because the program is online or distance delivered and does not have a physical presence in the state.

## **Indiana**

This institution is authorized by The Indiana Board for Proprietary Education located at 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984.

## **Minnesota**

Saint Leo University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## **Washington**

Authorization is granted under the following conditions:

Saint Leo University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Saint Leo University to advertise, recruit and offer field placements for specific degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

## Academic Organization and Locations

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

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

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

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

### **California**

San Diego Education Center

Naval Base Coronado Office  
Naval Base San Diego Office

### **Florida**

Adult Education Center

University Campus Education Office  
Brooksville PHSC Education Office  
New Port Richey PHSC Education Office  
Spring Hill PHSC Education Office

Gainesville Education Center

Magnolia Parke Education Office  
Santa Fe College Education Office

Key West Education Center



Lake City Education Center

Florida Gateway College Education Office  
Trenton Education Office

Lakeland Education Center

Madison Education Center

Northeast Florida Education Center

Mayport Naval Station Education Office  
Orange Park Education Office  
Palatka Education Office  
Saint Augustine Education Office

Ocala Education Center

College of Central Florida Education Office  
Lake-Sumter Education Office  
Citrus Education Office

Tallahassee Education Center

Eglin Education Office  
Tallahassee Education Office

Tampa Education Center

Channelside Education Office  
Macdill AFB Education Office  
Saint Petersburg Education Office

### **Georgia**

Gwinnett Education Center

Marietta Education Center

Morrow Education Center

Savannah Education Center

### **Mississippi**

Columbus Education Center

### **South Carolina**

North Charleston Education Center

Shaw Education Center

Shaw AFB Education Office  
Sumter Education Office

## **Texas**

Naval Air Station Corpus Christi Education Center

## **Virginia**

Fort Lee Education Center

South Hampton Roads Education Center

Chesapeake Education Office

Joint Expeditionary Base Little Creek-Fort Story Education Office

Naval Station Norfolk Education Office

Naval Air Station Oceana Education Office

Virginia Peninsula Education Center

Fort Eustis Education Office

Langley Education Office

Newport News Education Office

These Education Centers offer the associate's and bachelor's degree through both live instruction and Internet-based learning opportunities at times and locations convenient to adults. In addition to classes at each site, these Education Centers also offer instruction in some workplace locations. See Campuses, Centers, and Degree Programs for a breakdown of programs and degrees offered at each center, and see Directory for Correspondence for a directory of address, telephone, and e-mail information.

# **Majors/Minors/Specializations**

## **School of Arts and Sciences**

### **Associate of Arts**

- Liberal Arts, A.A.

### **Bachelor of Arts**

- English, B.A. with specializations in Advanced Literary Study, Dramaturgy, Professional Writing
- English with Education Minor, B.A.
- Global Studies, B.A.
- History with Education Minor, B.A.
- History, B.A.
- Liberal Studies, B.A.
- Mathematics with Education Minor, B.A.
- Mathematics, B.A.
- Political Science, B.A.
- Psychology, B.A.
- Religion, B.A.
- Sociology, B.A.

### **Bachelor of Science**

- Biology with Minor in Education, B.S.
- Biology, B.S.
- Medical Technology, B.S.
- Psychology, B.S

**Certificate**

- Prison Ministry Certificate

**Minor**

- Anthropology Minor
- Art Minor
- Biology Minor
- Chemistry Minor
- Creative Writing Minor
- Dramaturgy Minor
- Engineering Minor
- English Minor
- Environmental Studies Minor
- Ethics and Social Responsibility Minor
- Global Studies Minor
- History Minor
- Interdisciplinary Inquiry in the Arts Minor
- International Studies Minor
- Journalism Minor
- Legal Studies Minor
- Literature Minor
- Mathematics Minor
- Music Ministry Minor
- Music Minor
- Philosophy Minor
- Political Science Minor
- Psychology Minor
- Religion Minor
- Sociology Minor
- Spanish Minor
- World Politics Minor

*Special Areas of Study:*

- Honors
- Pre-professional Studies in: Dentistry, Law, Medicine, or Veterinary)

## **Donald R. Tapia School of Business**

**Associate of Arts**

- Business Administration, A.A.

- Information Technology, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A. with specializations in Accounting, Logistics, Management, Marketing, Project Management, Technology Management
- Communication Management, B.A.
- Economics, B.A.
- Human Resource Management, B.A.
- International Tourism and Hospitality Management, B.A. (offered only at University Campus)
- Management, B.A. (offered only at University Campus)
- Marketing, B.A. (offered only at University Campus)
- Multimedia Management Major, B.A. (offered only at University Campus and Tallahassee Education Center)
- Sport Business, B.A.

#### **Bachelor of Science**

- Computer Information Systems, B.S.
- Computer Science, B.S.
- Health Care Management, B.S.

#### **Bachelor of Applied Science**

- Business Administration, B.A.S.

#### **Certificate**

- Information Security Certificate

#### **Minor**

- Accounting Minor
- Communication Management Minor
- Computer Programming Minor
- Economics Minor
- Hospitality Management Minor
- Human Resource Management Minor
- Information Security Minor
- International Business Minor
- International Tourism Minor
- Management Information Systems Minor
- Management Minor
- Marketing and Sales in Sport Minor
- Marketing Minor
- Multimedia Management Minor
- Risk Management in Sport Minor
- Sport Hospitality Minor

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

#### **Associate of Arts**

- Criminal Justice, A.A.

#### **Bachelor of Arts**

- Criminal Justice, B.A. with specializations in: Criminalistics, Homeland Security
- Educational Studies, B.A.
- Elementary Education, B.A. (grades K-6)
- Human Services, B.A.
- Middle Grades Education, B.A. (grades 5-9) with specializations in English, Mathematics, Science, Social Science
- Secondary Education, B.A. (grades 6-12) with specializations in English, Mathematics, Biology, Social Science

#### **Bachelor of Applied Science**

- Criminal Justice, B.A.S.

#### **Bachelor of Social Work**

- Social Work, B.S.W.

#### **Certificate**

- Homeland Security Certificate
- Leadership Certificate Program

#### **Endorsement**

- Florida Coaching Endorsement

#### **Minor**

- Criminal Justice Minor
- Education Minor
- Leadership Minor

#### **Command Office Management School**

- Command Office Management School (COMS)

## **Graduate Degree Programs**

### **Graduate Studies in Business**

#### **Master of Accounting**

- Master of Accounting (MAcc)

#### **Master of Business Administration**

- Accounting Concentration (Online Only)
- Health Care Management Concentration (Online Only)
- Human Resource Management Concentration (Online Only)
- Information Security Management Concentration (Online Only)
- Marketing Concentration (Online Only)
- Marketing Research and Social Media Analytics Concentration (Online only)
- Master of Business (MBA) On Ground and Online

- Master of Business Administration One-Year International & Experiential (Online Only)
- Master of Business Administration: Project Management (Online Only)
- Sport Business Concentration (Online Only)

#### **Master of Science in Cybersecurity**

- Master of Science in Cybersecurity

#### **Graduate Certificate**

- Accounting Graduate Certificate (Online Only)
- Health Care Management Graduate Certificate (Online Only)
- Human Resource Management Graduate Certificate (Online Only)
- Information Security Management Graduate Certificate (Online Only)
- Marketing Graduate Certificate (Online Only)
- Marketing Research and Social Media Analytics Graduate Certificate (Online Only)

#### **Doctor of Business Administration (DBA) in Management**

- Doctor of Business Administration in Management (DBA)

## **Graduate Studies in Education**

#### **Master of Education**

- Educational Leadership Concentration
- Exceptional Student Education Concentration
- Exceptional Student Education Five-Year Bachelor to Master Degree Program
- Instructional Leadership Concentration
- Reading Concentration

#### **Master of Science in Instructional Design**

- Master of Science in Instructional Design

#### **Education Specialist**

- Education Specialist: School Leadership Concentration

#### **Graduate Certificate**

- Instructional Design Graduate Certificate
- Reading Graduate Certificate

## **Graduate Studies in Public Safety Administration**

#### **Master of Science in Criminal Justice**

- Corrections Specialization (Online Only)
- Critical Incident Management Specialization (Online Only)
- Forensic Psychology Specialization (Online Only)
- Forensic Science Specialization (Online Only)
- Legal Studies Specialization (Online Only)

- Master of Science in Criminal Justice Program (Blended/Web-Enhanced/Online Curriculum)

#### **Master of Science in Critical Incident Management**

- Master of Science in Critical Incident Management (Blended Curriculum/Web-Enhanced/Online)

#### **Graduate Certificate**

- Criminal Justice Management Graduate Certificate

## **Graduate Studies in Social Work**

#### **Master of Social Work**

- Advanced Clinical Practice Concentration, MSW
- Master of Social Work Three-Year Program
- Master of Social Work Two-Year Program

## **Graduate Studies in Theology**

#### **Master of Arts in Theology**

- Master of Arts in Theology

#### **Graduate Certificate**

- Theology Graduate Certificate (On ground and Online)

## **Educational and Learning Goals**

1. We expect students to demonstrate **intellectual growth**:
  - Think critically and independently
  - Make informed decisions
  - Commit to lifelong learning
  - Engage in problem solving
  - Exercise reasoned judgment
  - Develop quantitative skills
  - Learn experientially
  - Understand how living things and physical systems operate
  - Prepare for graduate study
2. We expect students to demonstrate **effective communication skills**:
  - Speak thoughtfully and respectfully
  - Listen carefully
  - Read critically
  - Write clearly
  - Present information well
3. We expect students to demonstrate **deepened spiritual values**:
  - Understand Catholic and Benedictine values and traditions
  - Commit to act in concert with one's values
  - Respect differences in belief systems and values

- Show compassion and empathy
- Understand the relationships among humans, living things, the universe, and God
- Balance one's life
- 4. We expect students to **respond aesthetically**:
  - Appreciate the beauty and balance in nature
  - Develop creativity
  - Demonstrate sensitivity
  - Visualize creative potential
- 5. We expect students to prepare for an occupation:
  - Strive for excellence
  - Develop an international perspective
  - Become competent in managing people/tasks, responding to change, planning innovation, collaborating, applying technology, and acting fiscally responsible
- 6. We expect students to demonstrate **social responsibility**:
  - Act with integrity
  - Exercise personal responsibility
  - Respect all living things
  - Work for diversity both locally and globally
  - Build community
  - Commit to resource stewardship
- 7. We expect students to demonstrate **personal growth and development**:
  - Develop self-understanding
  - Learn to manage self
  - Deal with ambiguity
  - Exercise flexibility
  - Strengthen confidence and self-esteem
  - Learn persistence
  - Care for self and physical and spiritual well-being
  - Develop leadership
  - Foster a work ethic
- 8. We expect students to demonstrate **effective interpersonal skills**:
  - Value successful relationships
  - Participate effectively in group work
  - Cooperate
  - Engage in philanthropy
  - Volunteer

## Academic Freedom Policy for Students

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

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

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



# Academic Honor Code

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

## ACADEMIC MISCONDUCT

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

### A. Cheating:

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

### B. Plagiarism:

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

### C. Complicity:

- Helping another student commit an act of academic dishonesty.

### D. Misrepresentation:

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

## ADJUDICATION

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

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

## REPORTING PROCESS

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

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

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

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

#### **REQUIRED DOCUMENTATION FOR A HEARING**

If a faculty member wants to request a hearing, the faculty member must provide the following information to either the current Chair of the Undergraduate Academic Standards Committee, the Chair of the Graduate Academic Standards Committee (emailed to [gasc@saintleo.edu](mailto:gasc@saintleo.edu)), or the appropriate Center or COL Director/Assistant Director:

1. The faculty member's charge against the student.
2. A copy of the course syllabus.
3. The dates of the events as they occurred.
4. Any supporting evidence such as a copy of the assignment or exam in question as well as a copy of the Turnitin.com originality report associated with the assignment or exam.
5. A summary of the discussion or copies of emails between the student and the faculty member, including any admission or denial of guilt by the student.
6. Statement from another student to corroborate suspected violation and other evidence if necessary.
7. A statement addressing the extent to which the Academic Honor Code policy is covered in class.

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

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

#### **SANCTIONS**

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

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

## Appellate Process

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

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

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

Appeals that are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed in writing to the Vice President identified in each area within 15 days of the last contact with a University employee. The Vice President will review the student's appeal and render a final decision **in writing** within 10 days.

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

## Grade Point Average

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

### Course Hours Attempted Grade Quality Points Total Quality Points

FAS 101 3	A	(4.00)	12.00	(3 × 4)
SPA 111 3	B-	(2.67)	8.01	(3 × 2.67)
CHE 1213	D	(1.00)	3.00	(3 × 1)
HTY 121 3	F	(0.00)	0.00	(3 × 0)
ENG 1213	C+	(2.33)	6.99	(3 × 2.33)
15			30.00	

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

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

## Grade Changes

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

## Grade Appeal Procedures

The following procedures shall be adhered to reference grade appeals:

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

All written grade appeals will be completed within sixty days from the date of receipt unless the Vice President for Academic Affairs grants an extension.
6. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the Vice President for Academic Affairs. Upon reviewing the appeal and faculty review, the Vice President for Academic Affairs will make a final, non-appealable decision. The student and instructor will be notified of the decision in writing.

7. All grades are final three months after they are posted unless a grade appeal, as determined by the appropriate school Dean or the Vice President for Academic Affairs, is still in process.

## Grade Reports and Permanent Records

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

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of University College students are maintained by Student Affairs. Disciplinary records of Division of Continuing Education and Student Services students are maintained by the Division of Continuing Education and Student Services. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

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

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

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

The University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form, which may be obtained in the Office of the Registrar or in the Regional Continuing Education Center office. The request will remain on file until withdrawn by the student.

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

Educational records do not include records of instructional, administrative, and staff personnel, which are the sole possession of the maker and are not accessible or revealed to any individual; records of the security department as they pertain to law enforcement; student health or psychological records; and employment records or alumni records that do not relate to the person as a student. A licensed physician selected by the student may review health records. In addition, students do not have

the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Vice President for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a 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 \$7.00 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. All transcript requests should be ordered directly from the Registrar, MC 2278, P.O. Box 6665, Saint Leo, FL 33574.

Rush requests may be faxed to 352/588-8656 and must be paid by credit card only. To order using a credit card, the following information must be provided: type of credit card, account number, and expiration date. Rush and overnight delivery is available for an additional charge of \$32.00. Students may also submit transcript requests using eLion.

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

## Course Audit

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

Full-time students may register to audit a course only on a space-available basis during the add/drop period and only with the permission of the faculty member teaching the course. Part-time students or visitors may audit a course if space is available and if the faculty member approves. Veterans receiving VA educational training benefits are not eligible to audit courses. Visitors and part-time students are assessed an audit fee of \$235 per course. Full-time University College students do not pay a fee for audited courses.

## Academic Residence Requirements

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

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

## Student Honor Societies

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

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

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

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

completed at least three courses in the biological sciences, at least one of which is beyond the introductory level; and have maintained a GPA of "B" or better in their major.

The Saint Leo University student honor society *Delta Nu* is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty, and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities, and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 60 credit hours, be able to demonstrate leadership and service to others, and maintain a GPA of 3.50.

The *Iota Gamma* is a chapter of the Phi Alpha Honor Society, which is a national honor society for social work students. The society was chartered in 1962 for the purposes of providing a closer bond among students of social work and promoting humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers. The requirements for membership are social work as a major, sophomore status, completion of eight semester hours or twelve quarter hours of required social work courses, an overall GPA of 3.0, and a 3.25 GPA in required social work courses. A graduate student is eligible for membership if he or she has completed one semester of coursework and achieved a minimum GPA of 3.5.

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

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

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

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

*Pi Gamma Mu* is the International Honor Society in the Social Sciences. Pi Gamma Mu was founded in 1924, and the Florida Lambda Chapter was established at Saint Leo University in 2011. This honor society is open to students at all locations who meet the eligibility requirements. Membership is open to juniors, seniors, or graduate students in the upper 35 percent of the class, with at least 20 semester hours in social sciences and an average grade therein of "B" or better. Pi Gamma Mu's constitution defines the social sciences to include the disciplines of history, political science, sociology, anthropology,



economics, international relations, criminal justice, social work, psychology, social philosophy, history of education, and human geography

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

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

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

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

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

## Disability Services

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

## University Library Services

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

Located on the University Campus and overlooking Lake Jovita, the Daniel A. Cannon Memorial Library provides a welcoming environment for individual and group study and research. The three-level library building houses book, electronic, audiovisual, and instructional materials collections as well as an extensive periodicals collection. Electronic resources complement and enhance traditional print and non-print information resources. Workstations for accessing the library's online catalog and multiple research databases are located throughout the building. Additionally, the fully automated library maintains an education resources center, a media services center, a student computer lab, the Hugh Culverhouse Computer Instruction Center, 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 OCLC discovery search, research databases, Internet search engines, and other selected reference sources, as well as general information literacy issues.

The library web page <http://saintleolibrary.cloudaccess.net/homepage.html> offers remote access to the library's resources and services for off-campus students enrolled at Continuing Education Centers or the Center for Online Learning. This web page provides easy access to the library's information retrieval system, ebook collections, and multiple research databases that include many full-text articles.

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

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

University Library Services is 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, OCLC, and SOLINET.

## Computer Usage Guidelines

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

1. Computing resources and accounts are owned by the University and are to be used for University-related activities. All access to computer systems managed by University Technology Services, including the issuing of passwords, must have prior approval.
2. Computing resources and accounts are to be used only for the purpose for which they were assigned and are not to be used for commercial purposes or non-University related activities. The continued use of an account after the student enrollment or faculty/staff/associate employment ends is considered a non-University related activity, except for e-mail accounts used by alumni.
3. Individuals must not use an account assigned to another individual, including student accounts, without written permission from either University Technology Services or the division that granted the account. Faculty, students, staff, and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends or non-authorized individuals to use accounts, either locally or through the Internet, is a violation of these guidelines. It is recommended that account holder change the account password at least once per semester.
4. Data files are confidential. Computing Services or departmental staff may access others' files when necessary for the maintenance of University records, the maintenance of computing systems, validation of online coursework, or during investigation of serious incidents. The latter would require the approval by the appropriate institutional official, or as required by local, state, or federal law.
5. University computing resources may not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene e-mail or graphical displays used to harass or intimidate others are prohibited. Chain letters, mass mailings, and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of University electronic communications resources. Users will abide by applicable federal and state laws.
6. No one should deliberately attempt to degrade the performance of a computer system, including network resources, or to deprive authorized users of resources or access to any University computer system in any way, including the intentional distribution of spam or malware.
7. It is a violation of these guidelines to use unauthorized knowledge of a password to damage any computing systems, obtain extra computing resources, take resources from another user, gain access to computing systems, or use computing systems for which proper authorization has not been given—either on campus or off campus.
8. Software use must conform to copyright laws and licensing agreements.
9. For the protection of all Saint Leo University computer users, an individual's computer use privileges may be suspended or restricted immediately upon the discovery of a possible violation of these guidelines or other campus policies. Whenever possible, users whose computer access has been restricted or suspended will be notified of the restrictions and the means for resolving the matter. Individuals who violate these guidelines will be subject to sanctions as outlined in the University's Employee Handbook, Student Handbook, or Academic Honor Code. All such cases will be forwarded to the appropriate officer of the University for action.

## Computer Specifications

Saint Leo University highly recommends that all students have:

## Hardware Requirements

- Pentium 4 or higher PC
- Windows XP or Windows 7
- Internet Explorer 7.0 or higher
- Video display 800 x 600 or greater
- 2 gigabyte of RAM or higher
- wired or wireless ethernet
- Internet service provider (broadband recommended)
- Sound card and speakers
- CD/DVD-ROM

## Software Requirements

- Microsoft Word 2010, Excel 2010, Access 2010, and PowerPoint 2010
- Adobe PDF 9.0
- Adobe Flash Player 10.0
- Java
- Alternate web browser in addition to Internet Explorer such as Firefox

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

## 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 University Explorations), including the completion of all incomplete work and receipt and posting of all transfer credit. The conferral date will be the day after the last day that all requirements are completed.

## Commencement Exercises

Each year at the completion of the spring semester, the University holds formal graduation ceremonies with academic regalia at the University Campus and at the Continuing Education Centers. University College, Graduate Program, Center for Online Learning, and Weekend and Evening Program Center students who have met all the requirements of Saint Leo University for receipt of the master's or bachelor's degree and have met all financial obligations may participate in commencement ceremonies on University Campus. Students who have a maximum of two courses left for degree completion at the end of the

spring semester may request permission from their School Dean or Center Director to participate in the commencement ceremonies if they can provide evidence that all remaining coursework will be completed by September 1 following graduation exercises.

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

## **Admissions Policies and Procedures**

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

Students with disabilities requiring special services should identify themselves and their needs to the Office of Disability Services, the Office of Admissions, Continuing Education Center, or the 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 Admissions Policies and Procedures of this catalog for admission information for University College.

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

## **Appeal of Admission Decision**

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

## **Student Financial Assistance**

For information about financial assistance, see Admissions Policies and Procedures.

## **Student Services**

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

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

Departments within the Division of Student Services are designed to assist a student's growth and development as a whole person by assisting all students in becoming more involved with campus activities and organizations. Saint Leo University recognizes that working with others through out-of-classroom projects, activities, and events develops leadership, promotes community on the University campus and at the Division of Continuing Education and Student Services Centers, creates a vibrant student life experience, and generates strong school spirit for all.

## **Campus Life**

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

## **Code of Conduct**

### **Students' Rights and Responsibilities**

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

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

For the full text of the Code of Conduct, please go to [www.saintleo.edu/resources/code-of-conduct.aspx](http://www.saintleo.edu/resources/code-of-conduct.aspx).

## **Admission to Class**

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

## **Student Misconduct**

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

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

Additionally, if a student demonstrates a lack of respect for a faculty or staff member by raising his/her voice, using profanity, and/or being aggressively argumentative, the student may be found in violation of the University's core values and placed on conduct probation, suspended, or dismissed from the University.

## **Personal Abuse**

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

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

Students who feel that they have been subject to personal abuse by a faculty member, staff member, or another student should report the incident to the Associate Vice President for Student Services, School Dean, or Center Director.

## **Office of University Ministry**

### **Mission and Purpose**

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

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

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

best of one another as well as challenge any behavior or attitudes that destroy human dignity and community and our sense of joy of being part of the Saint Leo family.

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

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

## University Ministry Services

- Ensures the worship and ritual life for the University Community—Catholic Mass, memorials, and special events of a religious and patriotic nature.
- Trains and mentors young adults for lay leadership in the Catholic Church or in other Christian Churches through the Student Chaplain Program.
- Offers retreats and other experientially based opportunities for spiritual and personal growth—deeper awareness of God, self, and others and integrating the mind-body-spirit connection.
- Provides and encourages Bible study, lectio divina, prayer groups, and faith communities.
- Trains and educates liturgical ministers (readers, Eucharistic ministers, ministers of hospitality) to take an active role in Sunday Liturgy and at other schools' Masses.
- Trains and educates student singers and musicians through Saint Leo Praise teamour student choir and band, to make Campus Liturgies and "Praise and Worship Nights" a joyful expression of faith.
- 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 cases such as times of illness (including hospital visits), during personal crises and other traumatic events, on the occasion of a divorce or death in the family, and in the case of serious illness or death of a friend.
- Offers the Invocation at all "home" athletic events and provides special retreats and prayers for the various athletic teams.
- Offers weekly Eucharistic Adoration on Thursdays.
- Supports efforts to affirm and protect life from conception to natural death through our pro-life "Imago Dei" group.
- Through "Project Rachel," provides support and guidance for those who are suffering remorse after having had an abortion.
- In cooperation with Counseling Services, offers help to women who are pregnant or who are victims of date rape.

For further information and updates, consult our website: [www.saintleo.edu/umin](http://www.saintleo.edu/umin).

## Center for Catholic-Jewish Studies

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



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

## 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, track, soccer, basketball, baseball, tennis, lacrosse, swimming, and golf. The University offers competition for women in cross-country, track, soccer, volleyball, basketball, softball, tennis, swimming, golf, and lacrosse.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Athletes must earn a minimum of 24 credits per year. After the first year of attendance, student-athletes must have at least a 1.8 grade point average. From year two a 1.9 grade point average is required. The following years, they must maintain a 2.0 grade point average. Students must ensure that professors are informed in advance of their scheduled absences (see Academic Procedures and Definitions). Freshman students must qualify for athletic participation under the NCAA Initial Eligibility Standards as follows: successfully complete a high school core curriculum of at least 14 academic courses including at least three years in English, two years in mathematics, two years in social science, and two years in natural or physical science (including at least one laboratory class if offered by the high school), three years of additional core classes, as well as an 820 combined score on the SAT verbal and math sections or a sum score of 68 on the ACT. Transfer students must meet NCAA regulations, which vary depending on attendance at four-year or two-year institutions. The compliance coordinator at the University will handle transfers on a case-by-case basis.

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

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

## Recreation

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

1. **Intramurals:** Structured tournaments and leagues are offered in a wide variety of sports. Some of the sports offered are softball, flag football, street hockey, basketball, soccer, volleyball, and tennis. Intramural sports are a great way to make new friends, develop your mind and body, and learn new skills.
2. **Fitness Center:** The Fitness Center has all the latest cardio, weightlifting equipment and tons of group classes. Group exercise classes are offered at the Fitness Center and at the Lake House. It is open to students, faculty, and staff on a daily basis.
3. **Ropes Course:** The low and high ropes course is designed to promote effective communication, leadership and teamwork in a group setting, while encouraging individuals to challenge themselves in a safe and friendly environment. Groups of 12 or more can reserve a time for a certified instructor to take them through the low or high ropes course.
4. **Lakefront:** Saint Leo University is located directly on Lake Jovita. Canoes, kayaks, and stand-up paddle boards are available for student, faculty, and staff use. Take advantage of the picturesque view and enjoy a little peace and quiet. There are also picnic facilities and a sand volleyball court available.

5. **Pool:** The outdoor swimming pool is open year-round, weather permitting. The Marion Bowman Center Pool is perfect for doing laps, napping in the sunshine and student get-togethers.
6. **Open Recreation:** Open Recreation is the supervised, but not structured, use of Saint Leo athletic facilities.

## Alumni Association

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

## Chapter 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 The University section. Center for Online Learning students and Division of Continuing Education students should consult below and then consult Undergraduate Policies and Procedures, University Explorations, Division of Continuing Education and Student Services, and The Center for Online Learning.

#### Campus Description

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

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

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

Across from Saint Francis Hall is Saint Edward Hall. The offices of Graduate Studies in Public Safety Administration, Graduate Studies in Education, Financial Aid, 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 215-acre campus. Located on the west side of the campus is the Marmion (first-year male students) and Snyder (first-year female students) residence hall complex. Marmion/Snyder Halls house the Lion's Den. In this large lounge are recreation and cardiovascular equipment, and a large-screen television. On the east side of campus are eleven residence halls. Benoit Hall and Henderson Hall are traditional style residence halls located between Apartment 6 and the Turf Stadium/Parking Garage and house first-year students. Alumni Hall houses our Honors eligible, Lead scholars, and biology first-year students who are identified at the time of admission and accepted into the Academic Excellence Housing community. Our upper-class students are located in Roderick Hall, Apartments 1 - 6, and East Campus. Roderick Hall offers suite-style living for both men and women. All rooms have a private bathroom and a private entrance. Apartments 1 - 4 are located down by the lake and have either four singles or two doubles with two bathrooms, a common living room, and either a full kitchen or kitchenette. These facilities also have a common lounge, conference room, cardio fitness room, and laundry room. Our newest residence halls Apartments 5 and 6 are located next to the Student Community Center and offer suite-style living. Each suite has four single bedrooms, two bathrooms, a common room closet, and living area which features a 46" flat screen television. Apartment 5 community space features a 2,100 gallon saltwater aquarium, relaxation room with state of the art Energy Pods, fitness room, conference room, and game room with pool tables, air hockey, arcade racing, pinball, ski ball, foosball, and dome-hockey. Apartment 6 hosts the Residence Life Office suite and a multi-media room. Apartment 5 and Apartment 6 are our newest residence halls which opened in Fall 2012 and Fall 2013. East Campus is

located four miles from main campus. Residents living in East Campus must have their own transportation to and from campus. East Campus apartments have two bedrooms, two baths, a full kitchen, a common living room, washer and dryer, and a balcony.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Mathematics and Sciences, which includes biology, chemistry, physics, and research laboratories. The William G. and Marie Selby Auditorium, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating. Nearby Crawford Hall provides general classrooms.

The Daniel A. Cannon Memorial Library is named in honor of longtime 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 and the Video Teleconferencing Classroom are located on the lower level.

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

The Campus Security & Safety Office is found at the main entrance of University Campus.

The Career Planning Office is located on the first floor of Saint Edwards Hall.

The Office of Residence Life is located on the first floor of Apartment Building 6.

The Office of Admissions building is adjacent to the Marmion/Snyder residence hall complex on the west end of campus and overlooks picturesque Lake Jovita. This building serves as the Visit Center where prospective students interested in attending University College may attend information sessions and participate in campus tours.

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

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

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

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

## **University College Academic Calendar 2015-2016**

## Fall 2015 Semester

### August

F	14	Opening School Year Mass (8 a.m.)
SA	15	Assumption of Mary
T	18	International Students - Arrival
W	19	International Students - Orientation
TH	20	New Students - Arrival (a.m.)
TH – F	20 – 21	New Student Orientation
TH	20	Matriculation Ceremony (3 p.m.)
SU	23	New Students Trip
SU	23	Residence Halls open for returning students
M	24	Academic Affairs Student Advising and Registration (Fall 2015/Spring 2016)
T	25	Classes Begin – mandatory attendance*
M	31	<i>Last Day to Add/Drop Courses</i>

### September

TH	3	Mass of the Holy Spirit/Convocation - Abbey Church (11 a.m.) <i>(Classes will follow a modified schedule)</i>
M	7	<i>Labor Day</i> <i>(No Classes / University Offices Closed)</i>

### October

M	12	Mid-Term Grades Due
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### November

SU	1	All Saints Day / Holy Day of Obligation
M	2	Registration for Spring 2016
F	6	Graduation applications due for participation in May 2016 Commencement
M	9	Last Day to Withdraw from Courses without failure
T	10	Feast of Saint Leo / Mass at 10 a.m. <i>(Classes will follow a modified schedule)</i>
W	11	Veteran's Day Observation / Community Service Day <i>(Classes will follow a modified schedule)</i>
M – F	23 – 27	Thanksgiving Break
M	30	Classes Resume

### December

M	7	Last Day of Regular Class Schedule
T	8	Immaculate Conception / Holy Day of Obligation
T – F	8 – 11	Final Exam Schedule
TH	10	Last Day to Withdraw from University without failure
TH	10	Last Day to Remove Incompletes from Spring/Summer 2015
SA	12	Residence Halls Close at (7 p.m.)
M	14	Final Grades Due
F	25	Christmas

## Spring 2016 Semester

### January

SA	9	New Students - Arrival and Orientation
M	11	Returning Students - Arrival
M	11	Academic Affairs Student Advising and Registration

T	12	Classes Begin – Mandatory Attendance*
M	18	Martin Luther King Jr / Community Service Day <i>(Classes in session / Participation in activities during normal class times)</i>
M	18	Last Day to Add/Drop Courses

## February

W	10	Ash Wednesday
M	29	Mid-Term Grades Due

## March

M – F	14 – 18	Spring Break
SU	20	Palm Sunday
M	21	Classes Resume
TH	24	Holy Thursday
F	25	Good Friday <i>(No Classes / University Offices Closed)</i>
SU	27	Easter Sunday
M	28	Advance Registration for Summer and Fall 2016
TH	31	Alumni Weekend 2016

## April

F – SU	1 – 3	Alumni Weekend 2016
M	4	Last Day to Withdraw from Courses without failure
TH	14	Academic Excellence Day <i>(Classes will follow a modified schedule)</i>
W	20	Last Day of Regular Class Schedule
TH – F	21 – 22	Final Exam Schedule
M – T	25 – 26	Final Exam Schedule
M	25	Last Day to Remove Incompletes from Fall 2015
M	25	Last Day to Withdraw from University without failure
W	27	Residence Halls Close for Non-Graduates (11 a.m.)
W – TH	27 – 29	Senior Days
F	29	Final Grades Due
F	29	Baccalaureate Mass
SA	30	Commencement
SA	30	Residence Halls Close for Graduates

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

The Academic Calendar is subject to change. The updated version is posted on the Saint Leo University website at: [www.saintleo.edu/resources/academic-catalogs-schedules-calendars.aspx](http://www.saintleo.edu/resources/academic-catalogs-schedules-calendars.aspx)

The University reserves the right to cancel a course for which there are insufficient enrollments.

Students will be notified via e-mail or telephone, and any tuition and fees paid for a course that has been canceled will be refunded if the student does not register in a replacement course.

## Special Academic Areas of Study

### The University Honors Program

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

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

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

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

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

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

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

HON 150 - The Classical World View (3)

HON 151 - The Christian Vision (3)

HON 250 - The Humanistic Tradition (3)

HON 251 - Scientific Revolutions (3)

HON 350 - The Human Condition Re-examined (3)

HON 351 - The Contemporary World View (3)

HON 498 - Honors Research Methods (1)

HON 499 - Senior Honors Project (3)

Honors courses may be substituted for University Explorations requirements as follows:

HON 150 Reflective & Spiritual - Philosophy

HON 151 Reflective & Spiritual - Religion

HON 250 Creative Life

HON 251 Science in a Changing World

HON 350 Human Adventure

HON 351 Human Mosaic

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

The minimum requirements for admission to the Honors Program are a high school cumulative GPA of 3.5 and an SAT score of 1150 or the ACT equivalent of 25. If a student, international or domestic, has the equivalent GPA but does not meet the SAT or ACT requirement, he or she may petition to apply to the Honors Program by writing an essay and taking a separate examination administered by the Honors Director. These students may also be required to submit a letter of recommendation confirming their aptitude for independent and collaborative work. Students who complete the first semester or freshman year at University Campus with a minimum cumulative GPA of 3.5 may seek a recommendation by a faculty member to join the Honors Program, but they must double up on Honors core courses during their sophomore year.

Students who transfer from another National Collegiate Honors Council (NCHC) recognized Honors program with a minimum cumulative GPA of 3.5 are automatically eligible for admission.

Junior transfer students holding an A.A. or A.S. degree who have a minimum cumulative GPA of 3.5 are invited to join the Honors Program for the final two years. The two-year Honors curriculum for qualified junior transfers consists of the following courses: HON 350, HON 351, HON 498, and HON 499.

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

Any student who drops below the GPA requirements (excluding English Honors courses) may be put on probation for one year. If the GPA remains below the requirement at the end of probation, the student may no longer register for Honors courses or receive further Honors benefits.

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



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

## 3+1 Accelerated Degree Programs

Saint Leo University is pleased to offer highly motivated and well qualified students the opportunity to accelerate their education. Students undertake an aggressive academic schedule that permits them to earn both their undergraduate and graduate degrees in an abbreviated time frame. Students progress through the program at an accelerated pace by taking additional courses throughout the year including on-ground, online and summer course options. Students are required to maintain a minimum GPA of 2.5 in order to remain eligible for the program.

Programs offered include:

- B.A. Management + One Year International & Experiential M.B.A.
- B.A. Marketing + One Year International & Experiential M.B.A.
- B.S. Computer Science + M.S. Cybersecurity

Students who are eligible for the Saint Leo Honors Program or are already in the program qualify for admission into the 3+1 accelerated degree program. Honors Program eligibility requires a minimum 3.5 GPA and SAT score of 1150+ or ACT score of 25+ for first-year students. Students who transfer from another National Collegiate Honors Council (NCHC)-recognized Honors program with a minimum cumulative GPA of 3.5 are also eligible. Transfer students with an A.A. or A.S. and a minimum GPA of 3.75 also qualify.

Students whose credentials fall just below the minimum eligibility requirements and are interested in being considered by the Admissions Committee for admission into a 3+1 accelerated degree program should alert their Saint Leo admission counselor.

Visit [www.saintleo.edu/accelprograms](http://www.saintleo.edu/accelprograms) for more information on how to apply. Students should apply for admission to their graduate program of choice at the completion of their second year.

Students enrolled in a 3+1 Accelerated Degree Program may enroll in up to 21 credit hours during the fall and spring semesters at the same full time (12-18 hour) tuition rate, beginning in their first semester of enrollment at Saint Leo.

## 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 Italy, Spain, France, England, Ireland, Scotland, Germany, Brazil, Japan, Australia, India, China or a Semester at Sea.

For further information regarding study abroad opportunities, students should contact their academic advisor or the Director for Multicultural and International Services in Student Services.

## Internships

Internships can be an important part of the Saint Leo academic experience. Many Saint Leo majors offer students the opportunity to apply theories and principles learned in the classroom to a real-world, real-work setting. Internships provide

practical learning experiences that can be a valuable asset in the workplace and can greatly enhance one's chances when seeking employment or admission to graduate programs following graduation.

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

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

## **The University English Bridge Program Academic Requirements**

The primary goal of the Bridge Program is to increase students' potential for success in the new academic culture. The credits earned through the successful completion of the courses offered in the Program will be counted towards the total graduation credits as general electives. A maximum of 30 credit hours may be earned within this program (22 credits from Bridge Program courses and 8 credits from courses offered to all degree-pursuing students). Note: each University major requires a different number of electives.

The courses offered in the Bridge Program are designed to help students master their academic communication skills, advance their learning skills, and become familiar with the academic culture in the United States. Additionally, these specialized courses serve as an orientation of University expectations, regulations, and resources. Students must pass all courses in the program with a minimum of a C- in order to matriculate into their chosen majors.

The Program offers two tracks:

(1) Fast-Track: The students whose scores indicate advanced-intermediate level of proficiency (65-77 - iBT, band score 6 (with one or more section scores 5.5 or lower) - IELTS, 70-84 - MTELP) will be enrolled in the fast one-semester track and will follow the second-semester Bridge Program curriculum as described in the Academic Catalog 2013-2014. Their schedule might be individually modified based on the test scores;

(2) Regular Track: The students whose scores show intermediate proficiency level (45-64 - iBT, band score 5.0 (with one or more section scores 5.5) - band score 5.5 - IELTS, 58-69 - MTELP) will be enrolled in the regular two-semester track and will follow the full

### **Required Courses for The Bridge Program Courses**

Students will take the following courses to complete The Bridge Program in the order listed in the student schedule below. In their second semester, students will take two university explorations courses from an approved list. Students will meet with The Bridge Program Director for the selection of these courses.

### **Courses for International Students Only**

ENG 114 - Composition and Grammar for Speakers of Other Languages.

Prerequisite: Admission into the Bridge Program.

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written academic English. (three credits)

ENG 118 - Composition for Speakers of Other Languages.

Prerequisite: Admission into the Bridge Program.

A course designed to help non-native speakers improve their critical thinking, reasoning, and academic writing skills. Increased emphasis is on English idiomatic usage and academic text structure. (three credits)

ENG 115: College Reading I

Prerequisite: Admission into the Bridge Program.

This course is designed to improve the critical reading and academic vocabulary skills of non-native speakers of English. Emphasis is on using effective reading strategies to aid in the comprehension of general academic texts. (three credits)

ENG 117: College Reading II

Prerequisite: Admission into the Bridge Program.

This course aims to support the mastery of key academic reading skills and the application of effective critical reading strategies. During the course, the students will involve in active reading of college-level texts, critical examination of text organization patterns, identification of main and supporting ideas, and analysis of the connections of ideas presented in the texts. (three credits)

ENG 120 - Listening, Lecture Note-Taking, and Speaking

Prerequisite: Admission into the Bridge Program.

This course is designed to improve the academic listening and speaking skills of non-native speakers of English. Emphasis is on lecture note-taking, academic communication in various settings, and presentation skills. (three credits)

SLU 105 - Introduction to American Culture and University Life.

Prerequisite: Admission into the Bridge Program.

This course is intended for international students who are entering a US college. It focuses on improving international students' cross-cultural competence and granting opportunities for analyzing complex social, moral, and academic issues that students will have to face while studying in the US. (three credits)

SLU: 110 Academic Learning Lab I

Prerequisite: Admission into the Bridge Program.

This course is designed to improve the academic skills of non-native speakers of English. Emphasis is on access and evaluation of informational resources, on gaining familiarity with university expectations, regulations, and resources, as well as on developing oral and written academic presentation skills. (two credits)

SLU: 112 Academic Learning Lab II

Prerequisite: Admission into the Bridge Program.

This course is designed to improve the academic skills of non-native speakers of English. Emphasis is on mastery of active and critical use of informational resources in students' academic work, critical reading, logical thinking, and academic writing. (two credits)

### **Courses for Bridge Students and All Degree-Pursuing Students**

#### SLU 100: Introduction to the University Experience

This course provides a unique, collective, intellectual experience that helps to establish familiar and cooperative bonds among the student, the instructor, and the academic advisor. It provides a framework of effective academic and personal strategies to help the student succeed both in and out of the classroom. Students are engaged in reflective writing assignments, group and class discussions, individual and group presentations, and various Internet activities. The course is supplemented with convocations and guest speakers from many disciplines, including career development, majors, campus support services, personal finance, Saint Leo history, and our Benedictine-inspired values. The student also becomes an active member of a support group by examining problems and issues common to the freshman experience. (one credit)

#### SLU 200: Learning Lab

This course is offered to emphasize positive change and enhance student academic skills, confidence, and potential for academic success. (one credit)

#### Two selected General Education courses

\* The Bridge Program students will be closely monitored and provided with proactive support when taking their first general education courses in order to assure their academic success.

\*\* Students enrolled in the Bridge Program cannot earn credits through course challenge examination.

### **Course Sequence - Regular Track (two semesters - 30 credit hours)\***

#### Semester 1 (15 credit hours)

ENG 114 - Composition and Grammar for Speakers of Other Languages (3 credits)

ENG 115 - College Reading I (3 credits)

ENG 120 - Listening, Lecture Note-Taking, and Speaking (3 credits)

SLU 105 - Introduction to American Culture and University Life (3 credits)

SLU 110 - Academic Learning Laboratory I (2 credits)

SLU 100 - Introduction to University Experience (1 credit)

#### Semester 2 (15 credit hours)

ENG 118 - Composition for Speakers of Other Languages (3 credits)

ENG 117 - College Reading II (3 credits)

SLU 112 - Academic Learning Laboratory II (2 credits)

SLU 200 - Learning Laboratory (1 credit)

Approved University Explorations course (3 credits)

Approved University Explorations course (3 credits)

### **Course Sequence - Fast Track (one semester - 15 credits hours)\***

ENG 118 - Composition for Speakers of Other Languages (3 credits)

ENG117 - College Reading II (3 credits)

SLU 105 - Introduction to American Culture and University Life (3 credits)

SLU 112 - Academic Learning Laboratory II (2 credits)

SLU 100 - Learning Laboratory (1 credit)

Approved University Explorations course (3 credits)

\* Possible modifications of the course sequence can be made based on individual learning needs of the student.

#### **\*Approved University Explorations Courses**

MAT 003 - Basic Algebra (remedial MAT course)

MAT 128 - Intermediate Algebra (after placement test) - 3 credits

MAT 131 - College Mathematics (after placement test) - 3 credits

MAT 141 - Business Mathematics (after placement test) - 3 credits

COM 140 - Basic Computer Skills - 3 credits

HUM 110CL - Giants of the Arts

HUM 110HM - Revolution Now! Democracy in Troubled Times

HTY/SSC110HM - Native American History and Life: More than Tee Pees and Tomahawks

PSY 110HA - Psychological Well Being: How to be Sane in an Insane World

SOC 110HA - The McDonaldization of Society

## **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 professions advisor. All students interested in careers in the health professions should meet with the pre-health professions advisor during their first semester.

## **Pre-Law Professional Advising**

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

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

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

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

## Military Science

### Army Reserve Officers' Training Corps (ROTC)

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

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

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

E-mail: [armyrotc@arotc.usf.edu](mailto:armyrotc@arotc.usf.edu)

or at Saint Leo University: 352/588-8685

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.

## Air Force ROTC

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

AFROTC is routinely offered as a three- or four-year program. The three- and four-year programs normally require a student to successfully complete all degree requirements for award of a bachelor's degree, 14 or 16 course hours of AFROTC classes respectively, and a four-week field-training encampment between his or her sophomore and junior years.

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

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

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

## Other Academic Issues

### Course Load and Overload

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

Students who wish to enroll in 19 or more credits during any term must be in their junior year, have completed a minimum of 15 credits at Saint Leo, have a minimum 2.50 grade point average, and have the written approval of their academic advisor and academic Dean. A tuition fee is charged at the rate of \$280 per credit for 19 or more credits taken during any semester.

Students enrolled in a 3+1 Accelerated Degree Program may enroll in up to 21 credit hours during the fall and spring semesters at the same full time tuition rate, beginning in their first semester of enrollment at Saint Leo. Students must maintain a minimum GPA of 3.5 in order to remain in the accelerated degree program.

## Distance Learning (DL) Internet-Based Courses

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

The education of full-time, University College undergraduate students is best accomplished through classroom experiences. At the same time, it is recognized that some University College students have specific needs that can be best met by enrolling in a DL course. University College undergraduate students who have not yet completed 30 credits are not allowed to enroll in DL courses. University College undergraduate students who have completed 30-59 credits and wish to enroll in a DL course must have the written approval of their School Dean. University College undergraduate students may not enroll in more than one DL course per 15-week semester and no more than two DL courses per 8-week summer term. To enroll in a DL course, students should first meet with their academic advisor.

Students enrolled in a 3+1 Accelerated Degree Program must enroll in a minimum of 12 on ground (University College) credits per semester. They are eligible to take up to 9 additional credit hours per semester via on ground, online (via Distance Learning), Adult Education Center, or some combination of these.

Students are eligible to begin supplemental non-traditional courses beginning in the first semester, although the preference is that they wait until the second semester of enrollment before doing so.

Students who elect to accelerate their curriculum with summer courses will be charged the regular summer program rate and are not eligible to do so until the first summer session following their initial enrollment at Saint Leo.

## Final Examinations

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

## Graduation Awards

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

- The **Clara McDonald Olson Scholastic Excellence Award** to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their University credits from Saint Leo University.
- The **John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership, and general excellence for which Saint Leo University stands.
- The **Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities has been of the highest order.



- The **Thomas B. Southard Leadership Award Sabre** to the Army ROTC graduate who best demonstrates leadership achievement in both advanced camp at Fort Knox, KY, and University Campus ROTC classes and labs at University College. The military sabre is donated by the Alumni Office.

## Student Services

The office of the Associate Vice President for Student Services is located in the Student Activities Building. Students with personal and campus concerns and questions should contact this office for assistance and information. The Associate Vice President for Student Services and Student Services staff practice a student-centered education and student-first philosophy of service. The Student Code of Conduct, which is in place for the safety and well-being of our University campus community, is enforced by the Associate Vice President for Student Services. The Student Services staff is further involved in student life by sponsoring numerous programs and activities, planning and coordinating new student orientation, and providing leadership training and opportunities for student involvement in campus governance.

## Learning Resource Center

### Tutoring Services

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

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

In addition to writing support, the L.R.C. also provides tutoring in mathematics, accounting, economics, the sciences, business and hospitality, psychology, philosophy and most other SLE campus courses.

### Collaborative Learning Programs - Supplemental Instruction (SI) and Peer Learning/Team Learning (PLTL)

Supplemental Instruction offers additional opportunities for students to ask questions and clarify concepts in workshops conducted by student SI coaches. In collaboration with professors, the SI coach attends all classes, takes notes, and schedules one or two workshops per week. In these workshops the SI coach will respond to student questions, provide suggestions for improving study skills specifically relevant to the course, provide practice test opportunities, and encourage group discussion and interaction on the class materials and concepts. PLTL workshops are also offered on a weekly basis and are conducted by students specially trained and working under the direction of the faculty of the course. The workshops are problem-based and students, with the help of the coach, actively solve problems constructed by the instructor that deepen the students' understanding of the concepts. In both cases, students who participate in the weekly workshops have higher grades in their courses than students who do not participate.

### Computer Lab

The Learning Resource Center has a computer laboratory with sixteen PCs for student use. All computers have Internet capability, and printers are available for use with student laptops. The Center has a variety of software and video programs that

students may use to increase skills in writing, grammar, and mathematics. The Center also has a multimedia projection area, where workshops on study skills, reading, and organizational skills can be scheduled. The Center is open Monday through Thursday from 7:30 a.m. to 10:00 p.m. On Friday the Center is open from 7:30 a.m. to 5:00 p.m., and on Sunday the Center is open from 1:00 p.m. to 10:00 p.m.

### **Individual Study**

The L.R.C. also provides an area for individual study and a lounge area for relaxation. We provide coffee, tea, popcorn, and other munchies for students in need between classes.

## **Career Planning**

The Career Planning Department provides a variety of services designed to contribute to the development of students who are well prepared to enter the workplace or graduate school upon graduation. Internships and off-campus part-time jobs are also available through the department. Individual counseling sessions are available through Career Planning for students who need assistance with career-related issues. Interest and skills inventories may be administered to undecided students. Workshops are conducted regularly throughout the year on such topics as résumé preparation, interviewing and communications skills, decision making, and the graduate school application process. The Career Resource Center, open to all students Monday through Friday when the University is open, houses information on career planning, nonacademic internships and summer employment opportunities, current job vacancy listings, employer publications, and an extensive selection of graduate school catalogs. Computers are available for student use in conducting self-directed interest inventories and preparing résumés and job search correspondence.

Graduate school entrance and application materials are also available in the Career Resource Center, located in Saint Edward Hall, room 102.

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

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

## **Counseling Services**

Student Counseling Services is located in deChantal Hall, ext. 8199. The Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m., with evening hours available on an individual, as-needed basis.

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

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

## **Disability Services**

(See "Disability Services".)

## Health and Wellness Center

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

**Health Insurance.** Saint Leo University mandates that all traditional, full-time, undergraduate students attending University College carry health insurance. To that end, all full-time, traditional students at University College are automatically enrolled in the student health insurance policy for a fee. The health insurance and fee can be waived if the student completes the online waiver process prior to the appropriate waiver deadline. Students wishing to waive must provide documentation of comparable insurance coverage through a United States-based insurance carrier. Travel medical policies will not be sufficient to waive coverage. Waivers take effect only when information is verified and student coverage is found to be comparable to University coverage. Regardless of coverage, students are encouraged to review the policy documents related to their health insurance coverage. The University is not responsible for any medical bills incurred by the student. Students using both the University insurance and private insurance should consult both companies prior to submitting a claim to ease processing. Additional information including waiver deadlines and premium information may be found at [www.saintleo.edu/insurance](http://www.saintleo.edu/insurance).

**Accident Insurance.** Saint Leo University provides accident insurance for all full-time students attending University Campus through our traditional program. The basic accident policy may provide up to \$2,000 in benefits for injury. Information regarding the benefits can be found at [www.saintleo.edu/insurance](http://www.saintleo.edu/insurance).

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

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

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

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

OR

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

AND

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

## Orientation

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

## Residence Life

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

Saint Leo University considers the residential experience to be an integral aspect of the University College student's holistic education and personal development. Given this philosophy, all full-time University College students (12 or more credit hours) are required to live on University Campus. Exceptions are allowed for those students living at and commuting from family-owned property, married students, veterans, nontraditional students, or senior students who have earned over 90 credit hours.

Saint Leo's residence halls are designed for traditional-age students no older than 28 years of age. All requests for housing made by a student 28 years of age at the time of the request are reviewed by the Assistant Vice President for Student Services. 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 (RAs) and Resident Assistant Directors (RADs), who also provide a valuable resource to the University Campus community. Together, the Residence Life staff provides a wide variety of events, programs, and activities designed to suit the diverse needs and interests of our residents. The staff is accessible and available to assist and challenge residents as they work to create a strong community of contributors and leaders in each residence hall. A Residence Life professional staff person is on duty at the University Campus 24 hours a day while the University is in session.

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

## Student Involvement

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

## Meal Plans

The University provides food service on University Campus during the fall and spring semesters, and resident students enrolled in University College are required to be on a meal plan as required by their housing assignment. Students living in Apartments 1 - 4 may choose either a five-meal-per-week plan or a ten-meal-per-week plan. East Campus residents may choose either of the meal plan options or choose not to purchase a meal plan.

## University Ministry

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

The Ministry Mentor 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, and others Ministry Mentors expend 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 Ministry Mentor receives a stipend.

The Rite of Christian Initiation for Adults (RCIA) is a scripture- and community-based process of learning more about the Catholic faith and practice. The group meets weekly when school is in session throughout most of the school year. Some come with the intent to be baptized and become a Catholic. Others come to complete their adult faith formation, culminating in their

First Holy Communion and/or Confirmation. Because reception of the Sacrament of Confirmation is usually a prerequisite for the Sacrament of Marriage in the Catholic Church, some do RCIA as part of the preparation for their marriage. The Ritual itself, on the first Sunday after Easter, remains a great event in the school year as fellow students, faculty, and friends come out to support and celebrate the faith journey and adult faith commitment of their friends. Past participants have often found that their college years provide the right time to do RCIA, re-look at their Catholic faith, and make an adult faith commitment. Saint Leo Praise Team, 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. Imago Dei, our pro-life group, affirms and supports efforts to promote and protect life from birth to natural death. Students, faculty, and staff from all faiths gather for prayer and to plan educational events to celebrate the Catholic Church's affirmation of life and its prohibition of abortion and capital punishment.

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

For more information and updates, consult our website: [www.saintleo.edu/umin](http://www.saintleo.edu/umin).

## Center for Online Learning

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

## Division of Continuing Education

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

### California

San Diego Education Center

Naval Base Coronado Education Office

Naval Base San Diego Education Office

### Florida

Adult Education at University Campus

University Campus Education Office

Brooksville PHCC Education Office

New Port Richey PHCC Education Office

Spring Hill PHCC Education Office

Gainesville Education Center

Starke Education Office

Key West Education Center

Lake City Education Center

Florida Gateway College Education Office  
Trenton Education Office

Lakeland Education Center

Madison Education Center

Northeast Florida Education Center

Mayport Education Office  
Orange Park Education Office  
Palatka Education Office  
Saint Augustine Education Office

Ocala Education Center

Lake Sumter Education Office  
Citrus Education Office

Tallahassee Education Center

Eglin Education Office  
Tallahassee Education Office

Tampa Education Center

Channelside Education Office  
MacDill AFB Education Office  
Saint Petersburg Education Office

### **Georgia**

Gwinnett Education Center

Marietta Education Center

Morrow Education Center

Savannah Education Center

### **Mississippi**

Columbus Education Center

### **South Carolina**

North Charleston Education Center

Shaw Education Center

Shaw AFB Education Office  
Sumter Education Office

## **Texas**

Naval Air Station Corpus Christi Education Center

## **Virginia**

Fort Lee Education Center

South Hampton Roads Education Center

Chesapeake Education Office

Naval Air Station Oceana Education Office

Joint Expeditionary Base Little Creek-Fort Story Education Office

Naval Station Norfolk Education Office

Virginia Peninsula Education Center

Fort Eustis Education Office

Langley Education Office

Newport News Education Office

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 Directory for Correspondence for a directory of address, telephone, and e-mail information.

# **Majors/Minors/Specializations**

## **Saint Leo University**

### **School of Arts and Sciences**

#### **Associate of Arts**

- Liberal Arts, A.A.

### **Engineering**

#### **Minor**

- Engineering Minor

### **Language Studies and the Arts**

#### **Bachelor of Arts**

- English with Education Minor, B.A.



- English, B.A.

#### **Minor**

- Art Minor
- Creative Writing Minor
- Dramaturgy Minor
- English Minor
- Interdisciplinary Inquiry in the Arts Minor
- Journalism Minor
- Literature Minor
- Music Ministry Minor
- Music Minor
- Spanish Minor

## **Mathematics and Sciences**

#### **Bachelor of Arts**

- Mathematics with Education Minor, B.A.
- Mathematics, B.A.

#### **Bachelor of Science**

- Biology with Minor in Education, B.S.
- Biology, B.S.
- Medical Technology, B.S.

#### **Minor**

- Biology Minor
- Chemistry Minor
- Environmental Studies Minor
- Mathematics Minor

## **Philosophy and Religion**

#### **Bachelor of Arts**

- Religion, B.A.

#### **Certificate**

- Prison Ministry Certificate

#### **Minor**

- Ethics and Social Responsibility Minor
- Philosophy Minor
- Religion Minor

## **Social Sciences**

### **Bachelor of Arts**

- • Global Studies, B.A.
- • History with Education Minor, B.A.
- • History, B.A.
- • Liberal Studies, B.A.
- • Political Science, B.A.
- • Psychology, B.A.
- • Sociology, B.A.

### **Bachelor of Science**

- • Psychology, B.S.

### **Minor**

- • American Politics Minor
- • Anthropology Minor
- • Global Studies Minor
- • History Minor
- • International Studies Minor
- • Legal Studies Minor
- • Psychology Minor
- • Sociology Minor
- • World Politics Minor

## **Donald R. Tapia School of Business**

### **Accounting, Economics and Finance**

#### **Bachelor of Arts**

- • Accounting Major, B.A.
- • Economics, B.A.

#### **Minor**

- • Accounting Minor
- • Economics Minor

### **Communication and Marketing**

#### **Bachelor of Arts**

- • Communication Management, B.A.
- • Marketing, B.A.
- • Multimedia Management Major, B.A.

#### **Minor**

- • Communication Management Minor
- • Marketing Minor
- • Multimedia Management Minor

## Computer Science and Information Systems

### Associate of Arts

- • Information Technology, A.A.

### Bachelor of Science

- • Computer Information Systems, B.S.
- • Computer Science, B.S.

### Certificate

- • Information Security Certificate

### Minor

- • Computer Programming Minor
- • Information Security Minor
- • Management Information Systems Minor

## Health Care Management

### Bachelor of Science

- • Health Care Management, B.S.

## Management and Business Administration

### Associate of Arts

- • Business Administration, A.A.

### Bachelor of Arts

- • Business Administration, B.A.
- • Human Resource Management, B.A.
- • Management, B.A.

### Minor

- • Human Resource Management Minor
- • International Business Minor
- • Management Minor

## Sport Business, International Tourism, and Hospitality Management

### **Bachelor of Arts**

- • International Tourism and Hospitality Management, B.A.
- • Sport Business, B.A.

### **Minor**

- • Hospitality Management Minor
- • International Tourism Minor
- • Marketing and Sales in Sport Minor
- • Risk Management in Sport Minor
- • Sport Hospitality Minor

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

### **Criminal Justice**

#### **Associate of Arts**

- • Criminal Justice, A.A.

#### **Bachelor of Arts**

- • Criminal Justice, B.A.

#### **Certificate**

- • Homeland Security Certificate

#### **Minor**

- • Criminal Justice Minor

#### **Command Office Management School**

- • Command Office Management School (COMS)

### **Education**

#### **Bachelor of Arts**

- • Educational Studies, B.A.
- • Elementary Education, B.A.
- • Middle Grades Education, B.A.
- • Secondary Education, B.A.

#### **Endorsement**

- • Florida Coaching Endorsement

#### **Minor**

- • Education Minor

#### **Other Programs**

- • Education - Bachelor's to Master's Five Year

## Human Services

### Bachelor of Arts

- • Human Services, B.A.

## Social Work

### Bachelor of Social Work

- • Social Work, B.S.W.

### Certificate

- • Leadership Certificate Program

### Minor

- • Leadership Minor

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### Requirements

- • University Explorations

### Graduate Degree Programs

*Master of Accounting*

*Master of Business Administration*

Accounting Concentration

Graduate Certificate in Accounting

Health Care Management Concentration

Graduate Certificate in Health Care Management

Human Resource Management Concentration

Graduate Certificate in Human Resource Management

Information Security Management Concentration

Graduate Certificate in Information Security Management

Marketing Concentration

Graduate Certificate in Marketing

Sport Business Concentration

*Master of Science in Criminal Justice*

Critical Incident Specialization

Forensic Science Specialization

Graduate Certificate in Criminal Justice Administration

*Master of Education*

Educational Leadership Concentration

Exceptional Student Education Concentration

Instructional Leadership Concentration

Reading Concentration

*Master of Science in Instructional Design*

*Education Specialist (Ed.S.)*

Educational Leadership

Higher Education Leadership

*Master of Social Work*

Advanced Clinical Practice Concentration

*Master of Arts in Theology*

Graduate Certificate in Theology

Undergraduate Certificate in Theology

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

## **Center for Online Learning Degree Programs**

For a list of Online Learning Degree Programs, please see The Center for Online Learning.

## **Continuing Education Centers and Their Degree Programs**

For a list of Continuing Education Centers and their degree programs, please see the Division of Continuing Education and Student Services.

# Chapter 3

## 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.

### Majors

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

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

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

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

For the bachelor's degree, students may seek concurrently up to two majors or a major and a minor. After conferral of a Saint Leo University bachelor's degree, a student may take courses at Saint Leo University to earn a different degree, second major, second specialization, or a minor. For example, if a student earns a bachelor of arts degree, he or she may return and earn a bachelor of science degree. A student may apply to obtain a second degree in a major different from that of the first degree. If a student has already earned a baccalaureate or graduate degree and wishes to obtain a second degree, he or she must meet the admission criteria for that second degree and go through the admission process.

In order to earn a second undergraduate degree, a minimum of 30 additional credit hours in residence are required.

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

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

## Minors

Minors are a series of linked courses and learning opportunities that allow students to explore an area of intellectual interest. Programs of study leading to a minor are offered in some areas. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than two courses they have taken in their major to apply toward the requirements for their minor. A minor is not required for graduation.

## Specializations

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

## Electives

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

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

## Technology-Assisted Learning

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

## Degree Requirements



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

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

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

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

## **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 SLU-125 Choosing Wellness
3. Complete the required Associate of Arts in Business Administration general education program. See Business Administration, A.A.
4. Complete all the requirements of the Business Administration major for the associate degree. See Business Administration, A.A.
5. Attain a minimum cumulative grade point average of 2.00.
6. Attain a minimum cumulative grade point average of 2.00 in major courses.
7. Complete such comprehensive examinations as may be required by the University.
8. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
9. Fulfill the academic residence requirements of a minimum of 15 semester hours to be taken at Saint Leo University with 9 of those hours taken in the major.
10. All transfer credits must be received and posted.
11. Apply for degree.

## **Associate of Arts Degree in Information Technology**

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

1. Complete all academic credits required.
2. Complete SLU-125 Choosing Wellness
3. Complete the required Associate of Arts in Information Technology general education program. See Information Technology, A.A.
4. Complete all the requirements of the Information Technology major for the associate degree. See Information Technology, A.A.
5. Attain a minimum cumulative grade point average of 2.00.
6. Attain a minimum cumulative grade point average of 2.00 in major courses.

7. Complete such comprehensive examinations as may be required by the University.
8. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
9. Fulfill the academic residence requirements of a minimum of 15 semester hours to be taken at Saint Leo University with 9 of those hours taken in the major
10. All transfer credits must be received and posted.
11. 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 SLU-125 Choosing Wellness.
3. Complete the required Associate of Arts general education program. See Liberal Arts, A.A..
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the University.
6. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
7. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken at Saint Leo University
8. All transfer credit must be received and posted.
9. Apply for degree.

## **Associate of Arts Degree in Criminal Justice**

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

1. Complete a minimum of 60 academic credits.
2. Complete SLU-125 Choosing Wellness
3. Complete the required Associate of Arts general education program. See Criminal Justice, A.A.
4. Attain a minimum cumulative grade point average of 2.00.
5. Attain a minimum cumulative grade point average of 2.00 in major courses.
6. Complete such comprehensive examinations as may be required by the University.
7. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
8. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken at Saint Leo University with 9 of those hours taken in the major
9. 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 SLU-125 Choosing Wellness
3. Complete the required University Explorations (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, all education majors (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. All transfer credit must be received and posted.
13. Apply for degree.

## Certificate Programs

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

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

## Class Attendance

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

1. Faculty members must include a course attendance policy in their syllabi.
2. Students are expected to be present at regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas, and spring breaks.
3. Student absences are cleared through the Office of Academic Advising. Due to federal regulations, medical or legal documentation is accepted by the Office of Academic Advising, and documentation should not be presented to or discussed by instructors. Once the documentation has been accepted, it is thoroughly verified, and notification is

issued to faculty members. Unless otherwise directed, excusal of absences is granted solely at the discretion of the individual instructor.

4. The Office of Academic Advising works closely with Student Affairs, the Health and Counseling Centers, and the Center for Sport Medicine regarding student absences. If a student is required to be absent for an extended period of time, either voluntarily or involuntarily, the Office of Academic Advising notifies instructors. In addition, students must adhere to the establish clearance procedures as outlined by Student Affairs in order to return to classes.
5. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.
6. Unless communication from the Office of Academic Advising states otherwise, students are required to communicate with their instructors regarding any missed coursework or exams. Students are always responsible for missed coursework.
7. Failure to attend class does not constitute a course withdrawal.
8. All faculty members are required to keep attendance records during the official add/drop period. Student absences may have a deleterious effect on the student's grades or continuing eligibility for financial assistance. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance may incur academic penalties as applied by the faculty member.
9. Attendance is taken during the add/drop period in every course offered in every location at Saint Leo University. Attendance is taken for the purpose of establishing a student's enrollment in a specific course so that Title IV funds may be disbursed to the student. No Title IV funds are given to a student who has not attended class during the add/drop period. Students who do not attend at least one meeting of the course during the add/drop period will have their registration for that course canceled and the record of their registration in that course deleted. A deleted record due to a student's failure to attend the class during the add/drop period may have an adverse effect on the student's financial aid.
10. In the case of absences caused by University-sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the faculty member deems necessary. **Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.**

## Attendance Policy for Student-Athletes

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

For a home contest, student-athletes will be excused no more than 2 hours prior to the start of the contest. Student-athletes may not miss class for practices, scrimmages, or non-championship segment contests with the exception of gold, tennis, and cross country.

## Notification of Missed Class

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

## Classification of Undergraduate Students

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

**Freshman**—a student with fewer than 30 earned credits.

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

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

**Senior**—a student with at least 90 earned credits.

**Special**—a non-degree-seeking student.

## Grading for Certificate, Associate, and Bachelor Degree Courses

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

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

*\*\*Given due to extended temporary duty assignment of active-duty students at the Continuing Education Centers located on military bases only. A copy of official TDY orders must accompany the request for WE.*

## **Standard Undergraduate Grading Scale**

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

A 94-100%

A- 90-93%

B+ 87-89%

B 84-86%

B- 80-83%

C+ 77-79%

C 74-76%

C- 70-73%

D+ 67-69%

D 60-66%

F <60%

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

## **Incomplete Work**

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

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

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

## Repeated Courses

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

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

**Previously passed courses repeated more than one time do not count toward enrollment when determining financial aid eligibility.**

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

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

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

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

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

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

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

# Academic Sanctions Policy for All Undergraduate Students

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

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

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

## Academic Honesty Violations

(See also "Academic Honor Code".)

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

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

## Academic Sanctions

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

12-30 hours attempted		GPA
Warning		1.80-1.99
Probation		1.50-1.79
Suspension		Below 1.50
31-59 hours attempted		GPA
Warning		1.90-1.99
Probation		1.70-1.89



Suspension                      Below 1.70

60-89 hours attempted      GPA

Probation                        1.90-1.99

Suspension                      Below 1.90

90 plus hours attempted      GPA

Suspension                      Below 2.00

## **Academic Warning**

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

## **Academic Probation**

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

## **Academic Suspension**

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

## **Appeals**

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

For University College students, appeals from academic suspensions must be made in writing to the Registrar within 10 days of receipt of the suspension notice. Continuing Education students should appeal to their Center Director. Center for Online Learning students should appeal to the Associate Vice President of Enrollment and Support Services or their designee.

The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. The Center Director, with their recommendations, will submit the appeal to the Vice President for Academic Affairs. The final authority to alter the sanction rests with the Vice President for Academic Affairs.

## **Reinstatement**

Students suspended from Saint Leo University may apply for readmission after one year. The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the University for University College students. Continuing Education students petition through their Center Director. Center for Online Learning students petition through the Associate Vice President of Undergraduate Admissions and Academic Advising. 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. Conditions for reinstatement of housing may be specified by the Associate Vice President of Enrollment and Support Services or their designee.

## **Veterans Benefits and Academic Progress**

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

## **Academic Dismissal**

Undergraduate students whose academic standing is so poor that, in the judgment of the Vice President of Academic Affairs, improvement of the grade point average to 2.00 is unlikely, will be academically dismissed. Dismissal is permanent termination of student status from Saint Leo University. Students who have been dismissed may not be readmitted to the institution under any circumstances.

## **Academic Term**

The University operates under the following academic terms:

- For University College, the academic terms follow the traditional 15-week semester term for fall and spring.
- For Continuing Education students in Regional Centers, the academic term is six 8-week terms, with the exception of the Education program offered at our Gainesville, Lake City, Madison, Northeast Florida, Ocala, and Weekend/Evening locations, which follow the traditional two 15-week semester term for fall and spring.
- For the Center for Online Learning, there are six 8-week terms per year.

## **Academic Advising**

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

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

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 or the Center for Online Learning, register during orientation periods.

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

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

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

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

## Course Challenge Examination

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

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

## Gordon Rule

Saint Leo University actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule. The following courses fulfill the Gordon Rule: ENG 121, ENG 122, ENG 210CL , ENG 215CL , ENG 220CL , AND ENG 225CL .

## 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.

## 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, Office of Admissions, 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 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 outlining those procedures.

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

## Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university as a matriculated student, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and submit the application fee.

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

Saint Leo University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404/679-4501) to award the associate's, bachelor's, master's, specialist's, and doctoral degrees. Saint Leo credits should transfer to other regionally and nationally accredited institutions, but the final decision on acceptance of transfer credits and degrees earned at Saint Leo will be determined by the receiving institution.

## Traditional Transfer Credit

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

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

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

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

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of 30 credit hours at Saint Leo University, 15 of which must be in the major.

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

Students who hold a bachelor's degree from a regionally accredited college or university will be considered to have satisfied all University Exploration (general education) requirements except a religion course for a degree from Saint Leo University. Such students may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of 30 credit hours at Saint Leo University, 15 of which must be in the major. No quality points are awarded for transfer credit.

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

## **Nontraditional Transfer Credit**

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

## **Military Service Courses and Training**

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

## **Criminal Justice Training Experience**

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

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

A maximum of 21 elective credit hours may be awarded.

## Non-collegiate 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 National College Credit Recommendation Service (NCCRS). A maximum of 33 hours may be awarded.

## Online Prior Learning Assessment Course for Undergraduates

**Prior Learning** is a term used by educators to describe learning acquired outside a traditional academic environment. This may have been through work experience, employer training programs, military training and experience, independent study, non-credit courses, volunteer or community service, and so on.

### What is Prior Learning Assessment (PLA)?

Prior Learning Assessment (PLA) describes the evaluation of an individual's learning for college credit, certification, or advance standing toward further education or training. The Council for Adult and Experiential Learning (CAEL) defines PLA as follows: "The recognition of learning gained from experiences that may be granted credit or otherwise certified. The assessment of learning attained through experiences irrespective of the time and place in which they occurred" (Fiddler, Marienau, & Whitaker, 2010, p. 12).

Fiddler, M. Marienau, C., & Whitaker, U. (2010). *Assessing learning: Standards, principles, and procedures* (2nd ed.), Chicago, IL: The Council for Adult and Experiential Learning.

In order to apply for experiential learning credits, students must enroll in the Prior Learning Assessment course that is offered each term in order to learn how and what to submit for review and consideration to receive Prior Learning credits. Faculty from colleges and universities across the country in each content area will evaluate prior learning portfolios and recommend credit awards. These recommendations will be recorded on a National College Credit Recommendation Service (NCCRS) transcript.

**The maximum number of credits** for experiential learning which may be awarded to a student is 15 credits. Some types of experiential learning for which credit will be awarded include: Management and Computer Information Systems experiential learning gained through certificate programs or self-taught learning. Learners successfully completing the Prior Learning Theory and Practice course will receive 3 elective credits.

### Fees

#### PLA 100 Prior Learning Theory and Practice

Tuition for PLA 100 is \$750. This can be covered through Financial Aid, if eligible.

#### Portfolio Evaluation

An additional \$125 will be charged directly to the student for portfolio review and evaluation of up to 12 credits in one content area.



For more information about the Prior Learning Assessment course and program offered by the Council for Adult and Experiential Learning (CAEL), please contact your Academic Advisor. Your Academic Advisor will be able to enroll you in this course.

## Standardized Examinations

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

- Excelsior College Examinations (formerly ACT PEP: Regents)
- College Level Examination Program (CLEP) general examinations and specific subtests. Up to 40 credits may be earned through the general examinations. 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.getcollegecredit.com](http://www.getcollegecredit.com).

In most cases, transfer credit is granted in accordance with scores recommended by the American Council of Education. However, there are specific exceptions in which the University requires a higher score than the recommended score in order to fulfill degree requirements. Students should meet with their academic advisor prior to taking any standardized tests.

The maximum limit on standardized examination transfer credit is 40 semester hours. All such credit will be listed on the student's transcript and will not be removed once it has been added to the transcript.

## Transferability Guidelines

**Advanced Placement Exam**

**CLEP Standardized Tests**

**DANTES Subject Standardized Tests**

## 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".

## 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 Assistant Vice President for Enrollment within 30 days of the decision. The applicant may submit additional documentation, which will be reviewed along with all previously submitted credentials. The applicant will be informed of the decision within 30 days of the receipt of the request for review.

## Readmission Policy

If it has been more than five years since your last registration at Saint Leo University, you must be readmitted. You will NOT be required to pay an application fee. For further information on the Department of Education's policy on re-admission for service members, please see [www2.ed.gov/policy/highered/guid/readmission.html](http://www2.ed.gov/policy/highered/guid/readmission.html).

## 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. Please visit [www.saintleo.edu/finaid](http://www.saintleo.edu/finaid) for complete financial aid information.

## Federal Financial Aid Sources

- **Pell Grant.** Pell Grants are awarded to students who have not earned a bachelor's degree, are enrolled in a degree program, and have exceptional financial need. Awards are based on the expected family contribution (EFC) determined by the Department of Education and enrollment status.
- **Supplemental Educational Opportunity Grant (SEOG).** The Federal SEOG is awarded by Saint Leo University to Pell Grant recipients. Awards are limited based on fund availability and financial need.
- **Stafford Loan Program.** All eligible students may receive a Stafford Loan regardless of financial need. Financial need is used to determine eligibility to receive a subsidized Stafford Loan. Students not qualifying for a subsidized loan may receive an unsubsidized loan. Interest accrues on unsubsidized loans while a student is enrolled in school and during grace periods. When a borrower of any Stafford Loan ceases to be enrolled on at least a half-time basis, a six-month grace period begins; then the loan goes into repayment of principal and interest.
- **Work Study.** The Federal Work Study program provides students with financial need an opportunity to earn money and gain valuable work experience. Funds are limited. Students are paid directly for hours worked.
- **PLUS Loan.** To help meet educational expenses, parents may borrow through the Federal PLUS Loan. This is a low-interest, long-term loan that is approved based on creditworthiness. Parents may borrow up to the difference between educational costs and the student's financial aid.

## Grants for Florida Residents

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

## Grants for Georgia Residents

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

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

For further information on these grants, visit our website ([www.saintleo.edu](http://www.saintleo.edu)), and go to Financial Aid, Types of Financial Aid, State Aid.

## 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 Financial Aid Office based on specified criteria. Students receiving endowed scholarships are requested to acknowledge this assistance by communicating appreciation to the donor. Endowed and donor scholarships may be used to replace previously awarded Saint Leo grant funds.

## Additional Sources

- **State Scholarships.** Applicants who are not Florida residents should check with their state scholarship agency regarding their eligibility for state aid.
- **Alternative Loans.** The Financial Aid Office encourages all students eligible for federal loans to maximize their eligibility before borrowing any alternative loans. However, if you must borrow an alternative loan, we recommend that you review many alternative loan lenders and research their policies and loan terms to decide which lender is best for you. Students interested in comparing private loans are encouraged to visit Saint Leo University's FASTChoice web tool to view a list of preferred lenders ([www.saintleo.edu/privateloans](http://www.saintleo.edu/privateloans)). FASTChoice is not a lender; it is an independent, online loan comparison program. This interactive program provides loan counseling and basic information about borrowing for students interested in private lender options. Students can apply online for loans

directly from this site. Students are free to select any lender they choose, including those not presented through FASTChoice.

## Financial Aid for International Students

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

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

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

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

## How Financial Aid Awards and Amounts Are Determined

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

## Financial Aid Application Process

Complete instructions are also available at [www.saintleo.edu/finaid](http://www.saintleo.edu/finaid) - click "The Financial Aid Process and How to Apply".

*New University Campus 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. Accurate income tax information should be used and is accessible on the FAFSA website through the IRS data retrieval tool

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 Financial Aid 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 24-48 hours, depending on whether the PIN is sent electronically or via mail.
  - Use 2014 tax information for the 2015-2016 year.
  - Use 001526 on the FAFSA as the Saint Leo Federal School ID.
2. 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) 433-3243. The SAR will indicate if the student has been selected for "verification" by CPS. You will be notified via email of what documentation is required to complete verification. Additional information is located at [www.saintleo.edu/verification](http://www.saintleo.edu/verification).

Generally, financial aid cannot be awarded or disbursed after the end of the award year; therefore, timely submission of requested documents is imperative.

**New University Campus Students:** All required documentation must be submitted prior to the last two weeks of your first term/semester. If you fail to submit the required documentation prior to the deadline, your financial aid package will be canceled and may result in a balance owed to the University that must be paid in full prior to subsequent registration, transcript release, or graduation.

**All Students:** All required documents must be submitted prior to the last two weeks of your first term/semester. If you fail to submit the required documents prior to the deadline, you may not be eligible for financial aid.

1. After the SAR has been received and reviewed by the Financial Aid Office, eligible students will receive an award package. A student's award package is available for viewing via eLion. The award package indicates what aid the student may receive if all requirements are met. Requirements to receive aid include the following:

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

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

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

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

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

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

2. To apply for Stafford loans:

Saint Leo University participates in the Direct Loan Program. To receive a Stafford Loan, you must complete a master promissory note (MPN) and Entrance Counseling. Instructions for completing the MPN and Entrance Counseling can be found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

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

- In order to accept or decline the Stafford loans offered on your award letter in estimated status, you must go to eLion at <https://elion.saintleo.edu>. Under the heading Financial Aid, click on Accept (or Reject) My Financial Aid Awards.
7. **Deadlines:** There are federal, state, and other deadlines that must be met in order to receive financial aid. Student Aid Reports must be received prior to the last day of attendance in order to be considered for eligibility. However, students should apply as early as possible, for applications are processed based on the current volume. Students applying for a student loan must accept the loan at least two weeks before the end of the requested loan period in order to be considered for eligibility.

## Disbursement of Funds

Financial aid is disbursed assuming all requirements are met, within 10 days of the beginning of the term (8 week class) for term based students and 10 days of the beginning of the semester for semester based students. Requirements can include verification completion, enrollment and program specific requirements (example: half-time enrollment). Changes you make to the requirements can change your eligibility for financial aid funds.

Financial aid is disbursed directly to a student's eLion account. The funds are used to pay tuition and required fees, along with room and board, if applicable. Any remaining credit balance is issued in one of three ways as selected by the student: Higher One debit card, bank ACH transfer, paper check.

This complete policy is located at [www.saintleo.edu/finaid](http://www.saintleo.edu/finaid).

The Business Office is responsible for vouchering any financial aid funds in excess of tuition, fees, and other costs.

## Satisfactory Academic Progress (SAP)

All students receiving Federal Title IV financial aid, state aid or Saint Leo institutional aid must adhere to the university's published policy on satisfactory academic progress. The Higher Education Act as amended by Congress mandates that higher education institutions establish minimum standards of "satisfactory academic progress" for students receiving financial aid. This complete policy is located at [www.saintleo.edu/sap](http://www.saintleo.edu/sap).

One requirement to meet satisfactory academic progress is that students must pass 67 percent of all coursework attempted. Undergraduate students must earn a minimum cumulative GPA, on a 4 point scale, of 1.50 by the completion of 44 credit hours, 1.70 cumulative GPA by the completion of 59 credit hours and 2.0 by the completion of 60 credit hours. Graduate students must earn a minimum cumulative GPA of 3.0 on a 4 point scale. Students must complete their program within the maximum timeframe of 150%.

Satisfactory academic progress standards are evaluated at the end of each payment period (semester). Students receive a warning when not meeting all or part of the standard and are given one additional term to meet the standard. Those that do

not meet the standard after the warning period are not eligible for financial aid. Ineligible students may be able to appeal the decision. Complete details are available at [www.saintleo.edu/sap](http://www.saintleo.edu/sap).

## 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 Financial Aid Office.

## 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 Financial Aid Office. When the award is presented to the University, the Financial Aid Office will credit that amount to the student's account. In certain cases these awards may be posted to the student's account as "pending financial aid," but if the award is not received by the University, it will be removed. In these cases the student is responsible for all charges.
6. Students on the Work Study Program are paid semi-monthly by payroll check for hours worked. A portion of a paycheck may be applied toward their tuition or fees; these funds are not automatically applied to student financial indebtedness.
7. For reasons of nonpayment, the Student Account Advising Department 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 Account Advising Office at (352) 588-6600.
8. **Errors:** The University reserves the right to adjust clerical or computational errors in the aid award.
9. **Unavailability of funds:** Awards are made subject to available funds. The University reserves the right to cancel or modify awards if funds are ultimately determined to be unavailable to the University.

## Questions Concerning Charges and Payments

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

## **Financial Responsibility**

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

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

## **Late Fees**

Unpaid balances are subject to a late fee of 1% monthly (12% annually). Late fees accrue 60 days after term start.

## **Past-Due Accounts**

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

## **Personal Property**

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

## **Refunds**

Refunds due students who have credit balances in their tuition account should expect to be issued within 14 days. Questions regarding refunds should be addressed to Student Accounts at [studentaccounts@saintleo.edu](mailto:studentaccounts@saintleo.edu).



# 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 Admissions, Saint Leo University, P.O. Box 6665, MC 2008, Saint Leo, FL 33574-6665 or by calling 352/588-8283 or 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 Admissions reviews and admits students based on evidence of satisfactory academic performance, including transcripts of high school and college work, standardized test scores (SAT or ACT), community service, leadership, work experience, special talents, and evidence of good character as demonstrated in letters of reference. Students offered admission are expected to offer a positive contribution to the University community.

## Application Timetable

### Priority Application

	Term	Priority Application Due Date	Candidate Reply and Deposit Deadline
First-Year Candidates	Fall	Jan. 15*	May 1
	Spring	Nov. 1*	Dec. 15
Transfer Candidates	Fall	Mar. 1*	Within 2 weeks of notification of admission
	Spring	Nov. 1*	
International Candidates	Fall	June 1*	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 Admissions:

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 Admissions or from [www.saintleo.edu](http://www.saintleo.edu). The Common Application is also accepted.
2. **Official high school transcript.** Students may request high school transcripts be faxed or mailed from their high school guidance office for Admissions Committee review. On initial application for admission students may also self-report standardized test scores and GPA. Transcripts may be requested at any time to monitor an applicant's academic progress during the senior year. Official and final transcripts are required of all admitted students at the end of the senior year. Official and final transcripts reflecting the award of a diploma must be mailed directly from the institution to the Office of Admissions in a sealed envelope and are subject to verification. The Office of Admissions will confirm that all students' final transcripts arrive from a high school with a CEEB code, as well as with the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Office of Admissions will investigate to confirm the school is recognized by the state department of education or home school association. If the award of a diploma is determined to be invalid, a GED may be required for admission consideration.
3. **High school guidance counselor recommendation.** The recommendation must be sent to the Office of Admissions directly from the secondary school counselor. A recommendation letter from a teacher is an acceptable substitute for the guidance counselor recommendation form. Recommendations may be waived by the Assistant Vice President of Enrollment.
4. **Application fee of \$40 (nonrefundable).** The fee should be sent in the form of a check or money order made payable to Saint Leo University. Guidance counselors may submit a College Board fee waiver or letter outlining unique circumstances if the application fee presents a financial hardship to the applicant. The application fee may be waived at the discretion of the Office of Admissions.
5. **Scores from the Scholastic Assessment Test (SAT) or American College Testing Program (ACT).** These scores 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 considers all portions of the standardized tests, the critical reading and math components of the SAT and the writing score. The writing portion of the test may be used for placement purposes. Students may elect to pursue admission under the test-optional policy (see [www.saintleo.edu/testoptional](http://www.saintleo.edu/testoptional)). Students may also self-report scores upon initial application for admission, however official scores as noted above will be required.
6. **High school athletes** who wish to participate in University athletics must receive eligibility clearance from the NCAA Eligibility Center Certifications Processing, P.O. Box 7136, Indianapolis, Indiana 46207-7136.

Students are strongly encouraged to visit the campus. Interviews are not required, but a visit enables the candidate to talk with an admission counselor, tour the campus, visit classes, talk to coaches, and meet faculty and students. Arrangements for visits may be made by calling the Office of Admissions at (800) 334-5532 or (352) 588-8283, by online request at [www.saintleo.edu/visit](http://www.saintleo.edu/visit), or by e-mailing [admissions@saintleo.edu](mailto:admissions@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

*\*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.*

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

## Test-Optional Policy

Saint Leo University emphasizes a holistic review of students' credentials for admission, and we believe that factors other than test scores are stronger predictors of a student's potential to succeed in college. In fact, our research confirms that the best indicators of academic success at Saint Leo are a student's performance inside and outside the high school classroom and the rigor of the high school curriculum.

As a result, Saint Leo University has developed a test-optional policy that no longer requires undergraduate applicants to submit SAT or ACT scores as part of the admissions process. Prospective students who choose not to submit standardized test scores for review will receive full consideration, without penalty, for admission.

Once an applicant identifies they wish to be considered 'test optional' or if they choose to have their test scores considered, they will not be able to change their choice or decision at a later point. Students may only apply once and the choice submitted first will be recorded.

Competitive candidates desiring admission under the test-optional policy should have a minimum high school GPA of 3.0 and demonstrate above average performance in the core academic areas: English, math, science, and social science. The Office of Admissions focuses on individual grades in each core academic class. We are very interested in consistently strong academic performance throughout a student's four-year high school record. In cases where initial high school performance is not strong, special attention is given to steady and substantial improvement throughout the sophomore, junior, and senior years. Students with a GPA below 3.0 may be referred to the Admissions Committee for consideration at the request of their admissions counselor as an exception.

### *Admission Requirements*

In addition to the minimum high school GPA of 3.0, each student must submit at least three options from the lists below. Two of the three supplements must come from the academic options list. Further explanation of these options follows the lists.

#### *Academic Options*

1. Academic Recommendations
2. Academic Writing Ability
3. AP or Honors, IB courses
4. Standardized Test Scores

#### *Non-Academic Options*

1. Community Involvement
2. Extracurricular Activities
3. Personal or Group Achievements

## 5. Class Rank

*International students whose primary language of instruction is other than English must still submit the results of the Test of English as a Foreign Language (TOEFL) or the International English Language Test System (IELTS).*

### *Academic Recommendations*

Applicants must submit at least two letters of recommendation from teachers who can attest to their academic abilities. Additional recommendations received will not factor into our decision-making process.

### *Academic Writing Ability*

Applicants should submit a recent, graded writing sample with a high school teacher's comments. This writing sample will preferably be at least 500 words and written within the last two years. Research papers, position papers, and literary analysis are all acceptable examples of graded writing samples.

### *AP or Honors, International Baccalaureate courses*

When assessing grade point average, consideration is given to the strength and frequency of Advanced Placement, Honors, and International Baccalaureate coursework in a student's curriculum.

### *Standardized Test Scores*

Students who feel that their SAT or ACT scores are a good indicator of their abilities may submit their results and request that they be reviewed in their admission decision. If, however, the student does not feel that their test scores accurately represent their academic abilities, they do not need to submit them.

### *Class Rank*

Class rank, like GPA, indicates a student's performance in the classroom. Although class rank is not the ultimate indicator of academic performance, it provides us with a more precise understanding of where each applicant falls on the academic spectrum.

### *Community Involvement*

Community service and volunteer experience highlight students who have a genuine concern for people and their community. Such activities are aligned with Saint Leo University's core values.

### *Extracurricular Activities*

Saint Leo University desires to admit students who participate in quality involvement in their high school. Students must demonstrate the type of involvement they have in particular clubs, organizations, or sports teams, with leadership positions preferred over general membership.

### *Personal or Group Achievements*

Outstanding achievements are just that—they stand out. Students may submit résumés, YouTube videos, DVDs, PowerPoint presentations, or slide shows that demonstrate their backgrounds, athletic or artistic talents, interests, or accomplishments. This achievement summary gives the student the opportunity to highlight special skills or talents, interesting experiences, and personal accomplishments. When reviewing candidates for admission, Saint Leo University is looking for those experiences that might suggest high potential for leadership and involvement on campus.

## **3 + 1 Accelerated Degree Program**

Eligible prospective students interested in a 3+1 accelerated degree program should simply select the program of their choice when completing their [online application](#) or [The Common Application](#). Students using our [paper application](#) should write in the program of choice in the line provided for their intended major.

Current Saint Leo students who meet the eligibility criteria and are interested in changing to one of the 3+1 programs should contact their academic advisor for assistance.

Students will need to complete the application for admission to the graduate program of choice at the completion of their second year.

## Early Admission

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

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

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

1. submit a strong letter of recommendation from a high school counselor, psychologist, faculty member, or other professional person familiar with the student's qualifications;
2. submit a letter of support from their parent(s) or guardian(s); and
3. interview with a counselor from the Office of Admissions. 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 AP Services, P.O. Box

6671, Princeton, NJ 08541-6671. The applicant should request to have the test scores sent directly to the Office of Admissions from the testing agency. See the "Advanced Placement Exam" chart 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 Admissions 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.

## Home-Schooled Applicants

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

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

1. **Application form.** Applications submitted according to the application deadlines outlined in the application timetable will receive priority consideration, but all applications will be processed as quickly as possible regardless of date received. Applications may be obtained from the Office of Admissions 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.** Official final transcripts are required of all admitted students at the end of the senior year, and transcripts may be requested earlier to monitor an applicant's progress. Transcripts should be sent directly from the institution to the Office of Admissions. Official final transcripts reflecting the award of a diploma must also be sent directly from the institution in a sealed envelope and are subject to verification. The Office of Admissions will confirm that all students' transcripts arrive from a high school with a CEEB code, as well as with the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Office of Admissions will investigate to confirm the school is recognized by the state department of education or home school association. If the award of a diploma is determined to be invalid, a GED may be required for admission consideration.
3. **Two letters of recommendation** (with at least one of these from an individual outside the applicant's home). The recommendation letters must be sent directly to the Office of Admissions. Recommendations may be waived by the Assistant Vice President of Enrollment.
4. **Application fee of \$40 (nonrefundable).** The fee should be sent in the form of a check or money order made payable to Saint Leo University. The application fee may be waived at the discretion of the Office of Admissions.
5. **Scores from the Scholastic Assessment Test (SAT) or American College Testing Program (ACT).** These scores 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 be deemed official. Students may elect to pursue admission under the test-optional policy (see [www.saintleo.edu/testoptional](http://www.saintleo.edu/testoptional)).
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 admissions 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. Conditions for readmission may be specified.

## Deferred Admission

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

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

## Transfer Student Admission Requirements

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

1. Completed application with nonrefundable \$40 application fee. The application fee may be waived at the discretion of the Office of Admissions.
2. An **official transcript** from **each** postsecondary institution attended, regardless of the number of credits attempted or completed. The transcript must be sent directly from the institution to the Office of Admissions.
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 standing. Recommendations may be waived by the Assistant Vice President of Enrollment.
4. If the candidate has fewer than 24 academic credits\* at a postsecondary institution, he or she will be required to submit official copies of the high school transcripts with date of graduation (or GED) and standardized test scores.

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

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

## Evaluation of Transfer Applicants

Once the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Admission of each applicant will be determined by the Transfer Coordinator and the Director of Undergraduate Admissions.

# 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. (See also the Bridge Program below.)

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

## 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 78 (Internet 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 postsecondary institutions in the United States.
6. Successful completion of the highest proficiency level of a NAFSA-recognized ESL program.

Students who may not satisfy the language proficiency requirements for general admission may still meet the minimum English language proficiency requirements for University admission through the Bridge program.

The Office of Admissions may require international students to take a placement test upon arrival at the University to determine appropriate placement.

## Application Procedure for International Students

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

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



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

## The University English Bridge Program

Students who do not meet the minimum English language requirement for the University may be considered for admission to The Bridge Program, a one year intensive language program designed to help international students improve their English language skills and transition to the regular university curriculum. Students must pass all courses in the program with a C- in order to matriculate into their chosen majors. (See The University Bridge Program Academic Requirements for specific courses and sequences.)

## Admissions Requirements for Bridge Program

The Saint Leo University Bridge Program is an academic program designed to provide qualified students with the opportunity to adjust smoothly to the US academic environment and strengthen their academic English language proficiency. The Program serves the needs and the interests of international students who meet the minimum English language proficiency requirements for University admission. Students will be admitted to the program based on one of the following criteria:

(1) Paper-based Test of English as a Foreign Language (TOEFL) scores between 549 and 497

(2) Internet-based TOEFL (iBT) scores between 77 and 45

(3) International English Language Testing System (IELTS) between 5.0 and 5.5

*The English proficiency test should be taken within the last two years.*

*The official score reports should be sent to the University Admissions Office directly by the ETS or IELTS.*

(4) Successful completion of the highest intermediate level in a NAFSA-recognized ESL Program with a GPA 3.00 or higher and a recommendation letter from an English language instructor from the program. The program should be completed within the last two years.

*All students admitted to the Bridge program will be required to take a diagnostic test in the beginning of their first semester.*

*The university reserves the right to make adjustments to the noted admission criteria.*

## Enrollment Deposit

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

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

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

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

# Student Financial Assistance for University College Undergraduate Students

## Financial Aid Office

The Financial Aid Office administers federal, state, private and university financial assistance programs, including student employment.

It is the purpose of the Financial Aid Office to provide needy and/or academically qualified students with financial aid in the form of scholarships, grants, loans and work programs to the extent that resources are available. In order to make the best use of limited funds, awards often consist of a combination of resources. Professional staff members are ready to help all students plan for the most efficient use of their financial resources for education.

The Financial Aid Office's primary means of communication to students is through email. It is the student's responsibility to frequently check their Saint Leo University email for important messages from the Financial Aid Office.

It should be noted that the information in the catalog is not all inclusive. It is the student's responsibility to review all of the relevant information. Please visit the Financial Aid web section at [www.saintleo.edu/finaid](http://www.saintleo.edu/finaid) for detailed information about the following:

- Tuition and costs
- Tuition refunds and returns of Title IV funds
- Withdrawal process and consequences on financial aid
- Refund disbursements
- Financial aid process
- Financial aid eligibility requirements
- Determining financial need
- Accepting awards
- Verification process
- Satisfactory academic progress (SAP)
- Financial aid appeal process
- Types of financial aid
- Student employment
- Book vouchers
- Consumer information

### Contacting the Financial Aid Office

Students with questions are encouraged to contact the Financial Aid Office. Financial Aid Support is available to take calls Monday thru Friday, 8:30 am - 5:30 pm eastern standard time.

### Financial Aid Support

(800) 240-7658

[finaid@saintleo.edu](mailto:finaid@saintleo.edu)

[www.saintleo.edu/finaid](http://www.saintleo.edu/finaid)

### Free Application for Federal Student Aid (FAFSA)

Students who require financial assistance in order to attend the university should apply for assistance each academic year. The

U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) on the web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) is used to determine eligibility for assistance based on need. The FAFSA must be completed for each academic year.

Students should submit their regular or renewal FAFSA so that it is received by the federal processor by the March 1 priority date.

Saint Leo University's federal school code is 001526. The FAFSA form will request this code so that your information can be sent to the university.

### **Satisfactory Academic Progress (SAP)**

All students receiving Federal Title IV financial aid, state aid or Saint Leo institutional aid must adhere to the university's published policy on satisfactory academic progress. The Higher Education Act as amended by Congress mandates that higher education institutions establish minimum standards of "satisfactory academic progress" for students receiving financial aid.

In order to maintain financial aid eligibility, recipients must meet all of the following SAP Policy requirements:

- Earn a minimum cumulative GPA (please see the policy for specifics)
- Successfully complete at least 67% of all attempted credit hours
- Complete program of study within the maximum timeframe of 150%

SAP is evaluated at the end of each academic semester or after each set of two 8-week terms when grades are posted. The evaluation normally occurs during the second week of the following semester/term.

Students will be notified via Saint Leo University email if it is determined that they are not meeting SAP requirements. Students that do not meet SAP requirements two semesters in a row will become ineligible to receive financial aid. Students that are determined to be ineligible may appeal the decision when special circumstances have occurred. The appeal process is defined at [www.saintleo.edu/sap](http://www.saintleo.edu/sap). Appeals should be submitted by week 5 of the semester (or linked terms that makeup the semester). Appeals received and approved by week 5 will allow the student to regain financial aid eligibility for the current semester of enrollment. Appeals received and approved after week 5 will be effective for the next period of enrollment. Student will regain eligibility in the next semester of enrollment if their appeal is approved.

For full details regarding Saint Leo University's SAP policy, details concerning the requirements listed above, and the complete appeal process, visit [www.saintleo.edu/sap](http://www.saintleo.edu/sap).

## **Tuition and Fees**

	<b>Per Semester</b>	<b>Per Year</b>
Tuition	\$10,075	\$20,150

Study Abroad Based on actual charges

## **Tuition Rates**

The charge per credit hour is \$535 through eleven credit hours. Thereafter, the following applies:

<b>Credits</b>	<b>Charge*</b>
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Traditional Program	12-18	\$10,075
Traditional Program	19 and above	\$280 per credit hour
3 + 1 Program	12-21	\$10,075
3 + 1 Program	22 and above	\$280 per credit hour
	1-11	\$535 per credit hour
Study Abroad	12-18	Based on actual charges

\*For University Campus students enrolled in SP1/SP2 and/or FA1/FA2 terms, enrollment credit for the two terms will be combined for the semester. If a student is part time and the combined enrollment hours are greater than 11 credit hours, the student will be changed to full-time status and tuition and fees will be changed to the full-time rates for the semester. All adjustments are handled immediately after drop/add period during the FA2 and SP2 terms. Note, this may result in a dramatic price increase for these students.

For full-time students taking courses in FA2, SP2, tuition will be adjusted after drop/add. If the student's total course load for the combined terms is greater than 18 credit hours, the student will be charged an additional credit overload fee of \$280 per credit hour exceeding 18.

## Summer Session Tuition Rates

Term	Credit Hours	Charge
Summer 1		\$250 per credit hour
Summer 2		\$257 per credit hour

## Fees

	Per Semester	Per Year
Student Health Plan		\$1,318

*\*May be waived with appropriate proof of other insurance.*

*Student must complete waiver form prior to deadline in order to waive insurance. Important dates are communicated to students at the beginning of each semester via their Saint Leo University email account.*

Student Activity Fee	\$185	\$370
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Orientation Fee (one-time fee) - Fall	\$310
Orientation Fee (one-time fee) - Spring	\$155
Tuition Deposit (nonrefundable)	\$500**

*\*\*Applied to full charges upon attendance.*

## Meal Plan

The University provides a boarding program for all resident students. All residential students are required to have and pay for a meal plan as determined by the housing assignment. Students residing in the following buildings are required to have the Unlimited Meal Plan: Alumni, Apartment 5, Apartment 6, Benoit, Henderson, Marmion, Roderick, and Snyder.

Students residing in Apartments 1 - 4 and East Campus have the option of a 5, 10, or Unlimited Meal Plan. Students residing in East Campus are not required to have a meal plan. Please note that students residing in these residence halls are automatically assigned to the Unlimited Meal Plan unless a specific meal plan is requested. All residential students are required to be on one of the following meal plans as determined by their housing assignment:

	<b>Per Semester</b>	<b>Per Year</b>
Unlimited Meal Plan	\$2,310	\$4,620
10 Meal Plan	\$1,540	\$3,080
5 Meal Plan	\$770	\$1,540

Commuter Meal Plan \$95 per block of 10 meals

<b>Residence Hall Room Rates</b>	<b>Per Semester</b>	<b>Per Year</b>
Marmion/Snyder Double Room	\$2,625	\$5,250
Marmion/Snyder Double Single	\$3,995	\$7,990
Marmion/Snyder Garden Level	\$3,170	\$6,340
Marmion Physical Single	\$3,170	\$6,340

Benoit/Henderson Double Room	\$2,625	\$5,250
Benoit/Henderson Double Single	\$3,995	\$7,990
Benoit/Henderson Physical Single	\$3,170	\$6,340
Benoit/Henderson Triple Room	\$1,925	\$3,850
Benoit/Henderson Quad Room	\$1,930	\$3,860
Roderick Room/Physical Single	\$3,150	\$6,300
Alumni Double Room	\$2,900	\$5,800
Alumni Double Single	\$4,265	\$8,530
Alumni Physical Single	\$3,170	\$6,340
East Campus Apartments	\$3,655	\$7,310
Apartment Buildings 1 - 4 Double Room with Kitchen	\$3,995	\$7,990
Apartment Buildings 1 - 4 Double Room with Kitchenette	\$3,300	\$6,600
Apartment Buildings 1 - 4 Single with Kitchen	\$4,325	\$8,650
Apartment Buildings 1 - 4 Double Single with Kitchenette	\$3,585	\$7,170
Apartment Buildings 1 - 4 Physical Single with Kitchenette	\$4,740	\$9,480
Apartment Buildings 5 - 6 Single	\$3,270	\$6,540
Apartment Buildings 5 - 6 Double	\$3,050	\$6,100

## Other University Campus Fees

Application Fee Undergraduate	\$40
International Student Application Fee	\$40
International Credential Evaluation Fee	\$235
Graduation Fee	
B.A., B.S., B.S.W.	\$105
A.A.	\$55

Certificate Fee	\$60
Replacement Diploma	\$30
I.D. or Food Card Replacement	\$25
Audit (visitors and part-time)	\$235

## Registration/Transcripts/Withdrawal

COL Late Registration or Payment	\$30
Transcripts	\$7
Rush and Overnight Delivery	\$32
Withdrawal (Each Course)	\$20
Reinstatement of Registration	\$20
Enrollment Deposit	\$500
Private Instruction Fee	\$300
Course Challenge Fee	\$80

## Parking Decal

Resident student (includes \$4.25 sales tax)	\$60
Non-resident student (includes \$2.29 sales tax)	\$30

## Miscellaneous Fees

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

*\*Varies by entry and capstone courses.*

*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). Late fees are assessed on all terms with balances past 60 days.

## Past-Due Accounts

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

## Methods of Payment for University College Students

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

1. Checks, cash, or debit/credit cards are accepted at the University Campus. Do not mail cash. Payments may also be made via eLion through the University's website. Payment may also be made via the Student Account Advising Department at (352) 588-6600.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo University deferred payment plan. Payment plan enrollment is available for the current semester only. Students can enroll in the payment plan via their eLion account under Financial Information. Enrollment is required each semester, and a \$35 nonrefundable fee applies for each plan. All tuition and fees for the semester must be paid in full before registration for the next semester will be accepted. The deferred payment plan is subject to late fees, as noted below.

## Refunds

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

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

## Tuition



Within drop/add period 100 percent

After the drop/add period but before the end of week two 75 percent

After the end of week two no refund

Note that these figures are for University College students only. Continuing Education students should consult Refunds of Tuition and Course Fees, and Center for Online Learning students should consult Refunds of Tuition and Course Fees.

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 their financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of F. Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

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

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

Other nonrefundable amounts are as follows:

\$500 Enrollment Deposit

\$310 Orientation Fee

\$20 Withdrawal Administration Fee

\$35 Payment Plan Registration Fee

## All Housing Costs

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

Appeals regarding refunds shall be submitted in writing to the Financial Aid Office, 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 \$20 fee for each course withdrawal.

Each student has the prerogative of dropping a course(s) during the drop/add period as published for each term. After the drop/add period and until the published last date for withdrawal, a letter grade of W will be assigned for each course that is

dropped. **Caution:** Students who fall below full-time status, as defined by their degree program and course of study, will be considered part time and may cause their 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 Financial Aid Office will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The midpoint of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for payment of the tuition and fees associated with the course. A student who earns an FA grade earns no credit, and the FA is counted in the same manner as an F grade on the student's grade report.

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

## Withdrawal from the University

If University College students find it necessary to withdraw from the University for any reason, they must do so officially through the Academic Advising Office, located in room 322 of St. Edward Hall, to obtain voluntary academic withdrawal.

Division of Continuing Education and Student Services students should contact their academic advisor to withdraw from the University. Students who fail to carry out the specified procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered.

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

# Admission Procedures for the Division of Continuing Education and Student Services

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

**First time in college (FTIC) applicant 19 years of age and older** must submit one of the following:

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

**FTIC applicant under the age of 19** must submit one of the following:

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

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

- Standardized test scores/test optional policy
- A letter of recommendation

**FTIC applicant on military active duty or reservist** must submit the following:

- A DD-214 and/or an Joint Services Transcript

FTIC students who complete the application form but fail to submit all supporting documentation for a given term may be admitted as a non-degree-seeking student pending receipt of all required documentation. Non-degree-seeking students are not eligible for financial aid and are limited to 18 credit hours with Saint Leo University.

Students transferring to an Education Center who have at least 12 credit hours of earned undergraduate postsecondary education may also qualify for admission as a fully matriculated, degree-seeking student in the absence of any of the documents required above. Applicants must submit an application package including the following:

- a completed application form
- official transcripts from all postsecondary education institutions attended showing at least 12 credit hours of postsecondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year postsecondary institutions.

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

Transfer students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be admitted as a non-degree-seeking student pending receipt of all required documentation. Non-degree-seeking students are not eligible for financial aid and are limited to 18 credit hours with Saint Leo University.

Conditional admission to the University also may be granted at the discretion of the Center Director. Conditional admission may be made if the prospective student does not qualify for admission by meeting the usual requirements but, in the opinion of the admission counselor or the Center Director, has qualifications that lead to the belief that academic success is a reasonable expectation. Conditionally admitted students will be considered for full admission status upon the completion of 18 credit hours of undergraduate, non-remedial courses at Saint Leo University within two academic years. If the student has maintained

a cumulative GPA of at least a 2.0 (GPA) and has no grades below a D, that student will meet the conditions for full admissions and will be allowed continued enrollment in the University.

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

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

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

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

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

If it has been more than five years since your last registration at Saint Leo University, you must be readmitted. You will NOT be required to pay an application fee. For further information on the Department of Education's policy on re-admission for service members, please see [www2.ed.gov/policy/highered/guid/readmission.html](http://www2.ed.gov/policy/highered/guid/readmission.html).

## Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo University Education Center office or by applying online for the appropriate Center at [www.saintleo.edu/education-centers/application-information.aspx](http://www.saintleo.edu/education-centers/application-information.aspx). A qualified applicant will be considered to be matriculated (classified as degree seeking) when the following materials are submitted and approved by the Center Director or designee:

1. Completed application form.
2. Application fee (nonrefundable).
3. Documentation of high school or GED completion. For transfer students, this may be documented by the transcript of the previously attended university.
4. Official transcripts from all previously attended colleges/universities.
5. Other transfer credits can be granted with the receipt of all appropriate documents, including:

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

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

Verification of coursework is obligatory in order to obtain credit. Nontraditional sources of credit have specific limits (see Nontraditional Transfer Credit).

- For all education majors: achievement of current State of Florida requirements.

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 Education Center.

## Distance Learning

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

Students interested in earning their degree completely online should contact the Center for Online Learning (COL) at 888/875-8265. (See Admission to the Center for Online Learning for additional information on COL.)

## Synchronous Learning

Saint Leo offers synchronous learning courses through Video Teaching & Teleconferencing (VTT) and Internet Connected Classrooms (ICC). These are additional delivery options for completion of coursework, besides traditional and online options. VTT courses connect you with instructors and students at University Campus and other Centers. In a VTT classroom, you will actively participate in the classroom at one of our locations in "real-time" through video teleconferencing. ICC courses provide students with unique limitations in attending a traditional or VTT class the opportunity to participate in a live, active learning environment from any location where they have high speed internet access and a web cam. Whether students take ICC courses from their home or hotel, on board a Navy ship, or from an international location, so long as they have the internet connection and web cam these courses can meet some of the unique needs of the adult learner

Students interested in earning their degree completely online should contact the Center for Online Learning (COL) at 888/875-8265. (See Admission to the Center for Online Learning for additional information on COL.)

## Financial Aid Office

The Financial Aid Office administers federal, state, private and university financial assistance programs, including student employment.

It is the purpose of the Financial Aid Office to provide needy and/or academically qualified students with financial aid in the form of scholarships, grants, loans and work programs to the extent that resources are available. In order to make the best use of limited funds, awards often consist of a combination of resources. Professional staff members are ready to help all students plan for the most efficient use of their financial resources for education.

The Financial Aid Office's primary means of communication to students is through email. It is the student's responsibility to frequently check their Saint Leo University email for important messages from the Financial Aid Office.

It should be noted that the information in the catalog is not all inclusive. It is the student's responsibility to review all of the

relevant information. Please visit the Financial Aid web section at [www.saintleo.edu/finaid](http://www.saintleo.edu/finaid) for detailed information about the following:

- Tuition and costs
- Tuition refunds and returns of Title IV funds
- Withdrawal process and consequences on financial aid
- Refund disbursements
- Financial aid process
- Financial aid eligibility requirements
- Determining financial need
- Accepting awards
- Verification process
- Satisfactory academic progress (SAP)
- Financial aid appeal process
- Types of financial aid
- Student employment
- Book vouchers
- Consumer information

#### **Contacting the Financial Aid Office**

Students with questions are encouraged to contact the Financial Aid Office. Financial Aid Support is available to take calls Monday thru Friday, 8:30 am - 5:30 pm eastern standard time.

#### **Financial Aid Support**

(800) 240-7658  
[finaid@saintleo.edu](mailto:finaid@saintleo.edu)  
[www.saintleo.edu/finaid](http://www.saintleo.edu/finaid)

#### **Free Application for Federal Student Aid (FAFSA)**

Students who require financial assistance in order to attend the university should apply for assistance each academic year. The U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) on the web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) is used to determine eligibility for assistance based on need. The FAFSA must be completed for each academic year.

Students should submit their regular or renewal FAFSA so that it is received by the federal processor by the March 1 priority date.

Saint Leo University's federal school code is 001526. The FAFSA form will request this code so that your information can be sent to the university.

#### **Satisfactory Academic Progress (SAP)**

All students receiving Federal Title IV financial aid, state aid or Saint Leo institutional aid must adhere to the university's published policy on satisfactory academic progress. The Higher Education Act as amended by Congress mandates that higher education institutions establish minimum standards of "satisfactory academic progress" for students receiving financial aid.

In order to maintain financial aid eligibility, recipients must meet all of the following SAP Policy requirements:

- Earn a minimum cumulative GPA (please see the policy for specifics)
- Successfully complete at least 67% of all attempted credit hours
- Complete program of study within the maximum timeframe of 150%

SAP is evaluated at the end of each academic semester or after each set of two 8-week terms when grades are posted. The evaluation normally occurs during the second week of the following semester/term.

Students will be notified via Saint Leo University email if it is determined that they are not meeting SAP requirements. Students that do not meet SAP requirements two semesters in a row will become ineligible to receive financial aid. Students that are determined to be ineligible may appeal the decision when special circumstances have occurred. The appeal process is defined at [www.saintleo.edu/sap](http://www.saintleo.edu/sap). Appeals should be submitted by week 5 of the semester (or linked terms that makeup the semester). Appeals received and approved by week 5 will allow the student to regain financial aid eligibility for the current semester of enrollment. Appeals received and approved after week 5 will be effective for the next period of enrollment. Student will regain eligibility in the next semester of enrollment if their appeal is approved.

For full details regarding Saint Leo University's SAP policy, details concerning the requirements listed above, and the complete appeal process, visit [www.saintleo.edu/sap](http://www.saintleo.edu/sap).

## Registration, Drop/Add, and Withdrawal Policies

Each 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 ([uts.saintleo.edu/schedule/](http://uts.saintleo.edu/schedule/)).

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

The drop/add period for changing course registrations is published within the Continuing Education Center's course registration material for each term. Attendance is taken during the add/drop period in every course offered in every location at Saint Leo University. Attendance is taken for the purpose of establishing a student's enrollment in a specific course so that Title IV funds may be disbursed to the student. No Title IV funds are given to a student who has not attended class during the add/drop period. Students who do not attend at least one meeting of the course during the add/drop period will have their registration for that course canceled and the record of their registration in that course deleted. A deleted record due to a student's failure to attend the class during the add/drop period may have an adverse effect on the student's financial aid.

Students who find it necessary to withdraw from any courses **must** contact their 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 Financial Aid Office will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The midpoint of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for payment of the tuition and fees associated with the course. A student who earns an FA grade earns no credit, and the FA is counted in the same manner as an F grade on the student's grade report.

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

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

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 their 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 Education Centers and Offices:

## Tuition and Fees

Tuition (per credit hour)	\$257*
Application Fee	\$40
International Student Application	\$40
International Credential Evaluation	\$235
Certificate Fee	\$60
Graduation Fee—A.A.	\$55
Graduation Fee—B.A., B.S.	\$105
Graduation Fee—B.A., B.S.(military locations including Chesapeake, Newport News, and Tampa Education Centers)	\$55
Replacement Diploma	\$30
Official Transcript Fee	\$7
Rush or Overnight Transcript Fee	\$32
I.D. Card Replacement	\$25
Parking Decal (as required by host institution)	\$30
Withdraw Fee	\$20
Capstone Course Assessment Fee	\$50- \$175**

\*Tuition for Active Duty Military (per credit hour) - \$250



*\*\*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 Campus or the Center for Online Learning. When they do, the per-credit-hour charge associated with the course location will apply.

## Method of Payment

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

1. Checks or credit cards are accepted at the Continuing Education Center or the University Campus. Do not mail cash. Payments may also be made via eLion through the University's website. Payment may also be made via Student Account Advising at (352) 588-6600 or Trane Stop at (352) 588-7496.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo University deferred payment plan. Payment plan enrollment is available for the current term/semester only. Students can enroll in the payment plan via their eLion account under Financial Information. Enrollment is required each term/semester, and a \$35 nonrefundable fee applies for each plan. All tuition and fees for the term/semester must be paid in full before registration for the next term/semester will be accepted. The deferred payment plan is subject to late fees, as noted below.

## Late Fees

Unpaid balances are subject to a late fee of 1% monthly (12% annually). Late fees accrue 60 days after term start.

## Past-Due Accounts

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

## Refunds of Tuition and Course Fees

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

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

## Tuition:

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

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

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

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

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

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

## Refunds of Tuition and Course Fees (Georgia)

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

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

### Tuition:

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

75% tuition refund if course withdrawal occurs after add/drop and before less than 25% of the course term is completed.

50% tuition refund if course withdrawal occurs after more than 25% and less than 50% of the course term is completed.

No refund for any course with withdrawal after 50% of the term is completed.

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

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

## Refunds of Tuition and Course Fees (South Carolina)

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

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

### Tuition:

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

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

60% tuition refund if course withdrawal occurs after 25% of the course is completed and before 40% of the course is completed.

50% tuition refund if course withdrawal occurs after 40% of the course is completed and less than 50% of the course is completed.

30% tuition refund if course withdrawal occurs after 50% of the course is completed and before 60% of the course is completed.

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

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

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

## Refunds of Tuition and Course Fees (Maryland)

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

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

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

80% tuition refund if course withdrawal occurs after add/drop and before 20% of the course is completed.

60% tuition refund if course withdrawal occurs after 20% of the course is completed but before 30% of the course is completed.

40% tuition refund if course withdrawal occurs after 30% of the course has been completed but before 40% of the course has been completed.

20% tuition refund if course withdrawal occurs after 40% of the course has been completed but before 60% of the course has been completed.

No refund for any course with withdrawal after 60% of the course has been completed.

## Refunds of Tuition and Course Fees (Wisconsin)

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

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

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

80% tuition refund if course withdrawal occurs after add/drop and before 20% of the course is completed.

70% tuition refund if course withdrawal occurs after 20% of the course is completed but before 30% of the course is completed.

60% tuition refund if course withdrawal occurs after 30% of the course has been completed but before 40% of the course has been completed.

50% tuition refund if course withdrawal occurs after 40% of the course has been completed but before 50% of the course has been completed.

40% tuition refund if course withdrawal occurs after 50% of the course has been completed but before 60% of the course has been completed.

No refund for any course with withdrawal after 60% of the course has been completed.

## **Financial Responsibility**

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

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

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

# Admission to the Center for Online Learning

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

**First Time in College (FTIC) 19 years of age and older must** submit one of the following by the application deadline:

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

**FTIC applicant under the age of 19** must submit one of the following by the application deadline:

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

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

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

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

Students transferring to the Center for Online Learning who have at least 12 credit hours of earned undergraduate postsecondary education may also qualify for admission as a fully matriculated, degree-seeking student in the absence of any of the documents required above. Applicants must submit an application package including the following:

- a completed application form
- official transcripts from all postsecondary education institutions attended showing at least 12 credit hours of postsecondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year postsecondary institutions.

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

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

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

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

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

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

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

If it has been more than five years since your last registration at Saint Leo University, you must be readmitted. You will NOT be required to pay an application fee. For further information on the Department of Education's policy on re-admission for service members, please see [www2.ed.gov/policy/highered/guid/readmission.html](http://www2.ed.gov/policy/highered/guid/readmission.html).

## Admission Procedure

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

1. Completed application form;
2. Application fee (nonrefundable);
3. Documentation of high school or GED completion. For transfer students, this may be documented by the transcript of the previously attended university;
4. Official transcripts from all previously attended colleges/universities (the Center for Online Learning will obtain official transcripts from U.S. colleges and universities on the student's behalf); and
5. Other transfer credits can be granted with the receipt of all appropriate documents, including:

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

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

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

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

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

## International Students Admission Policies

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

## English Language Proficiency

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

1. A **minimum** score of 550 (paper based) or 213 (Web based) on the Test of English as a Foreign Language (TOEFL).
2. A minimum of 6.0 on the International English Language Test System (IELTS).
3. A minimum of 450 on the verbal component of the SAT.
4. Grades of B or higher in English composition courses where English is the language of instruction.
5. For transfer students, two semesters with grades of B or higher in English composition courses at regionally accredited postsecondary institutions in the United States.
6. Successful completion of a NASFA-recognized ESL program.

## Application Procedure for International Students

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

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

## Change of Residency

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

Changes of residency requests are not automatically granted and are made at the discretion of the Vice President for Enrollment and Support Services.

## Enrollment and Registration

## Enrollment

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

## Registration

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

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

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

## Financial Information

### Tuition and Fees

Tuition (per credit hour) Corporate Non-Military	\$470
Tuition - Remedial Courses	\$470
Tuition (per credit hour ) Active Military	\$250
Application Fee (subject to change)	\$45
International Student Application Fee (subject to change)	\$45
International Credential Evaluation	\$235
Certificate Fee	\$60
Graduation Fee (A.A.)	\$55
Graduation Fee (B.A., B.S.)	\$105
Capstone Course Assessment Fees	\$50-\$175***
Course Withdraw Fee (per course)	\$20



Replacement Diploma	\$30
Official Transcript Fees	\$7
Overnight of Official Transcripts	\$32
Late Registration Fee	\$30

\*\*\*Varies by capstone course.

## Textbooks and Materials Fees

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

## Withdrawal and Refund Policies

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

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

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

## Refunds of Tuition and Course Fees

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

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

## **Tuition:**

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

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

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

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

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

Special courses ENG 002 and MAT 003 courses are non-refundable after course start date.

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

## **Refunds of Tuition and Course Fees (Georgia)**

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

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

## **Tuition:**

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

75% tuition refund if course withdrawal occurs after add/drop and before less than 25% of the course term is completed.

50% tuition refund if course withdrawal occurs after more than 25% and less than 50% of the course term is completed.

No refund for any course with withdrawal after 50% of the term is completed.

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

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

## **Refunds of Tuition and Course Fees (South Carolina)**

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

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

## **Tuition:**

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

75% tuition refund if course withdrawal occurs after add/drop and before 25% of the course is completed.

60% tuition refund if course withdrawal occurs after 25% of the course is completed but before 38% of the course has been completed.

50% tuition refund if course withdrawal occurs after 38% of the course is completed but before 50% of the course has been completed.

30% tuition refund if course withdrawal occurs after 50% of the course is completed but before 60% of the course has been completed.

No refund for any course with withdrawal after 60% of the course has been completed.

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

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

## **Refunds of Tuition and Course Fees (Maryland)**

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

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

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

80% tuition refund if course withdrawal occurs after add/drop and before 20% of the course is completed.

60% tuition refund if course withdrawal occurs after 20% of the course is completed but before 30% of the course is completed.

40% tuition refund if course withdrawal occurs after 30% of the course has been completed but before 40% of the course has been completed.

20% tuition refund if course withdrawal occurs after 40% of the course has been completed but before 60% of the course has been completed.

No refund for any course with withdrawal after 60% of the course has been completed.

## **Refunds of Tuition and Course Fees (Wisconsin)**

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

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

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

80% tuition refund if course withdrawal occurs after add/drop and before 20% of the course is completed.

70% tuition refund if course withdrawal occurs after 20% of the course is completed but before 30% of the course is completed.

60% tuition refund if course withdrawal occurs after 30% of the course has been completed but before 40% of the course has been completed.

50% tuition refund if course withdrawal occurs after 40% of the course has been completed but before 50% of the course has been completed.

40% tuition refund if course withdrawal occurs after 50% of the course has been completed but before 60% of the course has been completed.

No refund for any course with withdrawal after 60% of the course has been completed.

## **Add/Drop/Withdrawal**

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

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

## **Withdrawal with an Excuse**

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

## **Financial Aid**

Financial Aid information is available at [www.saintleo.edu/finaid](http://www.saintleo.edu/finaid) or by calling Financial Aid Support at (800) 240-7658, or e-mail [finaid@saintleo.edu](mailto:finaid@saintleo.edu). The mailing address is Saint Leo University Financial Aid Office, P.O. Box 6665, MC 2228, Saint Leo, FL 33574.

## **Late Fees**

Unpaid balances are subject to a late fee of 1% monthly (12% annually). Late fees accrue 60 days after term start.

## **Past-Due Accounts**

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

## **Loan Deferment/Verification**

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

# Chapter 4

## Majors/Minors/Specializations

### Saint Leo University

#### Requirements

#### University Explorations

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

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

The curriculum consists of 42 credit hours comprised of 12 credits of foundational learning in English composition, mathematics, and computer skills, and 30 credits hours spread over five learning clusters representing the liberal arts and sciences:

**The Human Adventure (6 credits)**

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

**The Human Mosaic (3 credits)**

Learning to live in a global society

**Science in a Changing World (6 credits)**

Expanding the possible

**The Creative Life (6 credits)**

Expressing the human experience through the arts

**The Reflective and Spiritual Life (9 credits, 3 from philosophy)**

Examining human and divine life

## Goals and Objectives of University Explorations

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

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

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

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

## Foundation Courses

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

### Writing

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

Express themselves intelligently and clearly

Synthesize and integrate information from various disciplines

Write academic papers that are sound and compelling

Write academic papers based on accepted standardized formats

Use original material as well as properly use and cite source material from a wide variety of venues in academic papers

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

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

### **Mathematics**

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

Success in MAT-131 also helps undergraduate students to:

Develop increased proficiency in logical progression

Gain increased understanding of scientific structure and applications

Increase their ability to deal effectively with mathematics-related formulas found in other disciplines

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

### **Computer Science**

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

Students will:

Have a comprehensive ability to use modern, standard software programs

Be prepared for the expectations of today's workplace

Improve their understanding of the ethical issues caused by modern computer technology

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

- ENG 121 - Academic Writing I **3 credits**
- ENG 122 - Academic Writing II **3 credits**
- MAT 131 - College Mathematics **3 credits**  
Complete MAT-131 or higher. Business majors must complete MAT-141



- COM 140 - Basic Computer Skills **3 credits**

## The Human Adventure

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

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

Complete two courses from the following choices:

- ECO 110HA - Economics for Life **3 credits**
- HTY 110HA - Immigration: The Changing Face of America **3 credits**
- POL 110HA - Revolution Now! Democracy in Troubled Times **3 credits**
- PSY 110HA - Psychological Well Being: How to be Sane in an Insane World **3 credits**
- SOC 110HA - The McDonalidization of Society **3 credits**

## The Human Mosaic

*Learning to live in a global society*

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

Complete one course from the following choices:

- ART 110HM - Curves Ahead: Women Artists and the Female Form **3 credits**
- HTY 110HM - Native American History & Life: More Than Tipis & Tomahawks **3 credits** HTY-110HM also offered as SSC-110HM.
- HUM 110HM - Television and the American Family: Your Shows, My Shows **3 credits**
- SOC 110HM - Building a Multiracial Society **3 credits**
- IDS 210HM - Once Upon a Time: Readings in Folklore and Culture **3 credit**

## Science in a Changing World

**Expanding the possible**

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

Complete two courses from the following choices:

- SCI 110SC - Evaluating the Predictions of Global Warming **3 credits**
- SCI 115SC - Is Evolution True? Your Inner Fish **3 credits**
- SCI 120SC - Human Ecology **3 credits**
- SCI 210SC - Energy and Its Impact on Global Society **3 credits**
- SCI 215SC - Science in Science Fiction **3 credits**

## The Creative Life

### Expressing the human experience through the arts

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

Complete two courses from the following choices:

- FAS 110CL - Living the Theatre: Dramatic Skills for all Disciplines **3 credits**
- HUM 110CL - Giants of the Arts **3 credits**
- MUS 110CL - Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World **3 credits**
- ENG 210CL - Love and Desire in Literature **3 credits**
- ENG 215CL - Monsters and the Monstrous in Literature **3 credits**
- ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
- ENG 225CL - Writing Wild: Exploring the Four Genres **3 credits**

## The Reflective and Spiritual Life

### *Examining human and divine life*

Reflection and spirituality lie at the center of what it means to be human. The study of philosophy, theology, and religion at Saint Leo University is an integral part of who we are as a Catholic university. The exploration courses in the reflective and spiritual life invite students to critically examine beliefs, understand a diversity of worldviews, and responsibly challenge the ideas and values that instruct our lives.

## Philosophy

Complete one course from the following choices:

- PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry **3 credits**
- PHI 210RS - Thinking and Doing Ethics **3 credits**

## Religion

Complete two courses from the following choices:

- REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts **3 credits**
- REL 123 - Christian Spiritual Vision **3 credits**
- REL 210RS - Many are Called, but Who is Chosen? Christian Understandings of Salvation **3 credits**
- REL 223 - World Religions: East and West **3 credits**

Total Credit Hours - 42

# School of Arts and Sciences

## Dr. Mary T. Spoto, Dean

The School of Arts and Sciences plays a central role in the academic structure and philosophy of the University by offering to all students a broad education, one that lays a durable foundation for critical and independent thinking. The essential spirit of the liberal arts, namely, the liberation of the mind and the acquisition of those habits and values that lead one to truth, animates all curricula and programs in the School.

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

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

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

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

## Associate of Arts

### Liberal Arts, A.A.

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.

## University Campus Requirements

- SLU 125 - Choosing Wellness **3 credits**  
This course is required for University Campus students only.

## Program Components

- ENG 121 - Academic Writing I **3 credits**
- ENG 122 - Academic Writing II **3 credits**
- MAT 131 - College Mathematics **3 credits**
- COM 140 - Basic Computer Skills **3 credits**

### **The Human Adventure**

Complete one course from the following choices:

- ECO 110HA - Economics for Life **3 credits**
- POL 110HA - Revolution Now! Democracy in Troubled Times **3 credits**
- PSY 110HA - Psychological Well Being: How to be Sane in an Insane World **3 credits**
- SOC 110HA - The McDonalidization of Society **3 credits**

### **The Human Mosaic**

Complete one course from the following choices:

- ART 110HM - Curves Ahead: Women Artists and the Female Form **3 credits**
- HTY 110HM - Native American History & Life: More Than Tips & Tomahawks **3 credits**
- HUM 110HM - Television and the American Family: Your Shows, My Shows **3 credits**
- IDS 210HM - Once Upon a Time: Readings in Folklore and Culture **3 credit**
- SOC 110HM - Building a Multiracial Society **3 credits**

### **Science in a Changing World**

Complete two courses from the following choices:

- SCI 110SC - Evaluating the Predictions of Global Warming **3 credits**
- SCI 115SC - Is Evolution True? Your Inner Fish **3 credits**
- SCI 210SC - Energy and Its Impact on Global Society **3 credits**
- SCI 215SC - Science in Science Fiction **3 credits**

### **The Creative Life**

Complete one course from the following choices:

- FAS 110CL - Living the Theatre: Dramatic Skills for all Disciplines **3 credits**
- HUM 110CL - Giants of the Arts **3 credits**
- MUS 110CL - Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World **3 credits**
- ENG 210CL - Love and Desire in Literature **3 credits**
- ENG 215CL - Monsters and the Monstrous in Literature **3 credits**
- ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
- ENG 225CL - Writing Wild: Exploring the Four Genres **3 credits**

### **The Reflective and Spiritual Life**

Complete one of the following Philosophy courses:

- PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry **3 credits**
- PHI 210RS - Thinking and Doing Ethics **3 credits**

Complete one Religion course from the following choices:

- REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts **3 credits**
- REL 123 - Christian Spiritual Vision **3 credits**
- REL 210RS - Many are Called, but Who is Chosen? Christian Understandings of Salvation **3 credits**
- REL 223 - World Religions: East and West **3 credits**

General Electives 24 - 27 hours

Total Credits - 60 hours

## **Engineering**

### **Minor**

### **Engineering Minor**

Saint Leo University offers a minor in engineering for students from any major. The minor provides fundamentals of the field that are common to all engineering disciplines. This is an 18-hour\* minor with additional hours required for prerequisites for majors outside the Math and Sciences Department.

Must complete 6 courses from the following:

- COM 315 - Decision Support Systems **3 credits**
- EGN 220 - Computer Aided Design and Graphics **3 credits**
- EGN 320 - Circuit Theory and Analysis **3 credits**
- EGN 323 - Thermodynamics **3 credits**
- EGN 325 - Instrumentation **3 credits**
- EGN 330 - Mechanics of Materials **3 credits**
- EGN 340 - New Product Development **3 credits**
- EGN 350 - Engineering Mechanics **3 credits**

Total Credits: 18\*

Note:

*\* Prerequisites, normally taken as part of the biology or math major, are required before taking these courses. Students from other disciplines will need to take MAT 152 or higher and PHY 221. It is recommended that students also take MAT 201, MAT 231, and PHY 222 in preparation for these courses.*

## Language Studies and the Arts

### Bachelor of Arts

### English with Education Minor, B.A.

#### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

#### Program Components

#### University Explorations (42 credit hours)

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

#### Education Minor (23-41 credit hours)

Saint Leo University offers a minor in education for students in other majors who may want to teach at the secondary level, but for whom teaching is not their first career choice. The minor is not recommended for students who plan to become certified teachers in K-12 classrooms, because it does not offer the same marketability or extensive professional preparation as the education major. Students wishing to major in English who plan to teach may consider pursuing a double major in English and Education or an Education major with a specialization in English

Students enrolled in the education minor will take a 30 hour English core and 23-41 hours of education courses including the

following:

- EDU 222 - Teaching Diverse Populations **3 credits or**
- EDU 428 - Education Governance, History, and Philosophy **3 credits**
- EDU 328 - The Adolescent Learner **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits or**
- EDU 333 - Adolescent Literacy **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 451 - English/Language Arts Methods in the Middle and Secondary School **3 credits**
  
- Optional: EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**  
Optional extra semester:
- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

## English Core Curriculum (24 credit hours)

- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 313 - Foundations of British Literature II **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**
- ENG 330 - Foundations of American Literature II **3 credits**
- ENG 399 - Junior Oral Examination **0 credits**
- ENG 410 - Reading the Planet-Comparative Global Literatures in Translation **3 credits**
- ENG 415 - Contemporary Literature's Winners, Losers and Also Rans **3 credits**
- ENG 498 - Senior Seminar **3 credits**

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

Total Credits: 120

**English, B.A.**

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 24-semester-hour core of courses and choose a complementary 10–23-semester-hour specialization in literary studies, professional writing, or dramaturgy. Students considering teaching English at the secondary level may take the 23–41-hour education minor in place of one of the above areas of specialization. All students pursuing an English major must take the Junior Oral Examination (ENG 399) during the spring term of their junior year.

Note: Students who declared the English major prior to the 2002–03 catalog should consult their particular catalog and meet with their academic advisors to determine appropriate coursework.

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## University Explorations (42 credit hours)

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

## English Core Curriculum (24 credit hours)

- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 313 - Foundations of British Literature II **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**
- ENG 330 - Foundations of American Literature II **3 credits**
- ENG 399 - Junior Oral Examination **0 credits**
- ENG 410 - Reading the Planet-Comparative Global Literatures in Translation **3 credits**
- ENG 415 - Contemporary Literature's Winners, Losers and Also Rans **3 credits**
- ENG 498 - Senior Seminar **3 credits**

## Literary Studies Specialization

### Literary Studies (15 credit hours)

In addition to completing all of the courses in the core common to all English major tracks, students in the *Literary Studies* track are required to take one course from each of the following five groups for a total of 15 credits (five 3-credit courses).



While some courses are cross-referenced for more than one group with the T, E, G, or R designators, a student may **not** double-dip a course, i.e. count one course for the completion of more than one of the five groups.

[Group I.] 1 x 3 credit course focused on a specific time period or era [E]

Choose *one* of the following:

- ENG 336: Modern Drama (E, G)
- ENG 340: Topics in Selected Literary Studies:
  - o Holocaust Literature (R, E)
- ENG 413: Studies in Early British Literature (R, E)
- ENG 420: Studies in American Literature (R, E)
- ENG 422: Shakespeare (E, A)
- ENG 433: Studies in Modernism and Postmodernism (E, A)

[Group II.] 1 x 3 credit course focused on a specific genre, subgenre, or classification [G]

Choose *one* of the following:

- ENG 321: The English Novel (R,G)
- ENG 327: Mythology
- ENG 336: Modern Drama (E, G)
- ENG 340: Topics in Selected Literary Studies
- o Irish Drama (R, G)

[Group III.] 1 x 3 credit course centered on a regional/cultural community [R]

Choose *one* of the following:

- ENG 316: Southern Literature
- ENG 321: The English Novel (R,G)
- ENG 340: Topics in Selected Literary Studies:
  - o African-American Literature
  - o Native-American Literature

- o Latino/a Literature
- o Caribbean Literature
- o Irish Drama (R, G)
- o Holocaust Literature (R, E)
- ENG 413: Studies in Early British Literature (R, E)
- ENG 420: Studies in American Literature (R, E)

[Group IV.] 1 x 3 credit course focused on a major author or movement (up to three writers), including global writers [A]

Choose *one* of the following:

- ENG 422: Shakespeare (E, A)
- ENG 429: Advanced Directed Study and Research(T, A)
- ENG 433: Studies in Modernism and Postmodernism (E, A)

[Group V.] 1 x 3 credit course with a theoretical focus/emphasis on critical theory [T]

- ENG 435 Literary Theory

## Dramaturgy Specialization

### Dramaturgy

Students will complete the specialization with the following courses:

- ENG 326 - Playwriting **3 credits**
- FAS 220 - Theatre Playhouse 90 **1 credit**  
Must take FAS-220 a minimum of two times.
- FAS 305 - Stagecraft **3 credits**
- FAS 340 - Dramaturgy I **3 credits**

Plus nine (9) hours from the following

(of which at least 6 hours must be 300 level or higher):

- FAS 127 - Acting **3 credits**
- FAS 222 - Directing **3 credits**
- FAS 440 - Dramaturgy II **3 credits**
- FAS 426 - Full-Length Playwriting **3 credits**
- ENG 428 - English Internship **3 credits**

## Professional Writing Specialization

### Professional Writing (21 credit hours)

Students pursuing a specialization in professional writing must take the following required courses in addition to the core curriculum:

- ENG 205 - Introduction to Professional Writing **3 credits**
- ENG 332 - Creative Non-fiction **3 credits**
- ENG 450 - Desktop Publishing and Design **3 credits**
- ENG 430 - The Independent Writer **3 credits**

Plus three courses (nine credits) from the following:

- ENG 227 - Basic Journalistic Writing **3 credits**
- ENG 324 - Writing About Audiovisual Media **3 credits**
- ENG 326 - Playwriting **3 credits**
- ENG 334 - Writing the Short Story **3 credits**
- ENG 335 - Verse Writing **3 credits**
- ENG 440 - Selected Topics in Professional Writing **3 credits**

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

Total Credits: 120

## Minor

## Art Minor

The minor in art is designed for rigorous intellectual development, personal enrichment, and employment in the creative arts.

### Required Courses

- ART 123 - Art Appreciation **3 credits**
- IDS 310 - The Creative Process **3 credits**  
Complete four (4) courses from the following choices:
- ART 221 - Drawing **3 credits**
- ART 223 - Beginning Painting **3 credits**
- ART 322 - History of Art I **3 credits**
- ART 323 - History of Art II **3 credits**
- ART 330 - Contemporary Humanities **3 credits**
- ART 100-400 - Special Topics **1-3 credits**
- ART 226 - Beginning Photography **3 credits**
- IDS 340 - International Influences in Arts and Humanities in the Western World **3 credits**

Total Credits: 18

## Creative Writing Minor

The Creative Writing minor provides students from any major an opportunity to explore and master the art and craft of writing fiction, creative non-fiction, poetry and plays.

### Creative Writing Minor

- ENG 202 - Creative Writing **3 credits**
- ENG 430 - The Independent Writer **3 credits**  
Complete 12 credit hours from the following choices:  
Juniors or Seniors can substitute one of these credits with a publishing internship
- ENG 326 - Playwriting **3 credits**
- ENG 332 - Creative Non-fiction **3 credits**
- ENG 334 - Writing the Short Story **3 credits**
- ENG 335 - Verse Writing **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**

Total Credits: 18

## Dramaturgy Minor

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

### Required Courses

- FAS 125 - Introduction to Theatre **3 credits**
- FAS 127 - Acting **3 credits or**
- FAS 222 - Directing **3 credits**
- FAS 305 - Stagecraft **3 credits**
- ENG 336 - Modern Drama **3 credits or**
- ENG 422 - Shakespeare **3 credits**
- FAS 330 - Theatre History and Theory **3 credits or**
- FAS 340 - Dramaturgy I **3 credits**

Six credits from this group of courses:

- FAS 220 - Theatre Playhouse 90 **1 credit** (may be repeated)
- ENG 326 - Playwriting **3 credits**
- ENG 430 - The Independent Writer **3 credits** (under guidance of Theatre Supervisor)
- ENG 428 - English Internship **3 credits** (under guidance of Theatre Supervisor)
- FAS 440 - Dramaturgy II **3 credits**

Total Credits: 21

## English Minor

The English minor is designed to provide students with a diverse approach to the study of literature.

## Required Courses

- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 313 - Foundations of British Literature II **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**
- Plus three upper-level English courses **9 credits**

Total Credits: 21

## Interdisciplinary Inquiry in the Arts Minor

The interdisciplinary inquiry in the arts minor encourages critical thinking across traditional disciplines by integrating topics in the arts with a secondary discipline. Students take three designated art courses and select a complementary focus in history, literature, philosophy, or religion to investigate how great art reflects and embodies historical periods or events, written and oral culture, and philosophical or religious thought through time. Students will work closely with the advisor in the minor in the selection and coordination of courses. Open to all students.

## Required Courses

- IDS 201 - Introduction to Interdisciplinary Inquiry in the Arts **1 credit**
- ART 322 - History of Art I **3 credits**
- ART 323 - History of Art II **3 credits**
- ART 100-400 - Special Topics **1-3 credits**
- IDS 420 - Interdisciplinary Inquiry in the Arts Project **2 credits**

and select one area from the following:

History (choose three courses) (9 credit hours)

- HTY 123 - Western Civilization to 1500 **3 credits**
- HTY 124 - Western Civilization Since 1500 **3 credits**
- HTY 227 - Latin America and the Caribbean **3 credits**
- HTY 233 - Modern Middle East **3 credits**
- HTY 335 - Women in American Society **3 credits**

## Philosophy (choose three courses) (9 credit hours)

- PHI 224 - Ethics **3 credits**
- PHI 345 - Social Ethics: From Personal Values to Global Citizenship **3 credits**
- PHI 346 - Environmental Ethics **3 credits**
- PHI 364 - Studies in Jewish Thought **3 credits**
- PHI 366 - Asian Studies **3 credits**

## Religion (choose three courses) (9 credit hours)

- REL 223 - World Religions: East and West **3 credits**
- REL 336 - Historical Books **3 credits**
- REL 337 - Prophetic Writings **3 credits**
- REL 338 - Poetry and Wisdom Literature **3 credits**
- REL 424 - Death and the Meaning of Life **3 credits**

## Literature (choose three courses) (9 credit hours)

- ENG 225 - Survey of World Literature I **3 credits**
- ENG 226 - Survey of World Literature II **3 credits**
- ENG 311 - Survey of Major Writers of the 20th Century **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**  
(may be taken twice with different content: African American Literature, Native American Literature, Women Writers, Asian American Literature, Latin American Literature)
- ENG 327 - Mythology **3 credits**

Total Credits: 21

## Journalism Minor

### Minor Requirements

- ENG 205 - Introduction to Professional Writing **3 credits**
- ENG 227 - Basic Journalistic Writing **3 credits**

- ENG 441 - Advanced Journalism **3 credits**
- ENG 318 - English Pre-Internship **3 credits**  
or
- ENG 428 - English Internship **3 credits**

Choose two of the following courses:

- ENG 332 - Creative Non-fiction **3 credits**
- ENG 430 - The Independent Writer **3 credits**
- ENG 450 - Desktop Publishing and Design **3 credits**
- ART 226 - Beginning Photography **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**

**Total Credits: 18**

## Literature Minor

The Literature minor provides students from any major an opportunity to explore and is designed to offer students a diverse approach to the study of literature. This minor requires 18 credit hours. English majors in the Literary Studies specialization may not take this minor.

### Literature

- ENG 220 - Introduction to Literary Study and Research **3 credits**  
Complete any 5 of the following courses:
- ENG 311 - Survey of Major Writers of the 20th Century **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 313 - Foundations of British Literature II **3 credits**
- ENG 316 - Southern Literature **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**
- ENG 321 - The English Novel **3 credits**
- ENG 323 - History and Structure of the English Language **3 credits**
- ENG 326 - Playwriting **3 credits**
- ENG 330 - Foundations of American Literature II **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**
- ENG 413 - Studies in Early British Literature **3 credits**
- ENG 420 - Studies in American Literature **3 credits**
- ENG 422 - Shakespeare **3 credits**
- ENG 433 - Studies in Modernism and Postmodernism **3 credits**
- ENG 435 - Literary Criticism **3 credits**

**Total Credits: 18**



## Music Ministry Minor

The minor in music ministry prepares students to be choir members, choir directors, worship leaders, or ministers of music. Students will have training in developing music ministry programs suitable for church and schools, will develop their musical performance skills, and will develop an understanding of and familiarity with sacred music.

### Required Courses

- MUS 115 - Voices of Christ **1 credit**
- MUS 121 - Music Theory I **3 credits**
- MUS 131 - Sight Singing and Ear Training I **1 credit**
- MUS 122 - Music Theory II **3 credits**
- MUS 231 - Sight Singing and Ear Training II **1 credit**
- MUS 332 - The Story of Western Christian Music **3 credits**
- MUS 335 - Introduction to Choral Conducting **3 credits**
- MUS 340 - Music Ministry Leadership **3 credits**
- MUS 241 - Practicum in Music Ministry I **1 credit**
- MUS 341 - Practicum in Music Ministry II **3 credits**
- \* MUS 120, 220, 320, 420 - Private Instruction **1 credit** (in voice or instrument--taken a minimum of three times) or demonstrated proficiency

**\*\* Total Credits: 23**

### Note:

\* MUS 120, 220, 320, 420 are one-credit courses. Students should take these classes, which can be repeated, until the three-hour requirement has been met. Students can then choose to continue taking these classes for further skills improvement.

\*\* Students who take and pass the exemption exams for MUS 131 - Sight Singing and Ear Training I and MUS 231 - Sight Singing and Ear Training II are exempt from those two classes, reducing the minor to 21 credits.

## Music Minor

The minor in music is offered for personal enrichment.

### Required Courses

- MUS 106 - Saint Leo Singers **1 credit \* and/or**

- MUS 130 - Instrumental Ensemble **1 credit** \*
- MUS 120, 220, 320, 420 - Private Instruction **1 credit** (taken a minimum of three times)
- MUS 121 - Music Theory I **3 credits**
- MUS 122 - Music Theory II **3 credits**
- MUS 131 - Sight Singing and Ear Training I **1 credit**
- MUS 231 - Sight Singing and Ear Training II **1 credit**  
Complete two (2) from the following choices:
- MUS 301 - Introduction to Music Technology **3 credits**
- MUS 311 - History of American Music **3 credits**
- MUS 331 - Music in World Cultures **3 credits**
- MUS 332 - The Story of Western Christian Music **3 credits**
- MUS 335 - Introduction to Choral Conducting **3 credits**

## Total Credits 21

### Note:

\* MUS 106 and MUS 130 are one-credit courses. Students should take either or both classes, which can be repeated, until the three-hour requirement has been met. Students can then choose to continue taking these classes for further skills improvement.

MUS-123 is a prerequisite for MUS 311 and MUS 331 . All music minors should choose this class to fulfill the second tier LINK course.

## Spanish Minor

Students must complete 30 hours of community service (volunteering) with Spanish-speaking populations. The sites, type of volunteering work, and hours must be pre-approved by Spanish faculty advisor. These hours must be completed before students enroll in the last course to complete their minor.

Spanish-native speakers must first consult with Spanish faculty advisor for appropriate courses.

Incoming freshman and all students who wish to minor in Spanish need to set up an appointment with Spanish faculty advisor to conduct a diagnostic test, ideally before their sophomore year.

Study Abroad: It is recommended that students participate in study abroad experiences in a Spanish-speaking country. However, this is not a requirement for graduation. Students who wish to study abroad for the summer may do so in an academic program approved by department and Spanish faculty advisor. Depending on the length and contents covered in the program, credit hours may count toward minor.

## Spanish Minor Courses

- SPA 311 - Advanced Spanish I (Spanish Level III-A) **3 credits**
  - SPA 312 - Advanced Spanish II (Spanish Level III-B) **3 credits**
  - SPA 320 - Introduction to Spanish-Speaking Cultures **3 credits**
  - SPA 420 - Advanced Spanish Through Literature and Film **3 credits**
- Complete one of the following courses:
- SPA 325 - Peoples of Latin America: Cultural Perspectives **3 credits**
  - SPA 326 - Peoples of Spain: Cultural Perspectives **3 credits**

Total Credits: 15

## Mathematics and Sciences

### Bachelor of Arts

### Mathematics with Education Minor, B.A.

#### University Explorations (42 credit hours)

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

#### Major Requirements (31 credit hours)

- COM 204 - Programming Logic and Design **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- MAT 232 - Calculus II **4 credits**
- MAT 251 - Introduction to Discrete Mathematics **3 credits**
- MAT 323 - Calculus III **4 credits**
- MAT 361 - Linear Algebra **3 credits**
- MAT 411 - Differential Equations **3 credits**
- MAT 497 - Preliminary Research Seminar **1 credit**
- MAT 499 - Senior Project in Mathematics **3 credits**

#### Major Electives (15 credit hours)

Students must select at least 9 credits from 300- or 400-level mathematics courses to fulfill their major electives and up to 6 credits of Engineering or Computer Programming courses from the following choices:

EGN 320 - Circuit Theory and Analysis

EGN 330 - Mechanics of Materials

EGN 350 - Engineering Mechanics

COM 301 - Algorithms and Data Structures

COM 315 - Decision Support Systems

COM 465 - Artificial Intelligence

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

## Minor Requirements (20-35 credit hours)

Saint Leo University offers a minor in education for students in other majors who may want to teach at the secondary level, but for whom teaching is not their first career choice. The minor is not recommended for students who plan to become certified teachers in K-12 classrooms, because it does not offer the same marketability or extensive professional preparation as the education major. Students wishing to major in math who plan to teach may consider pursuing a double major in Math and Education or an Education major with a specialization in math.

Students enrolled in the education minor will take a 35 hour math core and 20-35 hours of education courses including the following:

- EDU 222 - Teaching Diverse Populations **3 credits or**
- EDU 428 - Education Governance, History, and Philosophy **3 credits** (preferred)
  
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 328 - The Adolescent Learner **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 452 - Mathematics Methods in the Middle and Secondary School **3 credits**
  
- Optional: EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**

Optional extra semester:

- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

Total Credits: 120

## Mathematics, B.A.

The purpose of the mathematics major is to offer courses that provide students with a strong foundation in modern mathematics. A major in mathematics is designed to prepare the student for a wide variety of career options, including graduate study in pure and applied mathematics, statistics, economics, middle and secondary education in mathematics, actuarial science, government, and industry. The program is structured according to the traditional liberal arts approach to college education.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Major Requirements (31 credit hours)

- COM 204 - Programming Logic and Design **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- MAT 232 - Calculus II **4 credits**
- MAT 251 - Introduction to Discrete Mathematics **3 credits**
- MAT 323 - Calculus III **4 credits**
- MAT 361 - Linear Algebra **3 credits**
- MAT 411 - Differential Equations **3 credits**
- MAT 497 - Preliminary Research Seminar **1 credit**
- MAT 499 - Senior Project in Mathematics **3 credits**

### Major Electives (15 credit hours)

Students must select at least 9 credits from 300- or 400-level mathematics courses to fulfill their major electives and up to 6 credits of Engineering or Computer Programming courses to be selected from the following:

EGN 320 - Circuit Theory and Analysis

EGN 330 - Mechanics of Materials

EGN 350 - Engineering Mechanics

COM 301 - Algorithms and Data Structures

COM 315 - Decision Support Systems

COM 465 - Artificial Intelligence

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

Total Credits: 120

## **Bachelor of Science**

### **Biology with Minor in Education, B.S.**

University Explorations (42 credit hours)

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

Foundation Courses (23-24 credit hours)

- CHE 123 - General Chemistry I **3 credits**
- CHE 123L - General Chemistry I Laboratory **1 credit**
- CHE 124 - General Chemistry II **3 credits**
- CHE 124L - General Chemistry II Laboratory **1 credit**
- CHE 311 - Organic Chemistry I **3 credits**
- CHE 311L - Organic Chemistry I Laboratory **1 credit**
- CHE 312 - Organic Chemistry II **3 credits**
- CHE 312L - Organic Chemistry II Laboratory **1 credit**
  
- MAT 231 - Calculus-with Analytic Geometry I **4 credits or**

- MAT 201 - Introduction to Statistics **3 credits**
- PHY 222 - General Physics II **3 credits**
- PHY 222L - General Physics II Laboratory **1 credit**

## Major Requirements (35 credit hours)

- BIO 125 - Biological Principles I **3 credit**
- BIO 125L - Biological Principles I Lab **1 credit**
- BIO 126 - Biological Principles II **3 credits**
- BIO 126L - Biological Principles II Lab **1 credit**
- BIO 223 - Botany **3 credits**
- BIO 223L - Botany Laboratory **1 credit**
- BIO 311 - Invertebrate Zoology **3 credits**
- BIO 311L - Invertebrate Zoology Lab **1 credit**
- BIO 312 - Vertebrate Zoology **3 credits**
- BIO 312L - Vertebrate Zoology Lab **1 credit**
- BIO 324 - Biochemistry **3 credits**
- BIO 324L - Biochemistry Laboratory **1 credit**
- BIO 325 - Ecology **3 credits**
- BIO 325L - Ecology Laboratory **1 credit**
- BIO 330 - Fundamentals of Genetics **3 credits**
- BIO 330L - Fundamentals of Genetics Laboratory **1 credit**
- BIO 497 - Senior Seminar in Biology: Research Proposal Writing **1 credit**
- BIO 498 - Senior Seminar in Biology: Conducting Research **2 credits**

## Education Minor

Saint Leo University offers a minor in education for students in other majors who may want to teach at the secondary level, but for whom teaching is not their first career choice. The minor is not recommended for students who plan to become certified teachers in K-12 classrooms, because it does not offer the same marketability or extensive professional preparation as the education major. Students wishing to major in biology who plan to teach may consider pursuing a double major in Biology and Education or an Education major with a specialization in Biology.

Students enrolled in the education minor will take a 30 hour Biology core and 20-33 hours of education courses including the following:

## Required Courses

Students desiring to teach biology at the secondary level should enroll in the biology program and take the 20-35-hour education minor comprising the following courses:

- EDU 222 - Teaching Diverse Populations **3 credits or**
- EDU 428 - Education Governance, History, and Philosophy **3 credits** (preferred)
  
- EDU 328 - The Adolescent Learner **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 453 - Science Methods in the Middle and Secondary School **3 credits**
- Optional: EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**
  
- Optional extra semester **10-12 credits**
- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

Total Credits: 126-143

## Biology, B.S.

Biology is a diverse discipline, encompassing the health sciences (medicine, dentistry, veterinary science), biomedical research, agriculture, ecology, teaching, and more. A major in biology from Saint Leo University is designed as preparation for a career in the exciting and rapidly changing field of the life sciences, whatever the sub discipline. In the laboratory, classroom, and field, biology majors will build a firm foundation in life and physical sciences by exploring the facts, theory, and methodologies employed by scientists today.

Three curricular concentrations are available: students can follow the general curriculum (General Biology) and become broadly trained, or they can choose to focus their studies and select either the Biomedical Sciences and Health Professions concentration or the Ecology concentration. All three options provide flexibility to students to craft a curriculum that fits their interests while still providing essential instruction in the life sciences, physical sciences, and mathematics necessary for success as a Biologist.

All Biology majors must take General Education and Science Foundation courses. These courses include:

Students must complete at least 39 credit hours of 300-400 level courses. All Biology courses level 300 and above are accessible only after students successfully complete BIO 125, BIO 125L, BIO 126, BIO 126L with a C- or better, and pass the Biological Foundation Proficiency Exam, which assesses mastery of the material from Biological Principles I and Biological Principles II. This requirement includes transfer students. The Biological Foundation Proficiency Exam will be administered once each year prior to the Fall Semester and once each year at the end of the Spring Semester. Students who do not initially pass the exam may retake it at subsequent scheduled examination dates. Students passing the exam and meeting the minimum grade requirements will be permitted to select a curriculum concentration.

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**



## University Explorations (42 credit hours)

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

## Foundation Courses (23-24 credit hours)

BIO 125/L and PHY 221/L will replace the (2) Science requirements in University Explorations.

- BIO 125 - Biological Principles I **3 credit**
- BIO 125L - Biological Principles I Lab **1 credit**
- BIO 126 - Biological Principles II **3 credits**
- BIO 126L - Biological Principles II Lab **1 credit**
- BIO 330 - Fundamentals of Genetics **3 credits**
- BIO 330L - Fundamentals of Genetics Laboratory **1 credit**
- BIO 497 - Senior Seminar in Biology: Research Proposal Writing **1 credit**
- BIO 498 - Senior Seminar in Biology: Conducting Research **2 credits**
- CHE 123 - General Chemistry I **3 credits**
- CHE 123L - General Chemistry I Laboratory **1 credit**
- CHE 124 - General Chemistry II **3 credits**
- CHE 124L - General Chemistry II Laboratory **1 credit**
- CHE 311 - Organic Chemistry I **3 credits**
- CHE 311L - Organic Chemistry I Laboratory **1 credit**
- PHY 221 - General Physics I **3 credits**
- PHY 221L - General Physics Laboratory **1 credit**

Students will choose the General Biology Concentration, the Biomedical and Health Sciences Concentration, or the Ecology Concentration. These concentrations have distinct course requirements as follows:

## General Biology Specialization

The General Biology Concentration is designed to provide students with a well-rounded understanding of Biology. Students are required to complete 41-42 concentration credit hours.

- MAT 201 - Introduction to Statistics **3 credits or**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
  
- BIO 223 - Botany **3 credits**
- BIO 223L - Botany Laboratory **1 credit**
  
- BIO 311 - Invertebrate Zoology **3 credits**
- BIO 311L - Invertebrate Zoology Lab **1 credit or**
- BIO 312 - Vertebrate Zoology **3 credits**
- BIO 312L - Vertebrate Zoology Lab **1 credit**
  
- BIO 324 - Biochemistry **3 credits**

- BIO 324L - Biochemistry Laboratory **1 credit**
- BIO 325 - Ecology **3 credits**
- BIO 325L - Ecology Laboratory **1 credit**
- CHE 312 - Organic Chemistry II **3 credits**
- CHE 312L - Organic Chemistry II Laboratory **1 credit**
- PHY 222 - General Physics II **3 credits**
- PHY 222L - General Physics II Laboratory **1 credit**

General Biology Electives - Complete a minimum of 14 hours of BIO courses (9 hours must be at the 300/400 level).  
Completion of either CHE-321 and CHE-321L or CHE-330 and CHE-330L will add a Chemistry Minor to the degree program.

## Biomedical and Health Sciences

The Biomedical and Health Sciences Concentration will prepare students for graduate and professional school in the biomedical and health sciences. Students are required to complete 38 concentration credit hours.

- BIO 324 - Biochemistry **3 credits**
  - BIO 324L - Biochemistry Laboratory **1 credit**
  - BIO 425 - Microbiology **3 credits**
  - BIO 425L - Microbiology Laboratory **1 credit**
  - CHE 312 - Organic Chemistry II **3 credits**
  - CHE 312L - Organic Chemistry II Laboratory **1 credit**
  - MAT 201 - Introduction to Statistics **3 credits**
  - MAT 231 - Calculus-with Analytic Geometry I **4 credits**
  - PHY 222 - General Physics II **3 credits**
  - PHY 222L - General Physics II Laboratory **1 credit**
- Complete 15 credits from the following choices:
- BIO 311 - Invertebrate Zoology **3 credits**
  - BIO 311L - Invertebrate Zoology Lab **1 credit**
  - BIO 312 - Vertebrate Zoology **3 credits**
  - BIO 312L - Vertebrate Zoology Lab **1 credit**
  - BIO 321 - Developmental Biology **3 credits**
  - BIO 321L - Developmental Biology Laboratory **1 credit**
  - BIO 326 - Animal Physiology **3 credits**
  - BIO 327 - Human Anatomy & Physiology I **3 credits**
  - BIO 327L - Human Anatomy & Physiology I Lab **1 credit**
  - BIO 328 - Human Anatomy & Physiology II **3 credits**
  - BIO 328L - Human Anatomy & Phys II Lab **1 credit**
  - BIO 333 - Experimental Design **3 credits**
  - BIO 340 - Mycology **3 credits**
  - BIO 340L - Mycology Laboratory **1 credit**
  - BIO 341 - Virology **3 credits**
  - BIO 341L - Virology Laboratory **1 credit**
  - BIO 422 - Immunology **3 credits**
  - BIO 430 - Molecular and Applied Genetics **3 credits**
  - BIO 430L - Molecular And Applied Genetics Laboratory **1 credit**

- BIO 440 - Cancer Biology **3 credits**
- BIO 445 - Evolution **3 credits**

Completion of either CHE-321 and CHE-321L or CHE-330 and CHE-330L will add a Chemistry Minor to the degree program.

## Ecology

The Ecology Concentration is intended to provide students with the opportunity to focus their studies on hands-on understanding the function of biological systems beyond the scale of single organisms. Students are required to complete 41 concentration credit hours.

Core courses:

- BIO 223 - Botany **3 credits**
- BIO 223L - Botany Laboratory **1 credit**
- BIO 325 - Ecology **3 credits**
- BIO 325L - Ecology Laboratory **1 credit**
- BIO 333 - Experimental Design **3 credits**
- BIO 445 - Evolution **3 credits**

- BIO 311 - Invertebrate Zoology **3 credits**
- BIO 311L - Invertebrate Zoology Lab **1 credit or**
- BIO 312 - Vertebrate Zoology **3 credits**
- BIO 312L - Vertebrate Zoology Lab **1 credit**

- CHE 330 - Environmental Chemistry **3 credits**
- CHE 330L - Environmental Chemistry Lab **1 credit**

- MAT 201 - Introduction to Statistics **3 credits**

Principles Electives: Complete one of the following courses:

- BIO 335 - Population Ecology **3 credits**
- BIO 435 - Community Ecology **3 credits**

Organismal Electives: Complete 4 credits (also BIO 311/L and 312/L if not previously used. Cannot include selections used in Core.)

- BIO 315 - Ichthyology **3 credits**
- BIO 315L - Ichthyology Lab **1 credit**
- BIO 326 - Animal Physiology **3 credits**
- BIO 340 - Mycology **3 credits**

Completion of either CHE-321 and CHE-321L or CHE-312 and CHE-312L will add a Chemistry Minor to the degree program.

- BIO 340L - Mycology Laboratory **1 credit**
- BIO 425 - Microbiology **3 credits**
- BIO 425L - Microbiology Laboratory **1 credit**

Habitat Electives: Complete 3 credits from the following choices:

- BIO 336 - Wetlands Ecology **3 credits**
- BIO 336L - Wetlands Ecology Lab **1 credit**
- BIO 342 - Estuarine Ecology **3 credits**
- BIO 345 - Field Problems in Marine Biology **4 credits**
- BIO 345L - Field Problems in Marine Biology Laboratory **2 credits**

Applied Ecology Electives. Complete 3 hours from the following:

- BIO 332 - Conservation Biology **3 credits**
- BIO 334 - Medicinal Botany **3 credits**
- BIO 343 - Restoration Ecology **3 credits**
- BIO 343L - Restoration Ecology Lab **1 credit**
- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**
- ENV 402 - Environmental Regulations **2 credits**

Physical/Abiotic/Quantitative Electives. Complete 3 credits from the following choices:

- BIO 324 - Biochemistry **3 credits**
- BIO 324L - Biochemistry Laboratory **1 credit**
- CHE 312 - Organic Chemistry II **3 credits**
- CHE 312L - Organic Chemistry II Laboratory **1 credit**
- CHE 321 - Quantitative Chemical Analysis **2 credits**
- CHE 321L - Quantitative Chemical Analysis Laboratory **2 credits**
- ENV 201 - Geoscience **3 credits**
- ENV 201L - Geoscience Laboratory **1 credit**
- ENV 205 - Oceanography **3 credits**
- ENV 350 - Global Climate Change **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- PHY 222 - General Physics II **3 credits**
- PHY 222L - General Physics II Laboratory **1 credit**

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

**Total Credits: 120**

## **Medical Technology, B.S.**

Students majoring in medical technology spend three academic years at Saint Leo University and spend the fourth year at an affiliated hospital. During the first three years the student must complete 93–96 credit hours. In the third year the student should apply for admission to the clinical program. The student is still registered at Saint Leo University during this period and will receive an additional 30 credit hours. Medical technology majors earn credits from life and physical sciences that explore both facts and epistemologies employed by scientists.

Saint Leo University is currently affiliated with Bayfront Medical Center, St. Petersburg, FL. Students will study under the guidance of the Medical Director, Laboratory and Medical Technology School, Larry J. Davis, M.D.; Administrative Director/Laboratory Services, Maria Duynslager, B.A.; and the Program Director, School of Medical Technology, Dawn Tripolino, MBA, MT (ASCP).

The course sequences for biology, environmental science, and medical technology majors are available from Math and Sciences Department academic advisors and are also on the Saint Leo University website.

## Foundation Courses

- CHE 123 - General Chemistry I **3 credits**
  - CHE 123L - General Chemistry I Laboratory **1 credit**
  - CHE 124 - General Chemistry II **3 credits**
  - CHE 124L - General Chemistry II Laboratory **1 credit**
  - CHE 311 - Organic Chemistry I **3 credits**
  - CHE 311L - Organic Chemistry I Laboratory **1 credit**
  - CHE 312 - Organic Chemistry II **3 credits**
  - CHE 312L - Organic Chemistry II Laboratory **1 credit**
  - MAT 231 - Calculus-with Analytic Geometry I **4 credits**
  - PHY 222 - General Physics II **3 credits**
  - PHY 222L - General Physics II Laboratory **1 credit**
- Completion of either CHE-321 and CHE-321L or CHE-330 and CHE-330L will add a Chemistry Minor to the degree program.

## Major Courses

- BIO 126 - Biological Principles II **3 credits**
  - BIO 126L - Biological Principles II Lab **1 credit**
  - BIO 422 - Immunology **3 credits**
  - BIO 425 - Microbiology **3 credits**
  - BIO 425L - Microbiology Laboratory **1 credit**
- Complete One upper-level (300/400) Biology Course

## Clinical Program

The clinical program is taken during the senior year at an affiliated hospital.

- MED 410 - Clinical Microbiology and Parasitology **6 credits**
- MED 412 - Clinical Urinalysis and Body Fluids **2 credits**
- MED 413 - Introduction to Medical Technology **1 credits**
- MED 420 - Clinical Hematology **6 credits**
- MED 421 - Clinical Immunohematology **6 credits**
- MED 422 - Clinical Immunology **2 credits**
- MED 430 - Clinical Chemistry **6 credits**
- MED 431 - Clinical Laboratory Management and Education **1 credits**

## Minor

### Biology Minor

The biology minor is designed as a rigorous intellectual program of study for students with a deep interest in the science of biology.

#### Required Courses

- BIO 125 - Biological Principles I **3 credit**
- BIO 126 - Biological Principles II **3 credits**
- BIO 126L - Biological Principles II Lab **1 credit**
- BIO 125L - Biological Principles I Lab **1 credit**
- BIO 223 - Botany **3 credits**
- BIO 223L - Botany Laboratory **1 credit**
- Two 300-400-level biology courses **8 credits**

Total Credits: 20

### Chemistry Minor

Requirements for a minor in chemistry consist of 20 credit hours. To complete the minor, students must complete the required foundational courses and two of the three listed Upper Division Elective courses. One Upper Division Elective course is considered to be the lecture and its associated laboratory. Students applying to health professional schools are required to complete organic chemistry II with lab (CHE 312 & CHE 312 L) to meet admissions requirements. Biology majors are strongly encouraged to take Quantitative Chemical Analysis (CHE 321 & CHE 321 L) in the junior year to prepare for the senior capstone research experience.

#### Required Courses

- CHE 123 - General Chemistry I **3 credits**
- CHE 123L - General Chemistry I Laboratory **1 credit**
- CHE 124 - General Chemistry II **3 credits**
- CHE 124L - General Chemistry II Laboratory **1 credit**
- CHE 311 - Organic Chemistry I **3 credits**
- CHE 311L - Organic Chemistry I Laboratory **1 credit**

Complete two of the three listed Upper Division Elective courses. One Upper Division Elective course is considered to be the lecture and its associated laboratory. Students applying to health professional schools are required to complete organic

chemistry II with lab (CHE 312 & CHE 312 L) to meet admissions requirements. All medical technology students must complete CHE 312 & CHE 312 L prior to entering the fourth year clinical curriculum at Bayfront Medical Center. Biology majors are strongly encouraged to take Quantitative Chemical Analysis (CHE 321 & CHE 321 L) in the junior year to prepare for the senior capstone research experience.

#### Upper Division Electives

- CHE 312 - Organic Chemistry II **3 credits**
- CHE 312L - Organic Chemistry II Laboratory **1 credit**
- CHE 321 - Quantitative Chemical Analysis **2 credits**
- CHE 321L - Quantitative Chemical Analysis Laboratory **2 credits**
- CHE 330 - Environmental Chemistry **3 credits**
- CHE 330L - Environmental Chemistry Lab **1 credit**

Total Credits: 20

## Environmental Studies Minor

At this point in human history, we are at a critical threshold, a tipping point, with respect to the human relationship to the ecosphere which is our planetary life support system. The climate is rapidly changing, the human population continues to grow exponentially, as many as half of all species are expected to go extinct by the end of the century.

Environmental Studies provides an interdisciplinary/multidisciplinary approach to problems and their solutions that focus on the interactions between the scientific, social, political, ethical, psychological, religious and economic causes of and solutions for our environmental problems.

## Environmental Studies

- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**
- ENV 350 - Global Climate Change **3 credits**
- ENV 403 - Seminar in Environmental Science **3 credits**
- PHI 346 - Environmental Ethics **3 credits**
- REL 488 - Eco Theology: Ethical Reflections on Environmental Stewardship **3 credits**
- SOC 330 - Environmental Sociology **3 credits**
- SOC 331 - Global Social Change and Development **3 credits**

Total Credit Hours: 21

## Mathematics Minor

Requirements for a minor in mathematics consist of 20 semester hours of credit in mathematics.

## Required Courses

- MAT 201 - Introduction to Statistics **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- MAT 232 - Calculus II **4 credits**

Three other courses in mathematics from the following: (9 credit hours)

- MAT 251 - Introduction to Discrete Mathematics **3 credits**
- MAT 320 - History of Mathematics **3 credits**
- MAT 323 - Calculus III **4 credits**
- MAT 331 - Probability and Statistics **3 credits**
- GBA 334 - Applied Decision Methods for Business **3 credits**
  
- MAT 341 - College Geometry **3 credits**
- MAT 351 - Number Theory **3 credits**
- MAT 361 - Linear Algebra **3 credits**
- MAT 362 - Modern Abstract Algebra **3 credits**
- MAT 411 - Differential Equations **3 credits**

Total Credits: 20

## Philosophy and Religion

### Bachelor of Arts

### Religion, B.A.

Broadly, the major in religion prepares the student for a wide range of careers and jobs, while providing the opportunity for personal and intellectual growth, as well as the development of practical skills. Specifically, it can help prepare the student for parish ministry or for graduate school in theology or religion.

### University Explorations (42 credit hours)

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



## Major Requirements (36-39 credit hours)

- REL 123 - Christian Spiritual Vision **3 credits**
- REL 124 - Introduction to the Old Testament **3 credits**
- REL 223 - World Religions: East and West **3 credits**
- REL 450 - History of Christianity **3 credits**
- REL 330 - Christian Morality **3 credits**
- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- REL 470 - Christology **3 credits**
- REL 427 - Ecclesiology **3 credits**
- REL 425 - Internships in Religion **3 credits**  
(REL 425 is not required for Continuing Education Center students.)
- REL 498 - Senior Seminar **3 credits**
- PHI 309 - History of Philosophy I: Ancient to Medieval **3 credits**
- PHI 310 - History of Philosophy II: The Modern World **3 credits**

## Electives in Religion (3 credit hours)

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

Total Credits: 120

## Certificate

### Prison Ministry Certificate

A convenient four course online program (eight modules per course) for lay volunteers and deacons recently involved in or entering prison ministry to achieve the core competencies necessary to adequately present the Catholic faith inside prisons and detention facilities, including basic principles of Catholic catechesis, evangelization in the setting of prisons and detention facilities, command of basic Catholic theology and interaction between Catholic Christians and other Christian denominations as well as other faiths, and a comprehensive overview of the interpersonal and social skills necessary for social interaction in the prison and detention setting.

## Course requirements

- REL 010 - Christian Spiritual Vision - Prison Ministry **0 credits**
- REL 011 - Catechesis and Religious Education - Prison Ministry **0 credits**
- REL 012 - Credible and Responsible Ministry in the Prison and Detention Setting - Prison Ministry **0 credits**
- REL 013 - Social Skills in the Prison Setting - Prison Ministry **0 credits**

## Minor

### Ethics and Social Responsibility Minor

The ethics and social responsibility minor is designed to give students an opportunity to further their interests in ethics and social responsibility. It is open to students in all majors.

The minor consists of two foundational courses, one course from applied and professional ethics, and two integrative courses organized in the following sequence:

### Required Courses

- PHI 224 - Ethics **3 credits**
- REL 330 - Christian Morality **3 credits**
- PHI 345 - Social Ethics: From Personal Values to Global Citizenship **3 credits**
- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
  
- PHI 324 - Bio Ethics **3 credits or**
- PHI 328 - Business Ethics **3 credits or**
- PHI 346 - Environmental Ethics **3 credits or**
- PHI 311 - Political Philosophy I **3 credits or**
- PHI 312 - Political Philosophy II **3 credits**

Total Credits: 15

### Philosophy Minor

The minor in philosophy requires 15 hours in philosophy courses. The minor provides personal enrichment and is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and/or interested in pre-law.

## Religion Minor

The minor in religion requires 18 hours in religion, 9 of which must be in upper-division (300–400-level) courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

In addition to the major and minor in religion, the University works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious, and laity. Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry, and lay leadership.

## Social Sciences

### Bachelor of Arts

### Global Studies, B.A.

The global studies major is an interdisciplinary course of studies that addresses complex interactions among worldwide social, political, environmental, economic, and ethical phenomena. It provides students with the opportunity to explore connections among issues in socioeconomic and political development, the environment, and global justice. The program offers students significant opportunities for applying knowledge and solving problems concerning complex global phenomena through internships with a variety of organizations both in the United States and abroad. It favors intercultural understanding by requiring significant coursework in foreign languages. Finally, it provides students with skills in critical systems thinking and conflict resolution, and develops individual moral responsibility by emphasizing the connection between the social and moral outlook on a global scale. This major is intended to prepare students for careers in public, private, and nongovernmental organizations with a global or international focus, and for graduate and professional studies in programs that prepare students for careers in business, social services, social sciences, international development, international relations, law, and criminal justice.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Global Studies Major Requirements (27 credit hours)

- SOC 201 - Globalization **3 credits**

- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**
- SSC 320 - Applied Social Research & Evaluation **3 credits**
- PHI 345 - Social Ethics: From Personal Values to Global Citizenship **3 credits**
- GLO 350 - Conflict Resolution **3 credits**
- GLO 410 - Systems Thinking **3 credits**
- GLO 425 - Internship in Global Studies **3 credits**  
Internship requires a total of 6 hours. Students have the option of fulfilling the internship requirement of 6 credit hours in individual 3-credit hour increments or performing the 6 credits at one time.
- GLO 499 - Senior Seminar in Global Studies **3 credits**

## Global Studies Major Electives (9 credit hours)

Complete any three courses from the following choices:

- ANT 327 - Cultural Anthropology **3 credits**
- BIO 350 - Global Climate Change **3 credits**
- CRM 332 - Terrorism **3 credits**
- CRM 367 - International Sex Trafficking of Women and Children **3 credits**
- ENG 410 - Reading the Planet-Comparative Global Literatures in Translation **3 credits**
- GBA 440 - International Business **3 credits**
- GLO 100 - 400 - Special Topics **1 - 3 credits**
- HTY 324 - Sub-Saharan Africa **3 credits**
- HTY 428 - Far-East Since 1945 **3 credits**
- MGT 415 - Global Supply Chain Management **3 credits**
- POL 295 - International Relations **3 credits**
- POL 422 - Modern Europe **3 credits**
- POL 428 - International Law and Organizations **3 credits**
- SOC 331 - Global Social Change and Development **3 credits**
- SWK 355 - Global Issues in Social Work **3 credits**

## Foreign Language Requirement (12 credit hours)

Students are required to complete 12 credit hours of a Foreign Language.

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

**Total Credits: 120**

## History with Education Minor, B.A.

### University Explorations (42 credit hours)

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

### Education Minor (20-35 credit hours)

Saint Leo University offers a minor in education for students in other majors who may want to teach at the secondary level, but for whom teaching is not their first career choice. The minor is not recommended for students who plan to become certified teachers in K-12 classrooms, because it does not offer the same marketability or extensive professional preparation as the education major. Students wishing to major in history who plan to teach may consider pursuing a double major in History and Education or an Education major with a specialization in Social Studies.

Students enrolled in the education minor will take a 37 hour history core and 20-35 hours of education courses including the following:

- EDU 222 - Teaching Diverse Populations **3 credits**
- EDU 328 - The Adolescent Learner **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 428 - Education Governance, History, and Philosophy **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 454 - Social Studies Methods in the Middle and Secondary School **3 credits**
  
- Optional: EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**  
Optional extra semester:
- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

### History Major Requirements (37 credit hours)

- HTY 121 - United States History to 1865 **3 credits**
- HTY 122 - United States History Since 1865 **3 credits**
- HTY 123 - Western Civilization to 1500 **3 credits**
- HTY 124 - Western Civilization Since 1500 **3 credits**
- HTY 301 - Career Preparation **1 credit**

- HTY 339 - Readings in History **3 credits**
- HTY 427 - History of Ideas **3 credits**
- HTY 499 - Senior Seminar in History **3 credits**
- 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 credits**

Electives (must be POL and ECO courses) (0-12 credit hours)

Total Credits: 120

## History, B.A.

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.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Major Requirements (37 credit hours)

- HTY 121 - United States History to 1865 **3 credits**
- HTY 122 - United States History Since 1865 **3 credits**
- HTY 123 - Western Civilization to 1500 **3 credits**
- HTY 124 - Western Civilization Since 1500 **3 credits**
- HTY 301 - Career Preparation **1 credit**
- HTY 339 - Readings in History **3 credits**
- HTY 427 - History of Ideas **3 credits**
- HTY 499 - Senior Seminar in History **3 credits**
- 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 credits**

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

Total Credits: 120

## Liberal Studies, B.A.

The bachelor of arts in liberal studies provides a broad perspective on human behavior, ideas, and values through a multidisciplinary study of the social sciences and natural sciences, the humanities/fine arts, and business. This integrated approach allows students to make connections across fields of study, deepening their abilities for critical thinking, problem solving, and creativity while preparing them for effective participation in a global community. Students enrolled in the major will take a common core of courses in quantitative reasoning, literature, humanities/fine arts, social science, natural science, and business. This program is not offered at University College.

### University Explorations (42 credit hours)

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

### Major Requirements (33-36 credit hours)

- ART 330 - Contemporary Humanities **3 credits**
- ENG 311 - Survey of Major Writers of the 20th Century **3 credits**
- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**
- LBS 201 - Critical Thinking in the Liberal Studies **3 credits**
- LBS 330 - Mathematical Inquiry **3 credits**
- LBS 498 - Exploration in the Liberal Studies **3 credits**
- MGT 430 - Business, Government, and Society **3 credits**
- PHI 324 - Bio Ethics **3 credits**
- PSY 339 - Social and Cultural Foundations of Behavior **3 credits**
- REL 331 - Religion and Personal Experience **3 credits**
- SSC 327 - Cultural Anthropology **3 credits**
- SSC 350 - Foundations of Modern Social Sciences **3 credits**

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

Total Credits: 120

## Political Science, B.A.

The major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Major Requirements (34 credit hours)

- POL 121 - Introduction to Politics **3 credits**
- POL 223 - American Federal Government **3 credits**
- POL 231 - Political Inquiry **3 credits**
- POL 295 - International Relations **3 credits**
  
- HTY 301 - Career Preparation **1 credit or**
- POL 301 - College Preparation **1 credit**
  
- POL 311 - Political Philosophy I **3 credits or**
- POL 312 - Political Philosophy II **3 credits**
  
- POL 323 - Comparative Politics **3 credits or**
- POL 324 - Politics of Developing Nations **3 credits**
  
- POL 326 - United States Constitutional Law I **3 credits or**
- POL 327 - United States Constitutional Law II **3 credits or**
- POL 428 - International Law and Organizations **3 credits**
  
- POL 499 - Senior Seminar in Political Science **3 credits**
- Three other upper-division (300-400 level) courses in political science **9 credits**  
(CRM 321 or CRM 322 may also be used)



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

## Note:

Majors are strongly encouraged to take language courses, participate in internships, and study abroad.

Total Credits: 120

## Psychology, B.A

The courses required for the 39-hour bachelor of arts psychology major reflect the diversity of the many subfields in psychology. Required courses are designed to provide students with a well-rounded education in the discipline while affording students the ability to tailor their education to meet individual needs. Graduates of the program are prepared for advanced study in psychology and related disciplines as well as employment in professional entry-level positions in human service settings and mental health facilities. A psychology major is also an excellent way for students to prepare for careers in law, business, human resources management, advertising, and sales. Psychology majors are encouraged to become involved in research and/or to complete a practicum or internship in the field. Note: Students may not earn the bachelor of science degree and the bachelor of arts degree in psychology at the same time.

### University Explorations (42 credit hours)

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

### Major Requirements (36-39 credit hours)

#### Psychology Core

- PSY 161 - Fundamentals of Psychology **3 credits**
- PSY 201 - The Psychology Major: Academic and Professional Issues **3 credits**
- PSY 205 - Research Methods I **3 credits**
- PSY 305 - Research Methods II **3 credits**
- PSY 496 - Comprehensive Psychology Examination **0 credits**
- PSY 499 - Senior Seminar in Psychology **3 credits**

## Learning Domain (take one course)

- PSY 412 - Cognitive Psychology **3 credits**
- PSY 422 - Psychology of Learning **3 credits**

## Individual Differences and Social Processes Domain (take one course)

- PSY 328 - Social Psychology **3 credits**
- PSY 427 - Personality Theory **3 credits**

## Biological Bases of Behavior Domain (take one course)

- PSY 322 - Physiological Psychology **3 credits**
- PSY 432 - Psychology of Motivation and Emotion **3 credits**
- PSY 433 - Sensation and Perception **3 credits**

## Developmental Domain (take one course)

- PSY 325 - Developmental Psychology **3 credits**
- PSY 332 - Psychology of Aging **3 credits**
- PSY 334 - Child and Adolescent Development **3 credits**

## Diversity Domain (take one course)

- \* SSC 101 - The Human Behavior Perspective **3 credits**  
\* (Only transfer students who have been exempted from both courses in the Human Behavior Perspective and who have not already taken SSC 101 are eligible to take this class for credit in the psychology major.)
- SSC 322 - Racial and Ethnic Groups in America **3 credits**
- SOC 350 - Race and Ethnic Relations **3 credits**
- PSY 339 - Social and Cultural Foundations of Behavior **3 credits**

## Applied Domain (take one course)

- PSY 327 - Abnormal Psychology **3 credits**
- PSY 330 - Forensic Psychology **3 credits**
- PSY 331 - Interviewing and Counseling Skills **3 credits**
- PSY 336 - Military Psychology **3 credits**
- PSY 338 - Industrial and Organizational Psychology **3 credits**
- PSY 405 - Research Methods III **3 credits**
- PSY 423 - Educational Psychology **3 credits**

Elective Courses: two psychology electives at the 300 or 400 level (6 credit hours)

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

Total Credits: 120

## Sociology, B.A.

The 36-hour major in sociology is designed for students to explore the breadth of the discipline and gain a foundation in the theories and methods of the sociologist. It requires proficient writing and analytical skills, and fosters critical thinking. The Bachelor of Arts in sociology prepares students for careers in business, government, or the nonprofit sector, and for a variety of graduate programs, as well as being part of a liberal arts education. A major in sociology is particularly suited to careers in human or public services, social research, the law, education, or religion.

### University Explorations (42 credit hours)

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

### Major Requirements (33-36 credit hours)

- SOC 121 - Introduction to Sociology **3 credits**
- SOC 323 - Sociological Theory **3 credits**
- SOC 321 - Methods of Social Research I: Quantitative Methods **3 credits or**
- SOC 322 - Methods of Social Research II: Qualitative Methods **3 credits or**
- SOC 496 - Comprehensive Sociology Examination **0 credits**

- SOC 499 - Senior Seminar in Sociology **3 credits**
- Seven electives in Sociology (SOC), at least five of which must be at the 300-400 level (21 credits).

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

**Total Credits: 120**

**Note:**

Majors are strongly encouraged to take Spanish language courses.

## **Bachelor of Science**

### **Psychology, B.S**

The courses required for the 53-hour bachelor of science psychology major reflect the diversity of the many subfields in psychology with an intensive research component. Required courses are designed to provide students with a well-rounded education in the discipline while affording students the ability to tailor their education to meet individual needs. Many of the courses allow students to engage in advanced research training and experience that will prepare them for graduate study at both the master's and doctoral levels. Graduates with a B.S. degree are better prepared for advanced study in psychology and related disciplines as well as employment in professional entry-level positions in human service settings and mental health facilities. The psychology major is also an excellent way for students to prepare for careers in law, business, human resources management, advertising, and sales. Psychology majors are encouraged to become involved in research and/or to complete a practicum or internship in the field. Note: Students may not earn the bachelor of science degree and the bachelor of arts degree in psychology at the same time.

#### **University Explorations (42 credit hours)**

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

#### **Major Requirements (50-53 credit hours)**

##### **Psychology Core**

- PSY 161 - Fundamentals of Psychology **3 credits**
- PSY 201 - The Psychology Major: Academic and Professional Issues **3 credits**
- PSY 205 - Research Methods I **3 credits**
- PSY 305 - Research Methods II **3 credits**
- PSY 496 - Comprehensive Psychology Examination **0 credits**
- PSY 499 - Senior Seminar in Psychology **3 credits**

### Learning Domain (take one course)

- PSY 412 - Cognitive Psychology **3 credits**
- PSY 422 - Psychology of Learning **3 credits**

### Individual Differences and Social Processes Domain (take both courses)

- PSY 328 - Social Psychology **3 credits**
- PSY 427 - Personality Theory **3 credits**

### Biological Bases of Behavior Domain (take PSY 322 and one additional course)

- PSY 322 - Physiological Psychology **3 credits**
- PSY 432 - Psychology of Motivation and Emotion **3 credits or**
- PSY 433 - Sensation and Perception **3 credits**

### Developmental Domain (take one course)

- PSY 325 - Developmental Psychology **3 credits**
- PSY 332 - Psychology of Aging **3 credits**
- PSY 334 - Child and Adolescent Development **3 credits**

### Diversity Domain (take one course)

- \* SSC 101 - The Human Behavior Perspective **3 credits**  
\* (Only transfer students who have been exempted from both courses in the Human Behavior Perspective and who have not already taken SSC 101 are eligible to take this class for credit in the psychology major.)
- SSC 322 - Racial and Ethnic Groups in America **3 credits**

- PSY 339 - Social and Cultural Foundations of Behavior **3 credits**

### Applied Domain (take one course)

- PSY 327 - Abnormal Psychology **3 credits**
- PSY 330 - Forensic Psychology **3 credits**
- PSY 331 - Interviewing and Counseling Skills **3 credits**
- PSY 336 - Military Psychology **3 credits**
- PSY 338 - Industrial and Organizational Psychology **3 credits**
- PSY 423 - Educational Psychology **3 credits**

### Advanced Research Courses

- PSY 321 - Psychological Tests and Measurements **3 credits or**
- PSY 445 - Experimental Design, Analysis and Program Evaluation **3 credits**
  
- PSY 405 - Research Methods III **3 credits**
- PSY 429 - Advanced Directed Study and Research **1-3 credits** (2 credit hours required)

### Note:

*PSY 429 must be taken for 1 credit in two separate semesters.*

### Elective Courses:

- Students are required to take two electives at the 300 or 400 level. **6 credits**

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

**Total Credits: 120**

### Minor

## American Politics Minor

The American Politics minor allows students to explore the American political system through an examination of American political history and the American political system.

### Minor Requirements

- POL 121 - Introduction to Politics **3 credits**
- POL 223 - American Federal Government **3 credits**  
One of the following:
- POL 426 - American Foreign Policy **3 credits**
- HTY 423 - The United States in the Twentieth Century **3 credits**  
One of the following:
- POL 326 - United States Constitutional Law I **3 credits**
- POL 327 - United States Constitutional Law II **3 credits**  
One of the following:
- POL 304 - Campaigns and Elections **3 credits**
- POL 306 - Congress - American Legislative Process **3 credits**  
One additional 300/400 Political Science course

Total Credits: 18

## Anthropology Minor

The anthropology minor is designed to provide students with an understanding and appreciation of the diversity of human behavior and the impact of global changes on humans.

### Required Courses

- ANT 121 - Introduction to Anthropology **3 credits**
- ANT 327 - Cultural Anthropology **3 credits**  
(or)
- SSC 327 - Cultural Anthropology **3 credits**
- ANT 335 - Biological Anthropology **3 credits**
- ANT 337 - Introduction to Archaeology **3 credits**
- ANT 343 - Anthropological Linguistics **3 credits**

Electives (two courses from the following)

- HTY 225 - Far-Eastern Civilization **3 credits**
- HTY 227 - Latin America and the Caribbean **3 credits or**
- POL 227 - Latin America and the Caribbean **3 credits**
- HTY 233 - Modern Middle East **3 credits or**
- POL 233 - Modern Middle-East **3 credits**
- HTY 322 - Racial and Ethnic Groups in America **3 credits**
- HTY 335 - Women in American Society **3 credits or**
- SSC 335 - Women in American Society **3 credits**
- REL 424 - Death and the Meaning of Life **3 credits**
- ANT 333 - The Family in Cross-Cultural Perspective **3 credits or**
- SOC 333 - The Family in Cross-Cultural Perspective **3 credits**

Total Credits: 21

## Global Studies Minor

A Global Studies minor enhances any major by providing students with an understanding of the dynamics of globalization and giving them tools to address global issues in whatever career they destine themselves for. The minor is particularly recommended for students majoring in any business discipline, in Political Science, or in Criminal Justice, and for any other student interested in pursuing a career abroad.

## Minor Requirements

- SOC 201 - Globalization **3 credits**
- PHI 345 - Social Ethics: From Personal Values to Global Citizenship **3 credits**
- GLO 350 - Conflict Resolution **3 credits**
- GLO 410 - Systems Thinking **3 credits**
- Take any two of the following courses:
- ANT 327 - Cultural Anthropology **3 credits**
- BIO 350 - Global Climate Change **3 credits**
- CRM 332 - Terrorism **3 credits**
- CRM 367 - International Sex Trafficking of Women and Children **3 credits**
- ENG 410 - Reading the Planet-Comparative Global Literatures in Translation **3 credits**
- GBA 440 - International Business **3 credits**



- GLO 100 - 400 - Special Topics **1 - 3 credits**
- HTY 324 - Sub-Saharan Africa **3 credits**
- HTY 428 - Far-East Since 1945 **3 credits**
- MGT 415 - Global Supply Chain Management **3 credits**
- POL 295 - International Relations **3 credits**
- POL 422 - Modern Europe **3 credits**
- POL 428 - International Law and Organizations **3 credits**
- SOC 331 - Global Social Change and Development **3 credits**
- SSC 320 - Applied Social Research & Evaluation **3 credits**
- SWK 355 - Global Issues in Social Work **3 credits**

Total Credits: 18

## History Minor

The history minor is designed to allow a student with the love of the past to explore that intellectual passion in a structured way.

### Required Courses

- HTY 121 - United States History to 1865 **3 credits or**
- HTY 122 - United States History Since 1865 **3 credits**
- HTY 123 - Western Civilization to 1500 **3 credits or**
- HTY 124 - Western Civilization Since 1500 **3 credits**
- Four other electives in history, at least two of which must be upper level (300-400 level) **12 credits**

Total Credits: 18

## International Studies Minor

A 6-course/18-credit hour minor offering a general overview of world politics.

### Required Courses

- POL 295 - International Relations **3 credits**

or

- HTY 330 - Military Strategy: Antiquity to NATO **3 credits** or
- POL 330 - Military Strategy: Antiquity to NATO **3 credits**
  
- POL 323 - Comparative Politics **3 credits** or
- POL 324 - Politics of Developing Nations **3 credits**
  
- HTY 426 - American Foreign Policy **3 credits** or
- POL 426 - American Foreign Policy **3 credits**
- or
- POL 428 - International Law and Organizations **3 credits**

## Electives (9 credit hours)

Three courses in politics or history related to international studies

Total Credits: 18

## Legal Studies Minor

The Legal Studies minor strengthens the academic preparedness of those seeking a career in law.

### Legal Studies

- POL 123 - Introduction to Law and the Legal System **3 credits**  
or CRM 123 - Introduction to Law and the Legal System
  - POL 326 - United States Constitutional Law I **3 credits**
  - POL 327 - United States Constitutional Law II **3 credits**
- Complete 3 courses from the following choices:
- CRM 321 - Substantive Criminal Law **3 credits**
  - CRM 322 - Law of Criminal Procedure **3 credits**
  - GBA 231 - Business Law I **3 credits**
  - GBA 332 - Business Law II **3 credits**

Total Credits: 18

## Psychology Minor

The psychology minor is useful for students interested in the scientific study of human behavior. A psychology minor may be helpful to students planning careers in business, medicine, and law.

## Required Courses

- PSY 161 - Fundamentals of Psychology **3 credits**
- Five additional electives in psychology, at least three of which must be upper-division (300-400-level) courses **15 credits**

Total Credits: 18

## Sociology Minor

A sociology minor gives students an opportunity to explore social systems and social relations, and prepares them to face a rapidly changing world. It complements a major in any social science discipline (psychology, political science, history, or international studies) and is also useful for students in business (particularly management, marketing, or human resources), law enforcement, social work, education, philosophy, or theology.

## Required Courses

- SOC 121 - Introduction to Sociology **3 credits**
- Five electives in sociology (SOC), at least three of which must be at the 300-400 level. **15 credits**

Total Credits: 18

## World Politics Minor

The minor in World Politics offers students a foundation for graduate studies related to world affairs and careers in diplomacy, military, government, international business and journalism.

## World Politics Minor

- POL 295 - International Relations **3 credits**
- POL 323 - Comparative Politics **3 credits**
- POL 395 - Genocide, War-Crimes and Laws of War **3 credits** or

- POL 428 - International Law and Organizations **3 credits**

Complete one Western World Elective course from the following choices:

- POL 330 - Military Strategy: Antiquity to NATO **3 credits**
  - POL 422 - Modern Europe **3 credits**
  - POL 426 - American Foreign Policy **3 credits**
- Any POL, CRM, or HTY Special Topics course with a Western or Security focus.

Complete two Non-Western World Courses from the following choices:

- POL 227 - Latin America and the Caribbean **3 credits**
- POL 233 - Modern Middle-East **3 credits**
- POL 333 - Palestine and Israel **3 credits**
- POL 430 - Role of the Military in the Modern World **3 credits**
- HTY 245 - Vietnam War **3 credits**
- HTY 324 - Sub-Saharan Africa **3 credits**
- HTY 325 - Modern Russia **3 credits**
- HTY 428 - Far-East Since 1945 **3 credits**

Any POL, or HTY Special Topics course with a Non-Western Focus.

Total Credits: 18

## Donald R. Tapia School of Business

### Dr. Balbir Bal, Dean

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

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

Specific mission objectives include providing students with

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

The School has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE), Commission on Sport Management Accreditation (COSMA), and the Accreditation Council for Business Schools and Programs (ACBSP):

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

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

**Bachelor of Arts in Communication Management.** (This major is offered only at the University College). This program is designed for students interested in communication processes in organizations including public relations, crisis communication, media management, community liaison, social media, advertising, and mass communication generalist's positions.

**Bachelor of Arts in Economics.** This program, offered only at the University College, is designed for students interested in developing critical thinking skills while acquiring the knowledge of economic theories and practices that are applicable to real world situations.

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

**Bachelor of Arts in International Tourism and Hospitality Management.** This is a professional program that examines the concepts and principles of the tourism and hospitality industries from an international perspective. It prepares students for management positions within the various tourism and hospitality sectors.

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

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

**Bachelor of Arts in Multimedia Management.** (This major is only offered at the University College). This program is designed for students planning a career in the multimedia industry included, but not limited to audio and video production, media management, writing for media, social media, or graphic design.

**Bachelor of Arts in Sport Business.** (This major is offered only at the University College and Tallahassee Education Center). This program provides a foundation of study in business applied to the sport industry, its products, and its services.

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

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

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

## Common Body of Knowledge

The Common Body of Knowledge (CBK) for all Donald R. Tapia School of Business majors provides the academic background to understand the economic structure of our global society. Those who enter the competitive market for scarce resources must be prepared to support public and private segments of our society. The School has developed an academic program in conjunction

with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. Courses taken by all majors within the School include the following:

### **Components**

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

**Total Credits: 36**

## **Accounting, Economics and Finance**

### **Bachelor of Arts**

#### **Accounting Major, B.A.**

The major in accounting is designed to prepare a university graduate for entry-level accounting positions in profit, not-for-profit, and governmental environments. The program establishes a foundation for students who wish to continue their education to become a certified public accountant (CPA) or certified management accountant (CMA). A CPA holds a state license to practice public accounting in a particular state. State licensing requirements differ as to education, residency, and experience requirements. Some states have adopted the 120-hour rule for the number of academic credits required to sit for the CPA exam, while others require 150 hours. 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.

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

- 24 semester or 36 quarter hours of upper-division accounting, to include coverage of taxation, auditing, cost-managerial, financial, and accounting information systems;
- 24 semester hours of upper-division general business courses, with some exceptions. One microeconomics, one macroeconomics, one statistics, one business law, and one introduction to computers course may be lower division;

- As part of the general business hours, applicants are required to have a total of 6 semester hours or 8 quarter hours of business law courses, which must cover contracts, torts, and the Uniform Commercial Code;
- Excess upper-division accounting courses may be used to meet the general business requirement. However, elementary accounting classes are never acceptable for credit. Neither are courses for non-accounting majors and any graduate courses that are equivalent to elementary accounting.

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

Note: Students majoring in accounting cannot double major in the business administration: accounting specialization. Beginning with the 2012 catalog, students admitted into the accounting major, specialization, or minor must achieve a grade of C or higher in all major accounting courses to fulfill degree requirements. This applies to transfer courses as well.

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## University Explorations (42 credit hours)

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

## Common Body of Knowledge (36 credit hours)

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

## Major Requirements (27 credit hours)

- ACC 301 - Intermediate Accounting I **3 credits**
- ACC 302 - Intermediate Accounting II **3 credits**
- ACC 303 - Accounting Information Systems **3 credits**
- ACC 331 - Cost Accounting **3 credits**
- ACC 401 - Advanced Accounting **3 credits**
- ACC 411 - Auditing **3 credits**
- ACC 421 - Individual Federal Income Taxes **3 credits**
- ACC 430 - International Accounting **3 credits**
- ACC 498 - Financial Statement Analysis **3 credits**

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

Recommended electives include the following:

- ACC 425 - Accounting Internship **3-12 credits**
- GBA 332 - Business Law II **3 credits**

Total Credits: 120

## Economics, B.A.

The Bachelor of Arts degree in economics offered only at University Campus is designed for students interested in developing critical thinking skills while acquiring the knowledge of economic theories and practices that are applicable to real-world situations. The business core courses provide students in the B.A. program with a modern integrated business curriculum that includes broad exposure to each of the functional areas of business (accounting, finance, information technology, management and marketing) to accompany their solid foundation in economics. Graduates with a degree in economics have the opportunity for careers such as financial analysts, purchasing managers, insurance underwriters, bank managers, and operations/data analysts.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Common Body of Knowledge (36 credit hours)

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

### Major Requirements (21 credit hours)

- ECO 302 - Intermediate Price Theory **3 credits**
- ECO 333 - International Economics **3 credits**
- ECO 366 - Money and Banking **3 credits**
- ECO 411 - Game Theory **3 credits**
- Or
- ECO 412 - Behavioral Economics **3 credits**



- ECO 498 - Senior Seminar in Economics **3 credits**  
Two upper level (300 or 400) Economics electives

## Recommended Economics Electives

ECO 322 - Health Economics, ECO 355 - Economics in Sport, ECO 422 - Econometrics and ECO 425 - Economics Internship.

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

Total Credits: 120

## Minor

### Accounting Minor

Students with majors other than business administration may also minor in accounting. Business administration majors may also minor in an area that is not their specialization.

### Required Courses

- ACC 201 - Principles of Accounting I **3 credits**
- ACC 202 - Principles of Accounting II **3 credits**
- ACC 301 - Intermediate Accounting I **3 credits**
- ACC 302 - Intermediate Accounting II **3 credits**
- Other upper-level (300- or 400-level) accounting course **3 credits**

Total Credits: 15

### Economics Minor

The economics minor is designed for students interested in pursuing the study of economics as a social science.

## Required Courses

- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- Plus three upper-division economics courses selected by the student in consultation with Economics Department faculty. **9 credits**

Total Credits: 15

## Communication and Marketing

### Bachelor of Arts

### Communication Management, B.A.

The communication management major examines communication from a business, physiological, sociological, psychological, anthropological, historical, and political perspective. It is interdisciplinary in keeping with Saint Leo University's ongoing interest in providing students with a rich mix of liberal arts and sciences experiences. Graduating majors are equipped for careers in job streams such as advertising, media management, public relations, or mass communication generalist positions (e.g., public information officer, broadcast manager, advertising manager, newsletter editor, and media production manager).

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Common Body of Knowledge (36 credit hours)

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

### Major Requirements (33 - 42 credit hours)

- CMM 101 - Introduction to Communication **3 credits**
- CMM 201 - Mass Communication **3 credits**
- CMM 205 - Oral Communication **3 credits**
- CMM 221 - Communication Pre-Internship **3 credits**
- CMM 301 - Communication Theory **3 credits**
- CMM 302 - Intercultural Communication **3 credits**
- CMM 324 - Public Relations **3 credits**
- CMM 325 - Organizational Communication **3 credits**
- CMM 403 - Media Management **3 credits**
- CMM 425 - Communication Internship **3-12 credits \***
- CMM 498 - Communication and Change **3 credits**

#### Note:

\* The internship may be 3 to 12 credits, depending on the student's and employer's needs.

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

**Total Credits: 120**

## **Marketing, B.A.**

The marketing major is designed for the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, or international business. Students develop a breadth of knowledge about the dynamic consumer orientation process by which people and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts and functions.

This major is offered only at University College. The major in business administration with a marketing specialization is no longer offered at University College. Students who are awarded the B.A. in marketing may not earn the B.A. in business administration with a specialization in marketing or vice versa.

### **University Campus Only Course Requirements**

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

**University Explorations (42 credit hours)**

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

## Common Body of Knowledge (36 credit hours)

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

## Major Requirements (27 -36 hours)

- GBA 321 - Essential Business Skills **3 credits**
- GBA 440 - International Business **3 credits**
- MKT 308 - Personal Selling **3 credits**
- MKT 310 - Integrated Marketing Communication **3 credits**
- MKT 324 - Marketing Research **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MKT 383 - Consumer Behavior **3 credits**
- MKT 425 - Marketing Internship **3-12 credits** \*
- MKT 498 - Marketing Policies and Strategies **3 credits**

### Note:

\* The internship may be three to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of a 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

*Option 1: The student may retake courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;*

*Option 2: Student must complete a three-credit 300-400-level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325 - Public Administration or Calculus (MAT 231), which is required by many graduate programs.*

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

**Total Credits: 120**

## **Multimedia Management Major, B.A.**

Multimedia management combines design and technical skills with communication fundamentals, providing students the ability to create products that entertain, educate, or inform the user. Students learn multimedia standards, business fundamentals,

and emerging media technologies. Classes focus on the creative aspects of multimedia design, production, and project management. Graduates may be employed by diverse organizations not only to create products but also to develop media plans. They assist companies manage multimedia projects of varying complexities.

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## University Explorations (42 credit hours)

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

## Common Body of Knowledge (36 credit hours)

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

## Multimedia Management Major Requirements (30 credit hours)

- CMM 101 - Introduction to Communication **3 credits**
- MMM 210 - Audio and Video Production **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MMM 350 - Technology and Innovation **3 credits**
- MMM 355 - Writing for Interactive Media **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**
- CMM 403 - Media Management **3 credits**
- MMM 420 - Graphic Design **3 credits**
- MMM 425 - Internship in Multimedia Management **3 credits**
- MMM 498 - Corporate Video Production **3 credits**

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

Total Credits: 120

## Minor

## Communication Management Minor

Students with majors other than communication management may minor in communication management.

### Communication Minor Requirements

- CMM 101 - Introduction to Communication **3 credits**
- CMM 201 - Mass Communication **3 credits**
- CMM 205 - Oral Communication **3 credits**  
Complete any two of the following choices:
- CMM 301 - Communication Theory **3 credits**
- CMM 324 - Public Relations **3 credits**
- CMM 325 - Organizational Communication **3 credits**
- CMM 403 - Media Management **3 credits**

Total credit hours: 15

## Marketing Minor

Students with majors other than business administration may minor in marketing. Business administration majors may also minor in an area that is not their specialization.

### Required Courses

- MKT 301 - Principles of Marketing **3 credits**
- Plus four other upper-level marketing courses **12 credits**  
(which may include GBA 440)

Total Credits: 15

## Multimedia Management Minor

## Multimedia Minor Requirements

### Required Courses

- CMM 101 - Introduction to Communication **3 credits**
- MMM 210 - Audio and Video Production **3 credits**
- MMM 355 - Writing for Interactive Media **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**
- CMM 403 - Media Management **3 credits**

Total credit hours 15

## Computer Science and Information Systems

### Associate of Arts

### Information Technology, A.A.

The Associate of Arts Degree in Information Technology provides the foundation for a career or future study in the field of Computer Information Systems.

### University Campus Requirement

This requirement is for University Campus students only.

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### AA

- ENG 121 - Academic Writing I **3 credits**
- ENG 122 - Academic Writing II **3 credits**
- MAT 131 - College Mathematics **3 credits**  
MAT 141 - Finite Mathematics required for AA.BA
- COM 140 - Basic Computer Skills **3 credits**  
Complete one course from the following choices:
- ECO 110HA - Economics for Life **3 credits**
- HTY 110HA - Immigration: The Changing Face of America **3 credits**
- POL 110HA - Revolution Now! Democracy in Troubled Times **3 credits**

- PSY 110HA - Psychological Well Being: How to be Sane in an Insane World **3 credits**
- SOC 110HA - The McDonaldization of Society **3 credits**  
Complete one course from the following choices:
- ART 110HM - Curves Ahead: Women Artists and the Female Form **3 credits**
- HTY 110HM - Native American History & Life: More Than Tipis & Tomahawks **3 credits**
- HUM 110HM - Television and the American Family: Your Shows, My Shows **3 credits**
- IDS 210HM - Once Upon a Time: Readings in Folklore and Culture **3 credit**
- SOC 110HM - Building a Multiracial Society **3 credits**  
Choose two courses from the following choices:
- SCI 110SC - Evaluating the Predictions of Global Warming **3 credits**
- SCI 115SC - Is Evolution True? Your Inner Fish **3 credits**
- SCI 120SC - Human Ecology **3 credits**
- SCI 210SC - Energy and Its Impact on Global Society **3 credits**
- SCI 215SC - Science in Science Fiction **3 credits**  
Complete one course from the following choices:
- FAS 110CL - Living the Theatre: Dramatic Skills for all Disciplines **3 credits**
- HUM 110CL - Giants of the Arts **3 credits**
- MUS 110CL - Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World **3 credits**
- ENG 210CL - Love and Desire in Literature **3 credits**
- ENG 215CL - Monsters and the Monstrous in Literature **3 credits**
- ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
- ENG 225CL - Writing Wild: Exploring the Four Genres **3 credits**  
Complete one of the following Philosophy courses:
- PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry **3 credits**
- PHI 210RS - Thinking and Doing Ethics **3 credits**  
Complete one Religion course from the following choices:
- REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts **3 credits**
- REL 123 - Christian Spiritual Vision **3 credits**
- REL 210RS - Many are Called, but Who is Chosen? Christian Understandings of Salvation **3 credits**
- REL 223 - World Religions: East and West **3 credits**

## Program Requirements

- COM 203 - Computer Systems **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 320 - Systems Analysis and Design **3 credits**  
Complete any 4 courses from the following choices:
- ACC 201 - Principles of Accounting I **3 credits**
- ACC 202 - Principles of Accounting II **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 208 - Programming in Visual Basic **3 credits**
- COM 301 - Algorithms and Data Structures **3 credits**



- COM 312 - Computer Architecture **3 credits**
- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- GBA 231 - Business Law I **3 credits**
- MAT 151 - College Algebra **3 credits**
- MAT 152 - Trigonometry **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- MAT 251 - Introduction to Discrete Mathematics **3 credits**

Total Credits 60 - 63 hours

## Bachelor of Science

### Computer Information Systems, B.S.

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

#### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

#### University Explorations (42 credit hours)

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

#### Common Body of Knowledge (33 credit hours)

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

*Note: CIS majors substitute COM 315 (which appears in the Major course listing) for GBA 334 in the Common Body of Knowledge.*

#### Major Requirements

One course from the following: (3 credit hours)

- COM 208 - Programming in Visual Basic **3 credits** or
- COM 209 - Programming in Java **3 credits**

All of the following courses: (30 credit hours)

- COM 203 - Computer Systems **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 315 - Decision Support Systems **3 credits** \*  
\* *Substitute for GBA 334 in the CBK.*
- COM 320 - Systems Analysis and Design **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 424 - Information Technology and Project Management **3 credits**
- COM 498 - Advanced Computer Skills **3 credits**

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

Total Credits: 120

## Computer Science, B.S.

The Bachelor of Science degree in computer science (CS), offered only at University College, is designed for students interested in working in the computer technology industry, developing commercial and industrial applications or computer models used in scientific or engineering research. Typical career paths for graduates include application software developer/software engineer, computer scientist/computer researcher, embedded systems developer, support programmer for scientific/engineering research departments, and system software developer.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

University Explorations (42 credit hours)

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

## Major Requirements (48-51 credit hours)

- COM 203 - Computer Systems **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 301 - Algorithms and Data Structures **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 312 - Computer Architecture **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**
- COM 405 - Operating Systems **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 430 - Software Engineering **3 credits**
- COM 465 - Artificial Intelligence **3 credits**
- COM 497 - Computer Science Capstone **3 credits**
- MAT 151 - College Algebra **3 credits** \*
- MAT 152 - Trigonometry **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- MAT 251 - Introduction to Discrete Mathematics **3 credits**

### Note:

\* Should be taken as the LINK basic math course.

## Information Assurance Specialization (12 credit hours)

- COM 450 - Network Defense and Security **3 credits**
- COM 452 - Computer Forensics **3 credits**
- COM 470 - Management of Information Security **3 credits**
- COM 475 - Penetration Testing **3 credits**

## Additional Electives (6-9 credit hours)

Recommended electives include the following:

- COM 335 - Applied Data Mining **3 credits**

- COM 420 - Disaster Recovery **3 credits**
- COM 424 - Information Technology and Project Management **3 credits**
- COM 425 - Computer Information Systems Internship **3 credits**
- COM 460 - Internet/Intranet Security **3 credits**
- MAT 361 - Linear Algebra **3 credits**

## Academic Requirement for the Major:

In order to continue in the major, students will be required to earn a minimum grade of C+ in COM 203 and COM 204. If a C+ is not earned, students will not be able to continue with their major coursework until such grade is earned.

**Total Credits: 120**

## Certificate

### Information Security Certificate

Students may obtain a certificate in information security with any major or take the certificate as a stand-alone qualification in information security. The certificate is designed to expand the knowledge and qualifications of the student in the information security field.

## Required Courses

- COM 355 - Systems Security **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 420 - Disaster Recovery **3 credits**
- COM 450 - Network Defense and Security **3 credits**
- COM 460 - Internet/Intranet Security **3 credits**
- COM 470 - Management of Information Security **3 credits**

**Total Credits: 18**

Those students who do not have a good foundation in computer concepts may have difficulty in following the material in the Information Security Certificate courses. They should consider taking the following courses to provide them with the necessary knowledge: COM 203 - Computer Systems (3 credit hours) and COM 309 - Network Theory and Design (3 credit hours).

## Minor

## Computer Programming Minor

The computer programming minor allows non-CIS student majors to develop computer programming skills as a documented minor. The minor can be combined with a number of majors to enhance students' IT skills.

### Requirements

- COM 203 - Computer Systems **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 320 - Systems Analysis and Design **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**

Total Credits: 15

## Information Security Minor

Students may minor in information security with any major.

### Required Courses

- COM 203 - Computer Systems **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 420 - Disaster Recovery **3 credits**
- COM 470 - Management of Information Security **3 credits**

Plus one of the following courses:

- COM 425 - Computer Information Systems Internship **3 credits or**
- COM 450 - Network Defense and Security **3 credits or**
- COM 452 - Computer Forensics **3 credits or**
- COM 460 - Internet/Intranet Security **3 credits**

Total Credits: 18

## Management Information Systems Minor

### Required Courses

- COM 203 - Computer Systems **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 318 - Electronic Commerce **3 credits**
- COM 320 - Systems Analysis and Design **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**

Total Credits: 15

## Health Care Management

### Bachelor of Science

### Health Care Management, B.S.

The Bachelor of Science (B.S.) degree in health care management offers courses in the strategic management of health care systems, health care financial management, health care policy analysis, and legal and ethical challenges facing the industry. It is designed for students interested in management careers with hospitals; federal, state, and county health programs; pharmaceutical companies; medical laboratories; nursing facilities; surgical facilities; imaging technology facilities; and health education and training companies. Health care management majors who are not employed in the industry are required to take HCA 425 - Health Care Internship in their senior year. Students spend the entire semester at an internship site and may earn 3-12 credit hours for the experience, depending on their work schedule.

### University Explorations (42 credit hours)

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

### Common Body of Knowledge (36 Credit Hours)

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

### Major Requirements (24-33 credit hours)

- HCA 302 - Health Care Organization **3 credits**
- HCA 303 - Health Care Management **3 credits**
- HCA 333 - Health Law **3 credits**
- HCA 402 - Community Health Evaluation **3 credits**
- HCA 410 - Quality Improvement Methods in Health Care **3 credits**
- HCA 425 - Health Care Internship **3 - 12 credits**  
(Substitution of the internship with equivalent course(s) and/or credit(s) will only be considered under certain circumstances and may only be granted by the Department Chair.)
- HCA 430 - Contemporary and Critical Issues in Health Care **3 credits**
- HCA 498 - Health Planning and Policy Management **3 credits**

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

## Recommended Electives

HCA 450 - Health Information Technology Management, POL 325 - Public Administration, and REL 424 - Death and the Meaning of Life.

Total Credits: 120

# Management and Business Administration

## Associate of Arts

### Business Administration, A.A.

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

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## AA

- ENG 121 - Academic Writing I **3 credits**
- ENG 122 - Academic Writing II **3 credits**
- MAT 131 - College Mathematics **3 credits**  
MAT 141 - Finite Mathematics required for AA.BA
- COM 140 - Basic Computer Skills **3 credits**  
Complete one course from the following choices:
  - ECO 110HA - Economics for Life **3 credits**
  - HTY 110HA - Immigration: The Changing Face of America **3 credits**
  - POL 110HA - Revolution Now! Democracy in Troubled Times **3 credits**
  - PSY 110HA - Psychological Well Being: How to be Sane in an Insane World **3 credits**
  - SOC 110HA - The McDonalidization of Society **3 credits**  
Complete one course from the following choices:
    - ART 110HM - Curves Ahead: Women Artists and the Female Form **3 credits**
    - HTY 110HM - Native American History & Life: More Than Tipis & Tomahawks **3 credits**
    - HUM 110HM - Television and the American Family: Your Shows, My Shows **3 credits**
    - IDS 210HM - Once Upon a Time: Readings in Folklore and Culture **3 credit**
    - SOC 110HM - Building a Multiracial Society **3 credits**  
Choose two courses from the following choices:
      - SCI 110SC - Evaluating the Predictions of Global Warming **3 credits**
      - SCI 115SC - Is Evolution True? Your Inner Fish **3 credits**
      - SCI 120SC - Human Ecology **3 credits**
      - SCI 210SC - Energy and Its Impact on Global Society **3 credits**
      - SCI 215SC - Science in Science Fiction **3 credits**  
Complete one course from the following choices:
        - FAS 110CL - Living the Theatre: Dramatic Skills for all Disciplines **3 credits**
        - HUM 110CL - Giants of the Arts **3 credits**
        - MUS 110CL - Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World **3 credits**
        - ENG 210CL - Love and Desire in Literature **3 credits**
        - ENG 215CL - Monsters and the Monstrous in Literature **3 credits**
        - ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
        - ENG 225CL - Writing Wild: Exploring the Four Genres **3 credits**  
Complete one of the following Philosophy courses:
          - PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry **3 credits**
          - PHI 210RS - Thinking and Doing Ethics **3 credits**  
Complete one Religion course from the following choices:
            - REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts **3 credits**
            - REL 123 - Christian Spiritual Vision **3 credits**
            - REL 210RS - Many are Called, but Who is Chosen? Christian Understandings of Salvation **3 credits**
            - REL 223 - World Religions: East and West **3 credits**

## Program Components



- ACC 201 - Principles of Accounting I **3 credits**
- ACC 202 - Principles of Accounting II **3 credits**
- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- GBA 231 - Business Law I **3 credits**
- MGT 301 - Principles of Management **3 credits**
- MKT 301 - Principles of Marketing **3 credits**
- GBA 298 - Professional Development Seminar **3 credits**

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

Total Credits: 60

## **Bachelor of Arts**

### **Business Administration, B.A.**

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

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

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

- Accounting
- Logistics
- Management
- Marketing
- Project Management
- Technology Management

Internships are encouraged for all qualified students.

### **Common Body of Knowledge (36 credit hours)**

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

## University Explorations (42 credit hours)

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

## Specialization courses (24-36 credit hours)

### Accounting Specialization

The accounting specialization is designed to prepare a University graduate for entry-level accounting positions in profit, not-for-profit, and governmental environments. Students majoring in business administration: accounting specialization cannot receive a double major in accounting.

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

### Specialization Courses (24 credit hours)

- ACC 301 - Intermediate Accounting I **3 credits**
- ACC 302 - Intermediate Accounting II **3 credits**
- ACC 303 - Accounting Information Systems **3 credits**
- ACC 331 - Cost Accounting **3 credits**
- ACC 401 - Advanced Accounting **3 credits**
- ACC 411 - Auditing **3 credits**
- ACC 421 - Individual Federal Income Taxes **3 credits**
- ACC 498 - Financial Statement Analysis **3 credits**

### Note:

See the accounting major for CPA certification comments.

### Logistics Specialization

The field of logistics manages how materials and finished goods are delivered to where they are needed in a timely and cost-efficient manner. Logistics is a vital component that contributes to the success of managers in both civilian and military sectors. This program is a response to the specific needs and desires of students throughout our system, military and otherwise, consistent with our Benedictine-inspired values of excellence and personal development, helping students become well-prepared professionals in their chosen careers.

The program consists of the study of logistics processes in civilian and military organizations, covering both products and services. This study shall include, but not be limited to, cargo transportation in all modes, electronic order processing,

distribution, purchasing, warehousing, quality management and improvement, and the estimation of production and ordering quantities.

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

### Specialization Courses (24 credit hours)

- COM 203 - Computer Systems **3 credits**
- MGT 309 - Introduction to Logistics Management **3 credits**
- MGT 312 - Introduction to Project Management **3 credits**
- MGT 342 - Transportation and Distribution Management **3 credits**
- MGT 377 - Procurement, Purchasing and Vendor Management **3 credits**
- MGT 410 - Quality Improvement and Management **3 credits**
- MGT 417 - Logistical Inventory Control and Materials Management **3 credits**
- MGT 492 - Logistics Specialization Portfolio **3 credits**

### Management Specialization

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

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

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

### Specialization Courses (24 credit hours)

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

### 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 as follows:

### Specialization Courses (24 credit hours)

- GBA 321 - Essential Business Skills **3 credits**
- GBA 440 - International Business **3 credits**
- MKT 310 - Integrated Marketing Communication **3 credits**
- MKT 308 - Personal Selling **3 credits**
- MKT 324 - Marketing Research **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MKT 383 - Consumer Behavior **3 credits**
- MKT 498 - Marketing Policies and Strategies **3 credits**

Note:

*\* MGT 320 is a recommended elective.*

### Project Management Specialization

Project management is the planning, organizing, and managing of resources to complete a temporary project with a specific starting and ending date. Graduates may be employed in diverse industries such as construction, hospitality, and new product development. They assist the civilian and military sectors to improve internal operations and capitalize on external opportunities.

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

### Specialization Courses (24 credit hours)

- MGT 309 - Introduction to Logistics Management **3 credits**
- MGT 312 - Introduction to Project Management **3 credits**
- MGT 315 - Project Risk Management, Cost Analysis, and Decision Making **3 credits**
- MGT 322 - Project Teamwork and Leadership **3 credits**
- MGT 377 - Procurement, Purchasing and Vendor Management **3 credits**
- MGT 410 - Quality Improvement and Management **3 credits**
- MGT 422 - Project Management Implementation **3 credits**
- MGT 495 - Project Management Applications **3 credits**

## 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.

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

### Specialization Courses (36 credit hours)

- Transfer credits **21 credits**
- GBA 321 - Essential Business Skills **3 credits**
- GBA 498 - Strategic Management **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**
- MGT 331 - Management of Human Resources **3 credits**
- MGT 412 - Organizational Behavior and Development **3 credits**

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

**Total Credits: 120**

## Human Resource Management, B.A.

The human resource management degree program is designed to provide the academic foundation required by professional human resource practitioners and researchers. In addition to those courses required for all undergraduate students in the University and the courses in the Common Body of Knowledge, specialized courses in human resources management provide the individual with the foundation for a professional leadership career in the human resources area as well as for further work in graduate education. An important component of the curriculum is to prepare graduates academically if they choose to sit for a professional human resources assessment or certification such as the SHRM Assurance of Learning Assessment or the Professional in Human Resources (PHR) certification, administered by the Human Resource Certification Institute.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## University Explorations (42 credit hours)

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

## Common Body of Knowledge (36 credit hours)

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

## Major Requirements (27-36 credit hours)

- GBA 335 - Administrative and Personnel Law **3 credits**
- HRA 330 - Occupational Safety, Health and Security **3 credits**
- HRA 335 - Recruitment, Selection and Placement **3 credits**
- HRA 340 - Organizational Training & Development **3 credits**
- HRA 360 - Total Compensation **3 credits**
- HRA 425 - Human Resource Internship **3-12 credits**  
(Substitution of the internship with equivalent course(s) and/or credit(s) will only be considered under certain circumstances and may only be granted by the Department Chair.)
- HRA 498 - Human Resources Strategic Planning **3 credits**
- MGT 331 - Management of Human Resources **3 credits**
- PSY 338 - Industrial and Organizational Psychology **3 credits**

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

Total Credits: 120

## Management, B.A.

The management major is designed for those students who desire to own or manage any size organization, whether public or private, profit or nonprofit. Courses stress the influence of the global environment on decision making and the importance of considering ethical issues from different cultures in making management decisions.

The management major is offered only at University College. The business administration major is the alternative major that is offered at Saint Leo's Centers. 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.

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## University Explorations (42 credit hours)

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

## Common Body of Knowledge (36 credit hours)

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

## Major Requirements (27 credit hours)

- GBA 321 - Essential Business Skills **3 credits**
- GBA 440 - International Business **3 credits**
- GBA 498 - Strategic Management **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**
- MGT 331 - Management of Human Resources **3 credits**
- MGT 412 - Organizational Behavior and Development **3 credits**
- MGT 425 - Management Internship **3-12 credits** \*
- MGT 430 - Business, Government, and Society **3 credits**
- MGT 441 - Labor Relations **3 credits**

### Note:

\* The internship may be three to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of a 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

*Option 1: The student may retake courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;*

*Option 2: Student must complete a three-credit 300-400-level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325 - Public Administration or Calculus (MAT 231), which is required by many graduate programs.*

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

Total Credits: 120

## Minor

### Human Resource Management Minor

Students may minor in human resource management with any University major.

#### Required Courses

- GBA 335 - Administrative and Personnel Law **3 credits**
- HRA 335 - Recruitment, Selection and Placement **3 credits**
- HRA 340 - Organizational Training & Development **3 credits**
- HRA 360 - Total Compensation **3 credits**
- MGT 331 - Management of Human Resources **3 credits**

Total Credits: 15

### International Business Minor

This minor focuses on exposing students to the global economy and the way that global trade and the operations of the global financial markets affect all economic and business decisions. Students will be able to integrate decisions regarding management, marketing, logistics, finance, and human resources into comprehensive strategies for multinational corporations.

#### International Business Minor Requirements

##### Required Courses

- GBA 440 - International Business **3 credits**
- MGT 415 - Global Supply Chain Management **3 credits**
- MGT 444 - Global Financial Management **3 credits**
- HRA 422 - Global Human Resource Management **3 credits**

Total hours required - 12



## Management Minor

Students with majors other than business administration may minor in management. Business administration majors may also minor in an area that is not their specialization.

### Required Courses

- MGT 301 - Principles of Management **3 credits**
- Plus four other upper-level management courses **12 credits**  
(which may include GBA 440)

Total Credits: 15

## Sport Business, International Tourism, and Hospitality Management

### Bachelor of Arts

### International Tourism and Hospitality Management, B.A.

Tourism and hospitality industry is the world's largest industry as well as the second largest employer. A degree in International Tourism and Hospitality Management (ITHM) prepares students for numerous career opportunities both at home and abroad. The ITHM curriculum is designed to prepare students for a broad range of positions in hotels and resorts, event planning, restaurants, and various companies and organizations involved in destination management and promotion, attractions, transportation, and special interest tourism such as ecotourism and heritage tourism. The ITHM major also links coursework with required internships enabling students to apply classroom knowledge to an industry setting with a professional mentor.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

## Common Body of Knowledge (36 credit hours)

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

## Major Requirements (36 credit hours)

### Major Courses: (15 credit hours)

- IHT 120 - Introduction to Hospitality Management **3 credits**
- IHT 130 - Introduction to International Tourism **3 credits**
- IHT 425 - Internship in International Tourism and Hospitality Management **3-12 credits** (6 credit hours required)
- IHT 498 - Senior Seminar in International Tourism and Hospitality Management **3 credits**

## Hospitality Management Specialization (15 credit hours)

- MGT 331 - Management of Human Resources **3 credits**  
Complete 4 courses from the following choices:
- IHT 210 - Guest Service Management **3 credits**
- IHT 305 - Restaurant Management **3 credits**
- IHT 310 - Lodging Management **3 credits**
- IHT 330 - Meetings and Event Management **3 credits**
- IHT 410 - Resort and Private Club Management **3 credits**

## International Tourism Specialization (15 credit hours)

- IHT 315 - Tourism Management **3 credits**  
Complete 4 courses from the following choices:
- IHT 205 - Traveling the World for Fun & Profit **3 credits**
- IHT 340 - Ecotourism **3 credits**
- IHT 350 - Heritage Tourism **3 credits**
- IHT 416 - World Destinations I: Americas, Caribbean, Europe **3 credits**
- IHT 417 - World Destinations II: Asia, Pacific, Australia, Africa and Middle East **3 credits**

## Electives

Complete 2 Hospitality Management or International Tourism courses that are not in your Specialization.

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

Total Credits: 120

## **Sport Business, B.A.**

The sport industry is recognized as one of the fastest growing areas in our country's economy. According to Plunkett Research Limited, a leading provider of industry sector analysis and research, industry trends and industry statistics, "the estimated value of the entire sport industry in the United States in 2014 was \$435 billion", and according to Sport Business Journal "that figure is twice the size of the United States auto industry and seven times the size of the movie industry." In addition, at a recent global business of sports summit at Georgetown University, it was stated that "the sports industry, valued at over \$1 trillion worldwide, is central in global brand-building and economic expansion strategies for emerging growth companies in apparel, mobile technology, sporting venues and more."

Saint Leo is the first undergraduate program housed in a school of business in the nation to be accredited by the Commission on Sport Management Accreditation (COSMA). This new accreditation was first available in 2010. The program is one of only two programs in the nation to earn accreditation in the first year available, and is one of the few housed in a school of business

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Common Body of Knowledge (36 credit hours)

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

SPB majors substitute SPB 430 (which appears in the Major Requirements course listing) for GBA 231 in the Common Body of Knowledge.

### Major Requirements (37 credit hours)

- SPB 101 - Introduction to Sport Business **3 credits**

- SPB 230 - Sport Facility and Event Management **3 credits or**
- SPB 240 - Media Relations in Sport Business **3 credits**
  
- SPB 295 - Sport Business Apprenticeship **1 credit**
- SPB 330 - Social & Ethical Issues in Sport **3 credits**
- SPB 350 - Risk Management in Sport **3 credits**
- SPB 360 - Sport Marketing and Promotion **3 credits**
- SPB 410 - Sport Governance **3 credits**
- SPB 420 - Sport Finance **3 credits**
- SPB 430 - Legal Issues in Sport **3 credits** \*  
\* Substitute for GBA 231 in the CBK.
- SPB 449 - Professional Development Seminar **3 credits**
- SPB 495 - Internship Performance **6 credits**
- SPB 496 - Internship Assignments and Colloquium **6 credits**

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

Total Credits: 120

## Application to the Major

All students wanting to major in sport business must apply for admission into the major. An application may be filed after a minimum grade of C is achieved in ENG 121, ENG 122, and SPB 101 and a minimum overall grade point average (GPA) of 2.0 is achieved. Applications to the major are available from the Department Chair or the academic advisor and must be accompanied by a professional résumé and a cover letter indicating reasons for interest in sport business and career employment goals. Following application, students must interview with department faculty before admission to the major is granted. However, admission is not guaranteed. Other qualifications considered are sport-related experience, active involvement in the student's major association, volunteer experience working sporting events, and performance in the interview. Deadlines for application to the major are March 15, August 15, and October 15 each year. This process is for first-time college students not transferring from another institution.

Transfer students may gain admission to the major prior to matriculation at Saint Leo by obtaining an application and submitting the appropriate documentation as described above. The minimum GPA requirement for transfer students is 2.5 from all college work for which a grade was received. Once the application is received along with transcripts exhibiting a grade of C or higher on two English writing courses and on a comparable Introduction to Sport Business course from a sport business curriculum approved by the department chair, students will be granted an interview either in person or via a conference call. If a transfer student has not taken a sport business course comparable to SPB 101 as described above but all other requirements have been met, conditional acceptance may be granted. Other qualifications considered are sport-related experience, active involvement in the student's major association, volunteer experience working sporting events, and performance in the interview.

## Application to Intern

Prior to their last semester of coursework, all sport business majors should contact their advisor to discuss their progress towards eligibility to intern. The internship is considered the key to gaining full employment in the sport business industry, although there are no guarantees this will happen. In order to apply, the student must have a minimum of a 2.5 GPA. It is not the responsibility of Saint Leo University, the academic advisor, the Department of Sport Business, or the Donald R. Tapia School of Business to find an internship placement for the student. However, if the student has been actively involved throughout his or her academic career, every effort will be made to assist the student in finding the best internship available that fits his or her career goals. It is recommended that interns seek out a paid internship as **all internships are 40 hours per week**. However, the decision to accept a paying or non-paying internship is solely between the site supervisor and student intern. A full-time position in sport can be used as a full-time internship, provided the employer approves. All internships must meet final approval of the advisor/ Sport Business Department Chair. The internship is scheduled during the student's last semester prior to graduation after all required coursework is completed.

If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

- **Option 1:** The student may retake courses or take other elective courses to reach the 2.5 requirement and then apply to intern.
- **Option 2:** In place of the internship, the student can take an established set of sport business or other designated courses equaling twelve credit hours during the last semester prior to graduation. The student will still graduate with a degree in sport business but will not be allowed to enroll in the internship. (Note: Student may not opt for four courses in place of the internship requirements.)

## Minor

### Hospitality Management Minor

A minor in Hospitality Management provides students with an opportunity to complement their major in any discipline with essential courses preparing the student to be a manager in various segments within the hospitality industry. This minor also provides students with professional opportunities in a diverse and exciting career field that often utilizes the knowledge and expertise gained within their major.

### Hospitality Management Minor

- IHT 120 - Introduction to Hospitality Management **3 credits**
- IHT 210 - Guest Service Management **3 credits**
- IHT 305 - Restaurant Management **3 credits**
- IHT 310 - Lodging Management **3 credits**
- IHT 330 - Meetings and Event Management **3 credits**
- IHT 410 - Resort and Private Club Management **3 credits**
- IHT 425 - Internship in International Tourism and Hospitality Management **3-12 credits**
- MGT 331 - Management of Human Resources **3 credits**

Total Credits 24-33

## International Tourism Minor

A minor in International Tourism provides students with an opportunity to complement their major in any discipline with documented competency in the world's largest industry. It provides students with professional opportunities in a diverse and exciting career field that often utilizes the knowledge and expertise gained within their major.

### International Tourism

- IHT 130 - Introduction to International Tourism **3 credits**  
Complete 4 courses from the following choices:
- IHT 205 - Traveling the World for Fun & Profit **3 credits**
- IHT 315 - Tourism Management **3 credits**
- IHT 340 - Ecotourism **3 credits**
- IHT 350 - Heritage Tourism **3 credits**
- IHT 416 - World Destinations I: Americas, Caribbean, Europe **3 credits**
- IHT 417 - World Destinations II: Asia, Pacific, Australia, Africa and Middle East **3 credits**
- IHT 425 - Internship in International Tourism and Hospitality Management **3-12 credits**

Total Credits: 15

## Marketing and Sales in Sport Minor

This minor focuses on immersing the student in the sales, marketing, and financial aspects of the sport industry. Most entry-level positions in the professional sport industry require sales skills. Hands-on experience in selling, ticketing software, and the preparation of sponsorship proposals will prepare the student for many positions within the sport industry.

### Required Courses

- MKT 324 - Marketing Research **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MKT 383 - Consumer Behavior **3 credits**
- SPB 360 - Sport Marketing and Promotion **3 credits**
- SPB 380 - Sales in Sport **3 credits**

Total Credits: 15

## Risk Management in Sport Minor

The minor in risk management in sport is useful for students entering any aspect of sport business, but is especially helpful for those entering facility or event management. It involves an in-depth look at comprehensive planning for safety of venues and events for individuals, sport organizations, and law enforcement agencies.

### Required Courses

- CMM 406 - Crisis Communication **3 credits**
- CRM 222 - Introduction to Homeland Defense **3 credits**
- CRM 365 - Local Response to Terrorism **3 credits**
- SPB 230 - Sport Facility and Event Management **3 credits**
- SPB 240 - Media Relations in Sport Business **3 credits**
- SPB 350 - Risk Management in Sport **3 credits**

Total Credits: 18

## Sport Hospitality Minor

This minor bridges the venues that host sport and other entertainment offerings with the corporate hospitality that takes place to ensure sponsorship activation, exclusive client and stakeholder relationship building, and developing networks for future business. This minor combines the foundations of sport business, facility and event management, and economics with the specialized areas of hospitality including guest services management, meeting and event planning, and event tourism.

### Sport Hospitality

- IHT 120 - Introduction to Hospitality Management **3 credits**
- SPB 101 - Introduction to Sport Business **3 credits**
- IHT 210 - Guest Service Management **3 credits**
- SPB 230 - Sport Facility and Event Management **3 credits**
- IHT 330 - Meetings and Event Management **3 credits**
- ECO 355 - Economics in Sport **3 credits**

Total Credits: 18

## School of Education and Social Services

## Dr. Carol G. Walker, Dean

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

- to embrace and commit to the ideals of excellence in teaching and quality community service
- to remain active in their respective fields as researchers and practitioners
- to teach students to develop an appreciation of the complexity and diversity in society and be concerned about human dignity
- to assist students in understanding social and individual problems and develop a determination to help resolve those problems
- to prepare students for careers of service

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

## Criminal Justice

### Associate of Arts

### Criminal Justice, A.A.

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

### University Campus Requirement

Required for University Campus Students only

- SLU 125 - Choosing Wellness **3 credits**

### AA

- ENG 121 - Academic Writing I **3 credits**
- ENG 122 - Academic Writing II **3 credits**
- MAT 131 - College Mathematics **3 credits**  
MAT 141 - Finite Mathematics required for AA.BA
- COM 140 - Basic Computer Skills **3 credits**  
Complete one course from the following choices:
- ECO 110HA - Economics for Life **3 credits**
- HTY 110HA - Immigration: The Changing Face of America **3 credits**



- POL 110HA - Revolution Now! Democracy in Troubled Times **3 credits**
- PSY 110HA - Psychological Well Being: How to be Sane in an Insane World **3 credits**
- SOC 110HA - The McDonaldization of Society **3 credits**  
Complete one course from the following choices:
- ART 110HM - Curves Ahead: Women Artists and the Female Form **3 credits**
- HTY 110HM - Native American History & Life: More Than Tipis & Tomahawks **3 credits**
- HUM 110HM - Television and the American Family: Your Shows, My Shows **3 credits**
- IDS 210HM - Once Upon a Time: Readings in Folklore and Culture **3 credit**
- SOC 110HM - Building a Multiracial Society **3 credits**  
Choose two courses from the following choices:
- SCI 110SC - Evaluating the Predictions of Global Warming **3 credits**
- SCI 115SC - Is Evolution True? Your Inner Fish **3 credits**
- SCI 120SC - Human Ecology **3 credits**
- SCI 210SC - Energy and Its Impact on Global Society **3 credits**
- SCI 215SC - Science in Science Fiction **3 credits**  
Complete one course from the following choices:
- FAS 110CL - Living the Theatre: Dramatic Skills for all Disciplines **3 credits**
- HUM 110CL - Giants of the Arts **3 credits**
- MUS 110CL - Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World **3 credits**
- ENG 210CL - Love and Desire in Literature **3 credits**
- ENG 215CL - Monsters and the Monstrous in Literature **3 credits**
- ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
- ENG 225CL - Writing Wild: Exploring the Four Genres **3 credits**  
Complete one of the following Philosophy courses:
- PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry **3 credits**
- PHI 210RS - Thinking and Doing Ethics **3 credits**  
Complete one Religion course from the following choices:
- REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts **3 credits**
- REL 123 - Christian Spiritual Vision **3 credits**
- REL 210RS - Many are Called, but Who is Chosen? Christian Understandings of Salvation **3 credits**
- REL 223 - World Religions: East and West **3 credits**

## Program Components

- CRM 123 (or) POL 123 - Introduction to Law and the Legal System **3 credits**
- CRM 220 - Survey of the Criminal Justice System **3 credits**
- CRM 222 - Introduction to Homeland Defense **3 credits**
- CRM 230 - Introduction to Crime Scene Investigation **3 credits**
- CRM 321 - Substantive Criminal Law **3 credits**
- CRM 322 - Law of Criminal Procedure **3 credits**
- CRM 323 - Criminal Investigation **3 credits**
- CRM 350 - Criminal Justice Ethics **3 credits**

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

Total Credits: 60

## Bachelor of Arts

### Criminal Justice, B.A.

This program is a 39-hour major based on the input of a diverse criminal justice advisory board that is designed to prepare students for careers and rapid advancement in the criminal justice system and related fields. This program of study will enhance the effectiveness of working professionals, provide a foundation for advancement to administrative levels, and prepare students for graduate study in criminal justice administration and related fields. Field placements are available to all students who do not have prior criminal-justice-related professional experience. Placements and possible future employment opportunities with agencies such as the Alcohol Tobacco and Firearms, U.S. Capital Police, U.S. Border Patrol, U.S. Secret Service, U.S. Immigration and Customs Enforcement, Drug Enforcement Administration, U.S. Marshals Service, Naval Criminal Investigative Service, Federal Bureau of Investigation, U.S. District Court, Florida Department of Law Enforcement, and a variety of local law enforcement agencies and private security firms may be able to provide practical experience for those who are not yet working professionals.

### University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

### University Explorations (42 credit hours)

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

### Required Courses (24 credit hours)

- CRM 123 (or) POL 123 - Introduction to Law and the Legal System **3 credits**
- CRM 220 - Survey of the Criminal Justice System **3 credits**
- CRM 321 - Substantive Criminal Law **3 credits**

- CRM 322 - Law of Criminal Procedure **3 credits**
- CRM 350 - Criminal Justice Ethics **3 credits**
- CRM 419 - Police Organization and Administration **3 credits**
- CRM 426 - Theories of Criminal Behavior **3 credits**
- CRM 496 - Criminal Justice Comprehensive Examination **0 credits**
- CRM 499 - Senior Seminar in Criminal Justice **3 credits**

## Concentration Courses (15 credit hours)

Complete five courses from the following: any 300- or 400-level CRM courses.

Note that PSY 330 - Forensic Psychology and SSC 328 - Drugs, Society, and Human Behavior are also eligible.

### Electives

(Related electives are POL 428 - International Law and Organizations and POL 395 - Genocide, War-Crimes and Laws of War.)

## Specializations/Certificate

Students pursuing either the Criminalistics Specialization or Homeland Security Specialization should take the required courses below in place of or along with the concentration courses and electives listed above. Note that the Homeland Security Specialization can also be pursued as a certificate program.

### Criminalistics Specialization (18 credit hours)

(All six courses must be completed.)

- CRM 230 - Introduction to Crime Scene Investigation **3 credits**
- CRM 231 - Forensic Science and Criminal Justice **3 credits**
- CRM 341 - History and Science of Criminal Identification **3 credits**
- CRM 342 - Evidence Collection and Preservation **3 credits**
- CRM 343 - Bodily Fluids as Evidence **3 credits**
- CRM 344 - Scientific Writing and Courtroom Testimony **3 credits**

### Homeland Security Specialization/Certificate (18 credit hours)

(All six courses must be completed; for double majors, this also counts as an international studies minor or as a specialization in an international studies major.)

- CRM 222 - Introduction to Homeland Defense **3 credits or**
- POL 222 - Introduction to Homeland Defense **3 credits**
- HTY 233 - Modern Middle East **3 credits or**
- POL 233 - Modern Middle-East **3 credits**
- CRM 332 - Terrorism **3 credits or**
- POL 332 - Terrorism **3 credits**

- CRM 361 - Legal Issues in Counter-Terrorism **3 credits or**
- POL 361 - Legal Issues in Counter-Terrorism **3 credits**
  
- CRM 363 - Exploitable Weaknesses in Terrorist Organizations **3 credits or**
- POL 363 - Exploitable Weaknesses in Terrorist Organizations **3 credits**
  
- CRM 365 - Local Response to Terrorism **3 credits or**
- POL 365 - Local Response to Terrorism **3 credits**

## Field Placement

Seniors without prior experience are urged to pursue an intensive professional 6 to 15 credit hours of field placement in criminal justice. The field placement course, CRM 425, serves as an elective course. Student attending the University Campus as majors may elect to attend the Pasco-Hernando Police Academy as their field placement for up to 15 semester hours of credit.

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

**Total Credits: 120**

## Criminal Justice Minor

### Required Courses

- POL 123 - Introduction to Law and the Legal System **3 credits**
- CRM 220 - Survey of the Criminal Justice System **3 credits**
- Any other five required or concentration courses listed above. **15 credits**

**Total Credits: 21**

## Certificate

# Homeland Security Certificate

## Required Courses

- CRM 222 - Introduction to Homeland Defense **3 credits or**
- POL 222 - Introduction to Homeland Defense **3 credits**
  
- HTY 233 - Modern Middle East **3 credits or**
- POL 233 - Modern Middle-East **3 credits**
  
- CRM 332 - Terrorism **3 credits or**
- POL 332 - Terrorism **3 credits**
  
- CRM 361 - Legal Issues in Counter-Terrorism **3 credits or**
- POL 361 - Legal Issues in Counter-Terrorism **3 credits**
  
- CRM 363 - Exploitable Weaknesses in Terrorist Organizations **3 credits or**
- POL 363 - Exploitable Weaknesses in Terrorist Organizations
  
- CRM 365 - Local Response to Terrorism **3 credits or**
- POL 365 - Local Response to Terrorism

Total Credits: 18

## Minor

### Criminal Justice Minor

## Required Courses

- CRM 123 (or) POL 123 - Introduction to Law and the Legal System **3 credits**
- CRM 220 - Survey of the Criminal Justice System **3 credits**  
Any other five (5) required or concentration courses

## Command Office Management School

## Command Office Management School (COMS)

This program is limited to active-duty full-time supervisors and command staff currently employed with a criminal justice agency. Students must be selected and sponsored by their respective agencies to attend. The COMS is offered only during the academic year and is scheduled one year in advance of a new academic year.

This program covers many vital topical areas of criminal justice administration, management, leadership, and legal concepts.

The faculty teaching in this program are recognized experts in their respective fields and provide course instruction in a series of applied and theoretical active learning pedagogies.

Students are required to attend six week-long courses over a period of two semesters. Undergraduate students who successfully complete this program earn 18 undergraduate credit hours. The courses offered in the Command Officer Management School are as follows:

### Required Courses

- CRM 301 - Leadership and Management in Criminal Justice **3 credits**
- CRM 302 - Critical Incidents in Policing **3 credits**
- CRM 303 - Legal Issues in Criminal Justice Administration **3 credits**
- CRM 350 - Criminal Justice Ethics **3 credits**
- CRM 419 - Police Organization and Administration **3 credits**
- CRM 489 - Organizational Design and Function **3 credits**

Total Credits: 18

## Education

### Bachelor of Arts

### Educational Studies, B.A.

The B.A. in educational studies major offers two specializations: (1) Education and Children and (2) Education and Adolescents. The educational studies major is offered only to students with exceptional circumstances. Students who graduate with this major are not immediately eligible for certification with the Florida Department of Education. The educational studies major prepares students for employment with agencies and educational institutions that do not require graduation from an initial certification program as a term of employment. Students with this major will be qualified for vocations with a variety of

community service agencies and mental health organizations. Graduates might pursue further study in the areas of education, social work, sociology, psychology, and/or multicultural/international studies.

The educational studies major provides opportunities for students to explore the ways in which young people construct knowledge within both informal and formal settings. Specializations are available for students with interest in the education of children (grades K–6) or adolescents (grades 5–9). In each specialization, students will explore the social, cognitive, psychological, and physiological domains related to building conceptual understanding. The education studies major combines courses from the School of Arts and Sciences and the School of Education and Social Services. Students choosing the specialization related to children (K–6) will enroll in a variety of methods courses pertaining to the content disciplines that are present in current educational systems. Students electing the specialization related to adolescents will be required to choose a concentration of courses in one of the following disciplines: mathematics, science, English, and social science.

Entrance into the program requires students to

1. meet the University Explorations (General Education) requirements or transfer in with an Associate of Arts degree from another accredited institution;
2. pass the General Knowledge (GK) portion of the Florida Teacher Certification Exam prior to or during the first semester in the junior year;
3. enter with and maintain a GPA of 2.5 throughout the program;

To graduate with a degree in educational studies, students must

1. maintain a 2.5 GPA;
2. satisfactorily complete all requirements for the educational studies major;
3. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog.

## University Campus Only Course Requirements

- SLU 101 - First Year Experience **1 credit**
- SLU 125 - Choosing Wellness **3 credits**

## University Explorations (42 credit hours)

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

## Specialization: Education and Children (60 credit hours)

- EDU 226 - Human Growth and Development **3 credits**  
Or

- EDU 328 - The Adolescent Learner **3 credits**
- EDU 222 - Teaching Diverse Populations **3 credits**
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 320/321 - Practicum I and Seminar: Reflection **3 credits**
- EDU 330 - Mathematics in the Elementary Classroom **3 credits**
- EDU 332 - Language Arts in the Elementary Classroom **3 credits**
- EDU 334 - Reading Foundations in the Elementary Classroom **3 credits**
- EDU 335 - Reading Diagnosis and Remediation in the Elementary Classroom **3 credits**
- EDU 338 - Science in the Elementary Classroom **3 credits**
- EDU 339 - Social Studies in the Elementary Classroom **3 credits**
- EDU 341 - ESOL Foundations Cross-Cultural Communication & Applied Linguistics **3 credits**
- EDU 342 - ESOL Applications **3 credits**
- EDU 343 - Reading Across the Curriculum **3 credits**
- EDU 360/361 - Practicum II and Seminar: Planning **3 credits**
- EDU 460/461 - Practicum III and Seminar: Integration **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**

Students are to select 12 hours from any 300/400 level course in Education, Psychology, Sociology, or Anthropology. Courses for the final semester will be selected with the direction and approval of the advisor.

## Specialization: Education and Adolescents (44 - 49 credit hours)

Prerequisite courses:

- EDU 228 - Educational Technology **3 credits**  
*EDU-228 taken in lieu of COM-140*
  - EDU 328 - The Adolescent Learner **3 credits**
- Or
- EDU 226 - Human Growth and Development **3 credits**

Core courses:

- EDU 333 - Adolescent Literacy **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 344 - Practicum I in Middle/Secondary Schools **1 credit**
- EDU 345 - Seminar: Becoming a Professional **1 credit**
- EDU 350 - Middle and Secondary School Curriculum and Philosophy **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**

Content Course Selection:

Please choose one from the following: 15 hours of ENGLISH courses at the 200 - 400 level; 15 hours of Mathematics courses at the 100 - 400 level; 15 hours of Science (BIO, CHE, etc.) courses at the 100 - 400 level; or 15 hours of History/Economics courses at the 100 - 400 level. Students must also take one of the following: EDU 451, 452, 453, or 454 for program completion. Courses for the content area will be selected with the direction and approval of the advisor.



Students are to select 12 hours from any 300/400 Education, Psychology, Sociology or Anthropology course. Courses for the final semester will be selected with the direction and approval of the advisor.

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

**Total Credits: 120**

## **Elementary Education, B.A.**

The Department of Education embraces the Saint Leo University core values of excellence, community, respect, personal development, responsible stewardship, and integrity. Each education course incorporates one or more of these values into its curriculum.

Students in the Department of Education are expected to demonstrate dependability, good character, and acceptable academic standing. Students are therefore evaluated on their academic, professional, and ethical performance in their coursework, as well as in their field experiences. If a student demonstrates inadequate performance in any of these areas, the Professional Standards Committee may be called upon to address the issue(s). Issues regarding academic dishonesty are addressed by the Saint Leo University Academic Standards Committee.

The major in elementary education is designed for students who plan to teach in elementary school (kindergarten through sixth grade) and to qualify for Florida teacher certification. Because this is a state-approved Teacher Education Program, Saint Leo graduates are assured Florida certification for grades K-6, including ESOL and Reading Endorsements. In addition, Saint Leo graduates benefit from interstate agreements that the Florida Department of Education negotiates with many other states to make certification easily available. Students can check the Florida DOE web page for details ([fldoe.org](http://fldoe.org)).

The elementary education major is carefully designed to meet state requirements for general education, for admission to the program, for the curriculum components in the major, and for graduation requirements. Students formally apply to the Education Department as beginning juniors.

Entrance into the program requires students to:

1. meet the University Explorations (general education) requirements or transfer in with an associate of arts degree from a regionally-accredited institution
2. pass the General Knowledge (GK) portion of the Florida Teacher Certification Exam prior to or during the first semester in the junior year;
3. enter with and maintain a GPA of 2.5 through the program;
4. Earn a grade of no less than 2.0 in every education course. A grade of C- or lower is unacceptable in an education course and would necessitate the retaking of the course.

The education coursework is planned to ensure coherence and breadth of knowledge and experience. Students should take prerequisite courses EDU 222, EDU 226, and EDU 228, or the equivalents, as sophomores. In subsequent semesters, most education courses are blocked with a minimum of 11 credits that must be taken concurrently. Each of the first three semesters includes a practicum field experience of one full day or two half days per week in an elementary classroom (a background check and fingerprinting will be required). These placements provide opportunities for the teacher candidates to apply what they are

studying to real-life classroom situations. Paraprofessional programs are also available. Summer options, as well as some 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.

During the semester prior to final internship, students must complete a formal application to intern. Final Internship is a full-time, semester-long, student-teaching experience in an elementary classroom. To qualify for final internship, students must:

1. take all portions of the Florida Teacher Certification Exam
2. have completed all EDU courses; however, EDU 428 may be completed concurrently with final internship;
3. have a 2.5 overall GPA and a minimum of 2.0 in all education courses;
4. complete a background check prior to placement;
5. complete a formal application for internship by February 15 or October 15 prior to the internship semester.

To graduate with a degree in elementary education, students must

1. satisfy all requirements listed above for internship;
2. pass all portions of the Florida Teacher Certificate Exam;
3. receive a passing grade for EDU 480 - Internship and EDU 481 - Seminar: Final Internship--Synthesis;
4. successfully demonstrate **all** of the Florida Educator Accomplished Practices in the final internship and in required education courses as documented in the Saint Leo electronic assessment system;
5. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog; and
6. pass all required portions of the Florida Teacher Certification Exam.

Notation of completion of a state-approved program in elementary education K-6 with ESOL and Reading Endorsements will appear on a student's transcript when all requirements are met.

The Elementary Education Program follows the rules and regulations mandated by the state of Florida; consequently, program requirements may change as state requirements change.

## University Explorations (42 credit hours)

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

## Computer Applications

- EDU 228 - Educational Technology **3 credits** \*  
\* EDU 228 is taken in lieu of COM 140.

## Education Prerequisites

- EDU 222 - Teaching Diverse Populations **3 credits**
- EDU 226 - Human Growth and Development **3 credits**

## Semester I (Junior Year)

- EDU 320/321 - Practicum I and Seminar: Reflection **3 credits** †
- EDU 330 - Mathematics in the Elementary Classroom **3 credits** †
- EDU 332 - Language Arts in the Elementary Classroom **3 credits** †
- EDU 334 - Reading Foundations in the Elementary Classroom **3 credits** †
- EDU 425 - Educational Management and Organization **3 credits**

## Semester II (Junior Year)

- EDU 360/361 - Practicum II and Seminar: Planning **3 credits** †
- EDU 338 - Science in the Elementary Classroom **3 credits** †
- EDU 341 - ESOL Foundations Cross-Cultural Communication & Applied Linguistics **3 credits** †
- EDU 343 - Reading Across the Curriculum **3 credits** †
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**

## Semester III (Senior Year)

- EDU 460/461 - Practicum III and Seminar: Integration **3 credits** †
- EDU 335 - Reading Diagnosis and Remediation in the Elementary Classroom **3 credits** †
- EDU 339 - Social Studies in the Elementary Classroom **3 credits** †
- EDU 342 - ESOL Applications **3 credits** †
- EDU 427 - Educational Assessment **3 credits**
- EDU 428 - Education Governance, History, and Philosophy **3 credits**

## Semester IV (Senior Year)

- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

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

Total Credits: 120

Note:

Courses marked with † indicate blocked courses that must be taken together

## Middle Grades Education, B.A.

The middle grades education major engages students in a combination of courses in the Arts and Sciences and in the Education Department. Students choose one area of specialization from the following content areas: English, math, science, or social science.

The Middle Grades Education Program is a state-approved teacher education program and therefore meets the Florida State standards and coursework requirements for graduates to obtain teaching certification. English specialization majors will receive the ESOL and Reading Endorsement. Middle grades majors are required to take the Subject Area Exam for grades 5-9 of the Florida Teacher Certificate Exam. All graduates are also eligible to receive teaching certification in the secondary grades after passing the additional Subject Area Exam for grades 6-12 of the Florida Teacher Certification Exam.

The Saint Leo Middle Grades Education Program has been designed with the National Middle School Association's strong recommendation that "teachers in the middle grades should be specifically prepared to teach young adolescents and be recognized distinctively for this accomplishment" (Turning Points 2000, p. x).

Students in the Department of Education are expected to demonstrate dependability, good character, and acceptable academic standing. Students are therefore evaluated on their academic, professional, and ethical performance in their coursework, as well as in their field experiences. If a student demonstrates inadequate performance in any of these areas, the Professional Standards Committee may be called upon to address the issue(s). Issues regarding academic dishonesty are handled by the Saint Leo University Academic Standards Committee.

Entrance into the program requires students to

1. meet the University Explorations (general education) requirements or transfer in with an Associate of Arts degree from another accredited institution;
2. pass the General Knowledge (GK) portion of the Florida Teacher Certification Exam prior to or during the first semester in the junior year;
3. enter with and maintain a GPA of 2.5 throughout the program.

During the semester prior to final internship, students must complete a formal application to intern. Final Internship is a full-time, semester-long, student-teaching experience in a middle grades classroom. To qualify for final internship, students must

1. have completed all specialization courses and all EDU courses; however, EDU 428 may be completed concurrently with final internship;
2. have a 2.5 overall GPA and a minimum of 2.0 in all education courses; a grade of C- or lower in any education course is unacceptable and would necessitate the retaking of the course.
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, including the Subject Area Exam for grades 5 - 9 of the Florida Teacher Certificate 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 - Seminar: Final Internship--Synthesis ;
3. successfully demonstrate **all** of the Florida Educator Accomplished Practices in the final internship and in required education courses as documented in the Saint Leo electronic assessment system;
4. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog; and
5. pass all required portions of the Florida Teacher Certification Exam.

## University Explorations (42 credit hours)

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

## Education Prerequisites (6 credit hours)

- EDU 228 - Educational Technology **3 credits** \*  
\* *EDU 228 is taken in lieu of COM 140.*
- EDU 328 - The Adolescent Learner **3 credits**

## Core Courses (44-47 credit hours)

- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 333 - Adolescent Literacy **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 340 - Comprehensive ESOL Strategies **3 credits**  
Taken only by education majors with specializations in math, science or social science
- EDU 344 - Practicum I in Middle/Secondary Schools **1 credit**
- EDU 345 - Seminar: Becoming a Professional **1 credit**
- EDU 350 - Middle and Secondary School Curriculum and Philosophy **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 428 - Education Governance, History, and Philosophy **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**
- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

## English Specialization Courses

Take one or the following:

- ENG 210CL - Love and Desire in Literature **3 credits**
- ENG 215CL - Monsters and the Monstrous in Literature **3 credits**
- ENG 220 - Introduction to Literary Study and Research **3 credits**

Take one of the following:

- ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
- ENG 225CL - Writing Wild: Exploring the Four Genres **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**

- ENG 340 - Topics in Selected Literary Studies **3 credits**
- EDU 341 - ESOL Foundations Cross-Cultural Communication & Applied Linguistics **3 credits**
- EDU 342 - ESOL Applications **3 credits**
- EDU 451 - English/Language Arts Methods in the Middle and Secondary School **3 credits**
- EDU 458 - Assessing and Differentiating Reading Instruction **3 Credits**

## Mathematics Specialization Courses

- MAT 131 - College Mathematics **3 credits** \*  
*\* May fulfill LINK math requirement.*
- MAT 151 - College Algebra **3 credits**
- MAT 152 - Trigonometry **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- EDU 452 - Mathematics Methods in the Middle and Secondary School **3 credits**
- One additional course in math (must be 200-level or higher) **3 credits**

## Science Specialization Courses

- BIO 125 - Biological Principles I **3 credit**
- BIO 125L - Biological Principles I Lab **1 credit**
- BIO 126 - Biological Principles II **3 credits**
- BIO 126L - Biological Principles II Lab **1 credit**
- BIO 325 - Ecology **3 credits**
- BIO 325L - Ecology Laboratory **1 credit**
- BIO 327 - Human Anatomy & Physiology I **3 credits**
- BIO 327L - Human Anatomy & Physiology I Lab **1 credit**
- CHE 123 - General Chemistry I **3 credits**
- CHE 123L - General Chemistry I Laboratory **1 credit**
- ENV 201 - Geoscience **3 credits**
- ENV 201L - Geoscience Laboratory **1 credit**
- EDU 453 - Science Methods in the Middle and Secondary School **3 credits**
- PHY 221 - General Physics I **3 credits**
- PHY 221L - General Physics Laboratory **1 credit**
- PHY 222 - General Physics II **3 credits**
- PHY 222L - General Physics II Laboratory **1 credit**
- MAT 152 - Trigonometry **3 credits**  
*May fulfill UE requirement*

## Social Science Specialization Courses

- ECO 110HA - Economics for Life **3 credits**
- EDU 454 - Social Studies Methods in the Middle and Secondary School **3 credits**
- GEO 221 - Introduction to Physical and Cultural Geography **3 credits**
- HTY 121 - United States History to 1865 **3 credits** \*

- HTY 122 - United States History Since 1865 **3 credits** \*
- HTY 123 - Western Civilization to 1500 **3 credits** or
- HTY 124 - Western Civilization Since 1500 **3 credits**
- POL 110HA - Revolution Now! Democracy in Troubled Times **3 credits** or
- POL 223 - American Federal Government **3 credits**  
*\*ECO-110HA and POL-110HA will fulfill UE requirements.*

Plus one of the following:

- HTY 225 - Far-Eastern Civilization **3 credits**
- HTY 227 - Latin America and the Caribbean **3 credits**
- HTY 233 - Modern Middle East **3 credits**

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

**Total Credits: 122-126**

Course requirements may change as dictated by the Florida Department of Education and Florida State legislative mandates.

## **Secondary Education, B.A.**

The secondary education major engages students in a combination of courses in the Arts and Sciences and in the Education Department. Students choose one area of specialization from the following content areas: English, math, or social science. The Secondary Education Program meets the Florida State standards and coursework requirements for graduates to obtain teaching certification. Secondary education majors are required to take the Subject Area Exam for grades 6–12 of the Florida Teacher Certificate Exam.

The Saint Leo Secondary Education Program has been designed to align with the Florida Department of Education competencies and skills for teacher education preparation programs.

Students in the Department of Education are expected to demonstrate dependability, good character, and acceptable academic standing. Students are therefore evaluated on their academic, professional, and ethical performance in their coursework, as well as in their field experiences. If a student demonstrates inadequate performance in any of these areas, the Professional Standards Committee may be called upon to address the issue(s). Issues regarding academic dishonesty are handled by the Saint Leo University Academic Standards Committee.

Entrance into the program requires students to:

1. meet Saint Leo University Explorations (General Education) requirements or transfer in with an Associate of Arts degree from

another accredited institution;

2. pass the General Knowledge (GK) portion of the Florida Teacher Certification Exam prior to or during the first semester in the junior year;
3. enter with and maintain a GPA of 2.5 throughout the program.

During the semester prior to the final internship, students must complete a formal application to intern. Final Internship is a full-time, semester-long, student-teaching experience in a middle grades classroom. To qualify for final internships

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 a grade of C in all education courses;
3. complete a background check prior to field placement;
4. complete a formal application by February 15 or October 15 prior to the internship semester; and
5. pass all required portions of the Florida Teacher Certification Exam.

To graduate with a degree in secondary 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.

## University Explorations (42 credit hours)

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

## Education Prerequisites (6 credit hours)

- EDU 228 - Educational Technology **3 credits** \*  
*\* taken in lieu of COM-140*
- EDU 328 - The Adolescent Learner **3 credits**

## Core Courses (56-58 credit hours)

- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 333 - Adolescent Literacy **3 credits** English Majors only
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 340 - Comprehensive ESOL Strategies **3 credits** Excluding English majors
- EDU 341 - ESOL Foundations Cross-Cultural Communication & Applied Linguistics **3 credits** English Majors only
- EDU 342 - ESOL Applications **3 credits** English Majors only
- EDU 344 - Practicum I in Middle/Secondary Schools **1 credit**
- EDU 345 - Seminar: Becoming a Professional **1 credit**
- EDU 350 - Middle and Secondary School Curriculum and Philosophy **3 credits**



- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 428 - Education Governance, History, and Philosophy **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**
- EDU 451 - English/Language Arts Methods in the Middle and Secondary School **3 credits**
- EDU 452 - Mathematics Methods in the Middle and Secondary School **3 credits**
- EDU 454 - Social Studies Methods in the Middle and Secondary School **3 credits**
- EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**
- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

## English Specialization (24-30 credit hours)

- ENG 202 - Creative Writing **3 credits or**
- ENG 205 - Introduction to Professional Writing **3 credits**
- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 225 - Survey of World Literature I **3 credits**
- ENG 226 - Survey of World Literature II **3 credits or**
- ENG 311 - Survey of Major Writers of the 20th Century **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**

Complete 9 credit hours of 300/400 English electives

## Biology Specialization

- BIO 125 - Biological Principles I **3 credit**
  - BIO 125L - Biological Principles I Lab **1 credit**
  - BIO 126 - Biological Principles II **3 credits**
  - BIO 126L - Biological Principles II Lab **1 credit**
  - BIO 223 - Botany **3 credits**
  - BIO 223L - Botany Laboratory **1 credit**
  - BIO 325 - Ecology **3 credits**
  - BIO 325L - Ecology Laboratory **1 credit**
  - BIO 445 - Evolution **3 credits**
  - CHE 123 - General Chemistry I **3 credits**
  - CHE 123L - General Chemistry I Laboratory **1 credit**
- Complete 8 hours from the following choices:
- BIO 327 - Human Anatomy & Physiology I **3 credits**
  - BIO 327L - Human Anatomy & Physiology I Lab **1 credit**

- BIO 328 - Human Anatomy & Physiology II **3 credits**
- BIO 328L - Human Anatomy & Phys II Lab **1 credit**
- BIO 330 - Fundamentals of Genetics **3 credits**
- BIO 330L - Fundamentals of Genetics Laboratory **1 credit**
- BIO 341 - Virology **3 credits**
- BIO 341L - Virology Laboratory **1 credit**
- BIO 422 - Immunology **3 credits**
- CHE 124 - General Chemistry II **3 credits**
- CHE 124L - General Chemistry II Laboratory **1 credit**

## Mathematics Specialization (33 credit hours)

- MAT 151 - College Algebra **3 credits**
- MAT 152 - Trigonometry **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**
- MAT 231 - Calculus-with Analytic Geometry I **4 credits**
- MAT 232 - Calculus II **4 credits**
- MAT 251 - Introduction to Discrete Mathematics **3 credits**
- MAT 323 - Calculus III **4 credits**
- MAT 341 - College Geometry **3 credits**
- MAT 361 - Linear Algebra **3 credits**
- MAT 411 - Differential Equations **3 credits**

## Social Science Specialization (24-30 credit hours)

- ECO 202 - Principles of Microeconomics **3 credits**
  - GEO 221 - Introduction to Physical and Cultural Geography **3 credits**
  - HTY 121 - United States History to 1865 **3 credits** \*
  - HTY 122 - United States History Since 1865 **3 credits** \*
  - HTY 124 - Western Civilization Since 1500 **3 credits**
  - HTY 225 - Far-Eastern Civilization **3 credits**
  - POL 223 - American Federal Government **3 credits** \*
  - REL 223 - World Religions: East and West **3 credits or** \*
  - HTY 123 - Western Civilization to 1500 **3 credits or** \*
  - ECO 201 - Principles of Macroeconomics **3 credits** \*
  - Complete one of the following courses:
  - HTY 227 - Latin America and the Caribbean **3 credits**
  - HTY 233 - Modern Middle East **3 credits**
  - HTY 324 - Sub-Saharan Africa **3 credits**
- \* (These courses may fulfill LINK requirements).

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

Total Credits: 120

## Endorsement

### 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 may be of special interest to all majors seeking teaching certification. Students may increase their marketability by adding this endorsement to their teaching certificate. The following courses are needed to satisfy Florida Department of Education requirements for an endorsement in coaching:

### Required Courses

- PED 320 - Theory and Practice of Coaching **3 credits**
- PED 340 - Prevention and Treatment of Athletic Injuries **3 credits**

One of the following courses:

- PED 322 - Coaching Football **3 credits**
- PED 323 - Coaching Golf and Tennis **3 credits**
- PED 324 - Coaching Basketball **3 credits**
- PED 325 - Coaching Baseball **3 credits**

Total Credits: 9

In addition to the above, PED 230 - Community First Aid and Safety is strongly recommended for those students interested in pursuing coaching careers.

## Minor

## Education Minor

Saint Leo University offers a minor in education for students in other majors who are considering teaching at the secondary level, but for whom teaching is not their first career choice. The minor is not recommended for students who plan to become certified teachers in K-12 classrooms, because it does not offer the same marketability or extensive preparation as the major. . It is a 20–23-hour\* minor with an optional second practicum and an optional extra semester for a full-time internship teaching experience.

### Required Courses

- EDU 222 - Teaching Diverse Populations **3 credits or**
- EDU 428 - Education Governance, History, and Philosophy **3 credits** (preferred)
  
- EDU 336 - Teaching Reading in the Secondary Content Areas **3 credits**
- EDU 328 - The Adolescent Learner **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar **2 credits**  
Optional Practicum and/or Internship
- EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar **3 credits**
- EDU 480 - Internship **9-11 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **1 credit**

Choose one of the following:

- EDU 451 - English/Language Arts Methods in the Middle and Secondary School **3 credits**
- EDU 452 - Mathematics Methods in the Middle and Secondary School **3 credits**
- EDU 453 - Science Methods in the Middle and Secondary School **3 credits**
- EDU 454 - Social Studies Methods in the Middle and Secondary School **3 credits**

**Total Credits (minimum) 21 hours**

**Note:**

*\* English majors also need EDU 333 - Adolescent Literacy, and EDU 436 - Teaching Writing Across the Curriculum is highly recommended.*

### Other Degrees

## Education - Bachelor's to Master's Five Year

The Bachelor's to Master's Five Year program offers a seamless transition from undergraduate study to graduate education. It also is an opportunity for students to continue full time study. Students completing an undergraduate degree in elementary education, middle grades education, and secondary education minors will be able to conditionally enter the Master of Education degree with the concentration in Exceptional Student Education. The program prepares professionals for certification in one of the following: elementary education or middle grades content area plus certification in Exceptional Student Education.

### Program Components Credit Hours

EDU 565 - Literacy, Assessment and Intervention 3

EDU 620 - Special Education: An Introduction to Law, Ethics, Placement, and Diversity 3

EDU 621 -The Psychology of Learning 3

EDU 625 - Foundations in Language and Cognition 3

EDU 633 - Theories and Methods for Mild and Moderate Populations 3

EDU 636 - Application of Theory and Strategies for Students with Mild and Moderate Disabilities 3

EDU 640 - Managing Students with Exceptionality 3

EDU 646 - Assessment for ESE: Evaluation, Interpretation, and Placement 3

EDU 653 - Collaborating in Inclusive Settings 3

EDU 656 - Transition Planning for Students with Exceptionality 3

EDU 672 - Instructional Design for Exceptional Student Education 3

EDU 674 - Practicum in ESE: Action Research in the Classroom 3

## Human Services

### Bachelor of Arts

### Human Services, B.A.

(Offered only at Continuing Education Centers)

This major is an interdisciplinary applied program that promotes service to others. It fosters an understanding of the causes and consequences of individual and social problems and prepares students for careers in the helping professions. The theoretical foundation, or knowledge base, is systems theory, which provides a framework for understanding behavior and social service delivery systems. The human services major emphasizes the development of problem-solving skills, critical-thinking skills, and an understanding of the principles of interpersonal behavior in the social environment, including the impact of cultural diversity. Additionally, the major includes an advanced field placement and an examination of research methodologies to measure the success of the application of skills and knowledge learned.

### University Explorations (42 credit hours)

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

## Foundation Courses (48 credit hours)

- HUS 121 - Introduction to Human Services **3 credits**
- HUS 311 - Methods of Social Research: Quantitative **3 credits**
- HUS 312 - Methods of Social Research: Qualitative **3 credits**
- HUS 335 - Interpersonal Helping Skills **3 credits**
- HUS 340 - Group Skills for the Human Services **3 credits**
- HUS 345 - Social Policy for the Human Services **3 credits**
- HUS 410 - Human Services Administration **3 credits**
- HUS 423 - Field Placement I, Module 1 **6 credits and**
- HUS 424 - Field Placement I Module 2 **3 credits or**
- HUS 425 - Field Placement III **9 credits**
- HUS 498 - Senior Seminar **3 credits**
- PSY 161 - Fundamentals of Psychology **3 credits**
- PSY 325 - Developmental Psychology **3 credits**
- PSY 327 - Abnormal Psychology **3 credits**
- SOC 121 - Introduction to Sociology **3 credits**
- SSC 328 - Drugs, Society, and Human Behavior **3 credits or**
- CRM 328 - Drugs, Society, and Human Behavior **3 credits**  
**or**
- SSC 337 - Diversity Issues in Social Work Practice **3 credits or**
- SWK 337 - Diversity Issues in Social Work Practice **3 credits**

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

Total Credits: 120

## Social Work

### Bachelor of Social Work

### Social Work, B.S.W.

This major is designed to prepare students for entry-level, generalist social work practice as well as for graduate study in social work or related areas. The program is accredited by the Commission on Accreditation of the Council on Social Work Education. Graduates receive the B.S.W. degree. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior in the social environment, research, practice methods, and field instruction. Even though students may declare the social work major and begin coursework at Saint Leo University, formal admission to the Social Work Program is by special application (see "Requirements for Admission to the Social Work Program"). Admission into the final field placement, SWK 425 - Field Placement in Social Work, must also be by special application (see Requirements for Admission to SWK 425 - Field Placement in Social Work"). To successfully complete the Social Work Program, it is expected that students maintain a minimum cumulative grade point average of 2.00, pass all social work courses with a grade of 'C' or better prior to entering the senior field placement, and earn a minimum grade of C in SWK 426, the senior seminar, taken concurrently with the field placement, which students must pass with a grade of P. The Social Work Program is available to students enrolled through the University Campus, the Adult Education Center at University Campus (Weekend Program), New Port Richey PHSC Education Office, Spring Hill PHSC Education Office, Gainesville Education Center Magnolia Parke Office, and the Tampa Education Center.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology, and psychology.

## University Explorations (42 credit hours)

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

## Required Courses

- PSY 161 - Fundamentals of Psychology **3 credits**
- SCI 115SC - Is Evolution True? Your Inner Fish **3 credits**
- POL 223 - American Federal Government **3 credits \***
  
- SOC 121 - Introduction to Sociology **3 credits \***  
or
- SOC 222 - Social Problems **3 credits \* or**
- SSC 222 - Social Problems **3 credits \***
  
- SWK 121 - Introduction to Social Work **3 credits**
- SWK 314 - Human Behavior in the Social Environment: Person, Environment, and the Life **3 credits**
- SWK 327 - Research Methods for Social Work Practice **3 credits**
- SWK 328 - Social Welfare Policy **3 credits**
- SWK 331 - Methods of Social Work Practice I **3 credits**
- SWK 333 - Methods of Social Work Practice II **3 credits**
- SWK 336 - Gerontology **3 credits**
- SWK 337 - Diversity Issues in Social Work Practice **3 credits**
- SWK 421 - Methods of Social Work Practice III **3 credits**
- SWK 425 - Field Placement in Social Work **4-12 credits** (12 credit hours required)
- SWK 426 - Senior Seminar in Social Work **1-3 credits**

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

Total Credits: 120

## Note:

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

## Requirements for Admission to the Social Work Program

Students are responsible for contacting a member of the Social Work faculty regarding admission to the Social Work Program. Requirements for admission include:

- successful completion of 45 credit hours, including 12 hours that must have been earned at Saint Leo University;
- successful completion of SWK 121 - Introduction to Social Work;
- successful completion of SWK 331 - Methods of Social Work Practice I;
- completion of the application form for admission to the social work major

Students are responsible for their own transportation to their field placements.

## Requirements for Admission to SWK 425: Field Placement in Social Work

To be eligible for SWK 425, a student must maintain a minimum 2.0 GPA and pass all social work courses with a grade of 'C' or better.

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.

## Certificate

### Leadership Certificate Program

#### Leadership Certificate (12 credits)

##### Required Courses

- SLU 120 - Pride Leadership **3 credits**
- SLU 220 - Exemplary Leadership Program **3 credits**
- SLU 270 - Service Learning **3 credits**



- SLU 320 - Advanced Leadership **3 credits**

## Minor

### Leadership Minor

The minor in leadership is designed to offer students new opportunities for development and growth. The program follows Saint Leo University's core values through its commitment to excellence, respect, community, personal development, integrity, and responsible stewardship. Students can earn a minor in leadership through the completion of six courses, beginning their second semester with Saint Leo. A certificate program in leadership is also offered, requiring the successful completion of four courses.

### Required Courses

- SLU 120 - Pride Leadership **3 credits**
- SLU 220 - Exemplary Leadership Program **3 credits**
- SLU 270 - Service Learning **3 credits**
- SLU 320 - Advanced Leadership **3 credits**
- SLU 425 - Internship **3-12 credits** (3 credits required)
- SLU 498 - Knowledgeable Leadership **3 credits**

Total Credits: 18

# Chapter 5

## Courses of Instruction

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

### Undergraduate Course Levels

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

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

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

1. Successful completion of a minimum of 45 college credits.
2. Specific relevant courses enumerated in the catalog.
3. Or specific written permission from the appropriate academic advisor/or academic Dean.

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

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

### Accounting

#### ACC 100-400 - Special Topics

**1-3 credits**

*Prerequisite(s):* Permission of department chair and Dean

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

#### ACC 201 - Principles of Accounting I

**3 credits**

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

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

#### ACC 202 - Principles of Accounting II

**3 credits**

*Prerequisite(s):* ACC 201

This course is a continuation of ACC 201 and introduces cost accounting concepts, budgeting, cost-volume-profit analysis and managerial decision-making. It also covers the three principal financial statements: the income statement, balance sheet, and statement of cash flows.

#### ACC 301 - Intermediate Accounting I

**3 credits**

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

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

#### ACC 302 - Intermediate Accounting II

**3 credits**

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

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

**ACC 303 - Accounting Information Systems****3 credits**

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

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

**ACC 329 - Directed Study: Readings or Research****3 credits**

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

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

**ACC 331 - Cost Accounting****3 credits**

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

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

**ACC 401 - Advanced Accounting****3 credits**

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

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

**ACC 411 - Auditing****3 credits**

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

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

**ACC 421 - Individual Federal Income Taxes****3 credits**

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

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

**ACC 425 - Accounting Internship****3-12 credits**

*Prerequisite(s): Permission of department chair and Dean and senior standing*

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

**ACC 429 - Advanced Directed Study and Research****1-3 credits**

*Prerequisite(s): Permission of department chair and Dean and senior standing*

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

### **ACC 430 - International Accounting**

**3 credits**

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

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

### **ACC 498 - Financial Statement Analysis**

**3 credits**

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

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

## **Anthropology**

### **ANT 121 - Introduction to Anthropology**

**3 credits**

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

### **ANT 327 - Cultural Anthropology**

**3 credits**

*Crosslisted: SSC 327*

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

### **ANT 333 - The Family in Cross-Cultural Perspective**

**3 credits**

*Crosslisted: SOC 333*

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

### **ANT 335 - Biological Anthropology**

**3 credits**

*Prerequisite(s): ANT 121*

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

### **ANT 337 - Introduction to Archaeology**

**3 credits**

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

### **ANT 343 - Anthropological Linguistics**

**3 credits**

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

**Art/Art History****ART 100-400 - Special Topics****1-3 credits**

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

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

**ART 110HM - Curves Ahead: Women Artists and the Female Form****3 credits**

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

**ART 121 - Visual Fundamentals I****3 credits**

Introduction to the principles of art through individual creative development, with emphasis on two-dimensional design concepts. Six hours of studio per week.

**ART 122 - Visual Fundamentals II****3 credits**

A continuation of ART 121, with emphasis on three-dimensional design. Six hours of studio per week.

**ART 123 - Art Appreciation****3 credits**

*Prerequisite(s): FAS 101*

Basic terms, theories, and techniques of the artist; major art movements; media in the visual arts.

**ART 221 - Drawing****3 credits**

Freehand drawing from landscape, live models, and objects, with emphasis on training students to see, to understand, and to report through drawing. Six hours of studio per week.

**ART 223 - Beginning Painting****3 credits**

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

**ART 226 - Beginning Photography****3 credits**

The art and techniques of black-and-white photography. Course fee may apply.

**ART 321 - Studio I****2-6 credits**

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

Designed for small groups of students to pursue in-depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

**ART 330 - Contemporary Humanities****3 credits**

This course offers an introduction to the thought, values, and arts of Western culture through an exploration of the fine and performing arts in the twentieth century.

**Biology****BIO 100-400 - Special Topics****1-3 credits**

*Prerequisite(s):* 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 125 - Biological Principles I****3 credit**

*Prerequisite(s):* MAT 003, placement, or permission of instructor.

This course is designed to familiarize students with cell chemistry, cell structure, cell functions, cell-to-cell communication, cell signaling, cell reproduction, and inheritance. All students registered for this course must also be registered for BIO 125L. It is strongly recommended that students have one year of high school Biology and Chemistry prior to taking this course. There are three hours of lectures per week. This course is offered in fall and spring semesters.

**BIO 125L - Biological Principles I Lab****1 credit**

*Prerequisite(s):* MAT 003 placement, or permission of instructor.

*Corequisite(s):* BIO 125

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. All students registered for this course must also be registered for BIO 125. There is one three-hour laboratory period scheduled each week. This course is offered in fall and spring semesters.

**BIO 126 - Biological Principles II****3 credits**

*Prerequisite(s):* BIO 125 and BIO 125L

*Corequisite(s):* BIO 126L

In this course, students will study evolution, the origin of and diversity of life, and ecology.

**BIO 126L - Biological Principles II Lab**

**1 credit**

*Prerequisite(s): BIO 125 and BIO 125L*

*Corequisite(s): BIO 126*

In this course, students will study evolution, the origin of and diversity of life, and ecology.

**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. All students registered for this course must also be registered for BIO 223L. It is strongly recommended that students should take Cell Biology prior to taking this course. There are three lectures per week. This course is offered in the spring semester.

**BIO 223L - Botany Laboratory****1 credit**

This laboratory course accompanies BIO 223. It is designed to provide students with hands-on experience in taxonomic studies using the local flora. Students can expect to have both indoor and outdoor laboratory experiences. All students registered for this course must also be registered for BIO 223. There is one three-hour laboratory period scheduled each week. This course is offered in the spring semester. A course fee may apply.

**BIO 311 - Invertebrate Zoology****3 credits**

*Prerequisite(s): BIO 126 and BIO 126L*

*Corequisite(s): BIO 311L*

In this course, students will study aspects of the morphology, physiology, and anatomy of major invertebrate taxa. Emphasis will be placed on evolutionary relationships and methods of modern classification of this diverse groups of animals.

**BIO 311L - Invertebrate Zoology Lab****1 credit**

*Prerequisite(s): BIO 125, BIO 125L, BIO 126 and BIO 126L*

*Corequisite(s): BIO 311*

In this course, students will study aspects of the anatomy of major invertebrate taxa. Emphasis will be placed on the study of structure and function of this diverse group of animals.

**BIO 312 - Vertebrate Zoology****3 credits**

*Prerequisite(s): BIO 126 and BIO 126L*

*Corequisite(s): BIO 312L*

In this course, students will study aspects of the morphology, physiology, and anatomy of major vertebrate taxa. Emphasis will be placed on evolutionary relationships and methods of modern classification of this diverse group of animals.

**BIO 312L - Vertebrate Zoology Lab****1 credit**

*Prerequisite(s): BIO 126 and BIO 126L*

*Corequisite(s): BIO 312*

In this course, students will study aspects of the anatomy of major vertebrate taxa. Students will learn to identify defining features of vertebrate taxa. Emphasis will be placed on the study of structure and function of this diverse group of animals.

**BIO 315 - Ichthyology****3 credits**

*Prerequisite(s): BIO 126*

*Corequisite(s): BIO 315L*

In this course, students will study the diversity of fish form. Special emphasis will be place on recognizing the relationship between fish anatomy and physiology and the habitat in which fishes live.

### **BIO 315L - Ichthyology Lab**

**1 credit**

*Prerequisite(s): BIO 126*

*Corequisite(s): BIO 315*

In this course, students will study the diversity of fish form. Special emphasis will be placed on recognizing the relationship between fish anatomy and physiology and the habitat in which fishes live.

### **BIO 321 - Developmental Biology**

**3 credits**

*Prerequisite(s): BIO 125 and BIO 125L*

This course is a study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. All students registered for this course must also be registered for BIO 321L. There are three hours of lectures per week. This course is offered on demand.

### **BIO 321L - Developmental Biology Laboratory**

**1 credit**

*Prerequisite(s): BIO 125 and BIO 125L*

This is a laboratory course that provides students with hands-on experience at observing and manipulating the development of various species. All students registered for this course must also be registered for BIO 321. There is one three-hour laboratory period scheduled each week. A course fee may apply.

### **BIO 324 - Biochemistry**

**3 credits**

*Prerequisite(s): Grade of C- or better in BIO 125, BIO 125L, CHE 311, and CHE 311L, or permission of instructor. CHE 312 and CHE 312L are strongly recommended.*

This course is an in-depth study of the metabolic pathways found in both eukaryotic and prokaryotic cells. There is particular emphasis on those pathways that involve carbohydrate, lipid, and protein metabolism, although nucleic acid metabolism is addressed. All students registered for this course must also register for BIO 324L. There are three hours of lectures per week. This course is offered in spring semesters.

### **BIO 324L - Biochemistry Laboratory**

**1 credit**

*Prerequisite(s): Grade of C- or better in BIO 125, BIO 125L, CHE 311, and CHE 311L, or permission of instructor. CHE 312 and CHE 312L are strongly recommended.*

This is a laboratory course that will provide students with experience in techniques such as chromatography, cell fractionation, electrophoresis, protein purification, spectrophotometry, and Western blot analysis. All students registered for this course must also be registered for BIO 324. One three-hour laboratory period is scheduled each week. This course is offered in spring semesters. A course fee may apply.

### **BIO 325 - Ecology**

**3 credits**

*Prerequisite(s): BIO 126, BIO 126L, 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. All students registered for this course must also be registered for BIO 325L. There are three hours of lectures per week. This course is offered in fall semesters.

### **BIO 325L - Ecology Laboratory**

**1 credit**

*Prerequisite(s): BIO 126, BIO 126L, BIO 223, and BIO 223L*

A laboratory course that is based on field and laboratory studies of local plant and animal communities. All students registered for this course must also be registered for BIO 325. One three-hour laboratory period is scheduled each week. Offered in fall semesters. Course fee may apply.

### **BIO 326 - Animal Physiology**



**3 credits**

*Prerequisite(s): BIO 125 and BIO 125L*

This course is a study of physiology from the systems-level perspective. The functions of cells and tissues within particular organs and organ systems are also addressed in this course. Emphasis is placed on common mechanisms such as pressure-volume relationships, laws of mass action, thermodynamics, and homeostasis. Discussions of integration and communication between systems are also important in this course. Specific systems studied include the endocrine system, nervous system, skeletal muscle, cardiovascular system, respiratory system, renal system, gastrointestinal system, immune system, and reproductive system. There are three hours of lectures per week. This course is offered on demand.

**BIO 327 - Human Anatomy & Physiology I****3 credits**

*Prerequisite(s): BIO 126 and BIO 126L*

*Corequisite(s): BIO 327L*

This course provides a comprehensive and detailed study of the structure and function of organs and organ systems of the human body. This course is specifically designed to provide a strong foundation of knowledge for students planning a career in the health sciences. Topics presented include an introduction to histology, the skin and its derivatives, the skeleton, muscles, and the nervous and sensory systems. Although this course is taught with an organ system emphasis, mechanisms on the cellular and molecular level are also covered. All students registered for this course must also be co-registered for BIO 3XXL. There are three hours of lectures with three hours of laboratory study per week. This course is usually offered in fall semesters.

**BIO 327L - Human Anatomy & Physiology I Lab****1 credit**

*Prerequisite(s): BIO 126 and BIO 126L*

*Corequisite(s): BIO 327*

This is a laboratory course where the principles of human anatomy and physiology will be presented using anatomical models, drawings, dissections, and histology as well as interactive noninvasive assessment of physiological functions and review of clinical case studies. Organs of the integumentary, skeletal, muscular and nervous systems will be highlighted. All students registered for this course must also be registered for BIO-3XX. There is one three-hour laboratory period scheduled each week. This course is usually offered in fall semesters.

**BIO 328 - Human Anatomy & Physiology II****3 credits**

*Prerequisite(s): BIO 327 and BIO 327L*

*Corequisite(s): BIO 328L*

This course is the second of a two course sequence and is a continuation BIO 3XX Human Anatomy and Physiology-I. This course is specifically designed to provide a strong foundation of knowledge for students planning a career in the health sciences. Topics presented include study of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Also considered are inheritance and human development, nutrition and metabolism. There are three hours of lectures and three hours of laboratory study per week. This course is usually offered in spring semesters. All students registered for this course must also be co-registered for BIO 328L.

**BIO 328L - Human Anatomy & Phys II Lab****1 credit**

*Prerequisite(s): BIO 327 and BIO 327L*

*Corequisite(s): BIO 328*

This is a laboratory course where the principles of human anatomy and physiology will be presented using anatomical models, drawings, dissections, and histology as well as interactive noninvasive assessment of physiological functions and review of clinical case studies. Organs of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems will be highlighted. Vertebrate organisms will be used as a hands-on model of these systems. All students registered for this course must also be registered for BIO 328.

**BIO 329 - Directed Study: Readings or Research****3 credits**

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

This is designed for small groups of students to pursue an in-depth study of a particular aspect of biology that is not covered to a great extent in other course offerings. This is a seminar course that meets for a total of 36 hours during the semester. This course is offered as needed.

### **BIO 330 - Fundamentals of Genetics**

#### **3 credits**

*Prerequisite(s): CHE 124 and CHE 124L, and grade of C- or better in BIO 125 and BIO 125L*

Principles of genetics dealing with the molecular nature of heredity determinants of both prokaryotes and eukaryotes. This course will provide an in-depth, background of classical and Mendelian genetics. Upon completion of this course students should be familiar with all of those areas of genetics and have sufficient basic knowledge to successfully master advanced topics in genetics. All students registered for this course must also be registered for BIO 330L. This course is offered in fall semesters.

### **BIO 330L - Fundamentals of Genetics Laboratory**

#### **1 credit**

*Prerequisite(s): CHE 124 and CHE 124L, and grade of C or better in BIO 125 and BIO 125L*

This laboratory portion of the genetics courses will provide students with hands-on experience with techniques used to explore the molecular nature of heredity. All students who are registered for this course must also be registered for BIO 330. There is one three-hour lab scheduled per week. This course is offered in fall semesters. A course fee may apply.

### **BIO 332 - Conservation Biology**

#### **3 credits**

*Prerequisite(s): BIO 325 and BIO 325L*

This course discusses the principles of conservation biology at different scales, from the genetic to the biosphere level. The class examines the importance and value of biodiversity, threats to this diversity, and how science can help provide information to conserve organisms. Finally, the course considers the impact policy, economics, and other social factors have on the conservation of biodiversity.

### **BIO 333 - Experimental Design**

#### **3 credits**

*Prerequisite(s): MAT 151*

In this course students will learn the factors that must be considered to plan a research project in the life sciences. Students will learn how to pose a research question, formulate a scientific hypothesis, employ the scientific method to test that hypothesis, and will be introduced to the scientific methods employed to analyze the resulting data and reach valid scientific conclusions. Students will demonstrate critical thinking skills, and an understanding of how research is conducted. Social and environmental justice themes are woven throughout the courses.

### **BIO 334 - Medicinal Botany**

#### **3 credits**

*Prerequisite(s): BIO 125 BIO 125L BIO 126 BIO 126L BIO 223 BIO 223L*

In this course, students will study how plants affect the health of humans and how plants have been used medicinally over the centuries by different cultures. Effects of various botanicals, pharmaceuticals on the various body systems will be discussed, as well as the harmful, helpful, and psychoactive properties of many plants, microorganisms, and fungi.

### **BIO 335 - Population Ecology**

#### **3 credits**

*Prerequisite(s): BIO 325 BIO 325L*

An examination of the ecology of organisms when studies at the population level of organization, starting with single-species population growth models and addressing interactions including competition, predator-prey, plant-herbivore, parasite-host, and mutualisms. An emphasis on an applied approach and modeling will be used as a means of giving students a deeper understanding of the material.

### **BIO 336 - Wetlands Ecology**

#### **3 credits**

*Prerequisite(s): BIO 325 and BIO 325L*

*Corequisite(s): BIO 336L*

In this course, students will study the ecology of systems that lie at the convergence of aquatic and terrestrial habitats. Topics of discussion will include the physical forces which act to create wetlands, the plants and animals typical of wetlands, and the conservation and restoration of wetlands.

### **BIO 336L - Wetlands Ecology Lab**

**1 credit**

*Prerequisite(s): BIO 325 and BIO 325L*

*Corequisite(s): BIO 336*

In this course, students will study the ecology of systems that lie at the convergence of aquatic and terrestrial habitats. Topics of discussion will include the physical forces which act to create wetlands, the plants and animals typical of wetlands, and the conservation and restoration of wetlands.

### **BIO 340 - Mycology**

**3 credits**

*Prerequisite(s): BIO 125, BIO 125L, BIO 223, and BIO 223L or by permission*

This course is an in-depth study of the organisms found in the Kingdom Fungi. Emphasis is placed on taxonomy, morphology, physiology, pathogenesis, and treatment of fungal diseases. All students registered for this course must also be registered for BIO 340L. There are three hours of lecture. This course is offered in fall semesters.

### **BIO 340L - Mycology Laboratory**

**1 credit**

*Prerequisite(s): BIO 125, BIO 125L, BIO 223, and BIO 223L or by permission*

This laboratory section of the mycology course will provide students with hands-on experience. Students will do field work, laboratory identifications, and long-term fungal studies. All students who are registered for this course must also be registered for BIO 340. There is one three-hour laboratory scheduled per week.

### **BIO 341 - Virology**

**3 credits**

*Prerequisite(s): BIO 126, BIO 126L, BIO 125, BIO 125L*

This course will try to define viruses, the differences between viral species, and their modes of replication, expression, and pathogenesis. We will also examine methods used in viral diagnosis and detection, the manipulation of viruses in gene therapy and research, and combating viruses by the use of vaccines. We will also study viruses and cancer and other diseases, the role of the immune system, persistent infections, and emerging viruses. All students registered for this course must also be registered for BIO 341L. There are three hours of lecture. This course is offered in rotation with other electives.

### **BIO 341L - Virology Laboratory**

**1 credit**

*Prerequisite(s): BIO 125, BIO 125L, BIO 126, BIO 126L*

The lab and the lecture are complementary. The lab is composed of practical, hands-on activities and investigations, allowing the student to increase his or her knowledge base in virology. On a weekly basis, students will complete lab exercises. All students who are registered for this course must also be registered for BIO 341.

### **BIO 342 - Estuarine Ecology**

**3 credits**

*Corequisite(s): BIO 125, BIO 126 and BIO 325*

In this course students will study the abiotic and biotic elements of estuarine systems. Topics will include biogeochemical cycling, tidal forces, productivity, biotic interactions, and threats to estuaries.

### **BIO 343 - Restoration Ecology**

**3 credits**

*Prerequisite(s): BIO 325 and BIO 325L*

*Corequisite(s): BIO 343L*

This course examines ecosystem degradation due to various anthropogenic factors, and how humans can restore the structure and function of these systems, including the loss and restoration of ecosystem services. Basic ecological concepts such as succession, community assembly rules and their role in diversity, and landscape ecology will be studied in depth. Applied questions such as the role of invasive species, and the role of site-specific factors such as hydrology, topography, fire and soil

are emphasized in the lecture and the field (lab). The influence of factors affecting marine systems will be examined as well. Students must take BIO 343L, Restoration Ecology Lab as a co-requisite.

### **BIO 343L - Restoration Ecology Lab**

**1 credit**

*Prerequisite(s): BIO 325 and BIO 325L*

This laboratory uses field exercises to demonstrate concepts covered in BIO 343, Restoration Ecology. Laboratory exercises on succession, community and landscape ecology, and the role of fire, hydrology, and other major environmental factors influence community diversity and other biotic elements. Final restoration project involving extensive field work is a part of this course. Student must be registered in BIO 343, Restoration Ecology.

### **BIO 345 - Field Problems in Marine Biology**

**4 credits**

*Prerequisite(s): BIO 125, BIO 126, BIO 223*

Through a combination of lecture and field exercises, this course will provide students with an introduction to the ecology of marine systems. Particular emphasis will be placed on the study of organismal adaptations. All students registered for this course must also be registered for BIO 345L. This course is offered in summer semesters only.

### **BIO 345L - Field Problems in Marine Biology Laboratory**

**2 credits**

*Prerequisite(s): BIO 125, BIO 126, BIO 223*

This course will provide hands-on experience designing and executing marine biological research. In addition, students will learn to identify plants and animals common in marine systems of the southeastern United States. All students registered for this course must also be registered for BIO 345. This course is offered in summer semesters only.

### **BIO 350 - Global Climate Change**

**3 credits**

*Crosslisted: ENV 350*

*Prerequisite(s): SCI 101 and SCI 102*

This course examines the cause and consequences of global climate change and what individuals and society can do to mitigate the effects of climate change. The emphasis of this course is on the planet as a whole system. A basic overview of physical systems, including the carbon cycle, the role of oceans and ice caps, and how these systems are modeled is stressed. The consequences of climate change, both cultural and biological, and the policy, adaptation and change people can make are examined in detail, as well.

### **BIO 422 - Immunology**

**3 credits**

*Prerequisite(s):* Junior Standing. Grade of C- or better in BIO 125, BIO 125L, CHE 124, CHE 124L or permission of instructor. CHE 312 and CHE 312L 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.

### **BIO 425 - Microbiology**

**3 credits**

*Prerequisite(s): BIO 125, BIO 125L, CHE 124, and CHE 124L. BIO 324 and BIO 324L are strongly recommended.*

This course is an in-depth study of viruses, bacteria, and fungi. In particular, their morphology, physiology, and pathogenesis are emphasized. All students who register for this course must also be registered for BIO 425L. There are three hours of lectures per week. This course is offered in spring semesters.

### **BIO 425L - Microbiology Laboratory**

**1 credit**

*Prerequisite(s): BIO 125, BIO 125L, CHE 124, and CHE 124L. BIO 324 and BIO 324L are strongly recommended.*

In this laboratory course, students will be provided with hands-on experience with the morphology and physiology of various viral, bacterial, and fungal organisms. All students registered for this course must also register for BIO 425. One three-hour laboratory period is scheduled each week. This course is offered in spring semesters. A course fee may apply.

### **BIO 429 - Advanced Directed Study and Research**

**1-3 credits**

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

This is an intensive study course that is focused on a particular aspect of biology that is not covered in other offerings. This is an enrichment option for students who have demonstrated the potential and desire to pursue independent scholarly activity beyond that which is expected in other courses. Requests for enrollment must be made prior to registration in the form of a written proposal. This course may be repeated for credit. Weekly meetings with a faculty mentor are required.

**BIO 430 - Molecular and Applied Genetics****3 credits**

*Prerequisite(s): BIO 330 and BIO 330L*

The purpose of this course is to provide a foundation in the principles and techniques of the many areas that utilize molecular and applied genetics, which include, biotechnology, recombinant DNA technology, RNA-based technologies, genomics, proteomics, transgenics, gene therapy, stem cell therapy, molecular biology of cancer, forensic molecular biology, bioethics and epigenetics. All students registered for this course must also be registered for BIO 430L. There are three hours of lecture. This course is offered in spring semesters.

**BIO 430L - Molecular And Applied Genetics Laboratory****1 credit**

*Prerequisite(s): BIO 330 and BIO 330L*

This laboratory course covers basic techniques in molecular biology, such as isolation and manipulation of nucleic acids, transformation and transfection of cells and gene expression. This course will also introduce techniques and technologies used in molecular biology, forensic biology and bioinformatics, such as DNA sequencing and RT PCR. All students who are registered for this course must also be registered for BIO 430. There is one three-hour lab scheduled per week. This course is offered in spring semesters.

**BIO 435 - Community Ecology****3 credits**

*Prerequisite(s): BIO 125 , BIO 126 , and BIO 325.*

In this course, students will study ecology from the perspective of interacting populations. Topics will include competition, predation, succession, island biogeography, niches, food web theory, and diversity.

**BIO 440 - Cancer Biology****3 credits**

*Prerequisite(s): BIO 330 and BIO 330L with a minimum grade of C-.*

This course is an in-depth study of the biology of cancer with particular emphasis on the signaling pathways involved in driving tumorigenesis, angiogenesis and invasion/metastasis. Discussions on novel treatments and therapies will also be included.

**BIO 445 - Evolution****3 credits**

*Prerequisite(s): BIO 125, BIO 126 , BIO 223*

This course will explore the origins of biological diversity. Major topics covered will include the molecular mechanisms of evolutionary change, developmental biology, natural selection, the consequences of sexual reproduction, evidence for evolution, and phylogenetics. Particular emphasis will be placed on discussion of current research in evolutionary biology. This course is offered every other year in spring semesters.

**BIO 497 - Senior Seminar in Biology: Research Proposal Writing****1 credit**

*Prerequisite(s): Senior standing as a biology major*

This course is designed for senior biology majors to have the opportunity to write and orally present a research proposal. This will include conducting a literature review and designing an original research project. The student will be working under the supervision of a department biologist who will act as a mentor to the student. This class is a prerequisite for BIO 498, the capstone course in biology. This course is offered only in fall semesters.

**BIO 498 - Senior Seminar in Biology: Conducting Research****2 credits**

*Prerequisite(s): Senior standing as a biology major and BIO 497*

This course is designed for senior biology majors to conduct research. Students will carry out a research project of their own

design. Specifically, students will conduct experiments, write up the results of those experiments, write up the conclusions based on those results, and present the results and conclusions of the project in both written and oral formats. Students will work under the supervision of a department biologist who will act as a mentor and a guide. This is the capstone course in biology. This course is offered only in spring semesters.

## Chemistry

### CHE 100-400 - Special Topics

**1-3 credits**

*Prerequisite(s):* Permission of faculty member

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

### CHE 123 - General Chemistry I

**3 credits**

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

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

### CHE 123L - General Chemistry I Laboratory

**1 credit**

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

This is a laboratory course designed to provide students with hands-on experience in the application of the fundamentals covered in lecture. All students registered for this course must also be registered for CHE 123. There is one three-hour laboratory scheduled each week. This course is offered in fall semesters. A course fee may apply.

### CHE 124 - General Chemistry II

**3 credits**

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

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

### CHE 124L - General Chemistry II Laboratory

**1 credit**

*Prerequisite(s):* 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. All students registered for this course must also be registered for CHE 124. There is one three-hour laboratory scheduled each week. This course is offered in spring semesters. A course fee may apply.

### CHE 311 - Organic Chemistry I

**3 credits**

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

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

### CHE 311L - Organic Chemistry I Laboratory

**1 credit**

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

Students are introduced to fundamental techniques used in the synthesis and characterization of organic compounds. Students

gain hands-on experience in the application of processes/reactions discussed in lecture. All students registered for this course must also be registered for CHE 311. One three-hour laboratory period is scheduled each week. This course is offered in fall semesters. A course fee may apply.

### **CHE 312 - Organic Chemistry II**

**3 credits**

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

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

### **CHE 312L - Organic Chemistry II Laboratory**

**1 credit**

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

Laboratory course further investigates the properties and reactions discussed in lecture. Spectroscopic methods commonly used in organic chemistry are used for characterizing and identifying reaction products. Students are also introduced to an overview of functional group identification using organic qualitative analysis. All students registered for this course must also be registered for CHE 312. One three-hour laboratory is scheduled each week. This course is offered in spring semesters. A course fee may apply.

### **CHE 321 - Quantitative Chemical Analysis**

**2 credits**

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

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

### **CHE 321L - Quantitative Chemical Analysis Laboratory**

**2 credits**

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

Laboratory course investigates application of quantitative analytical techniques. Experiments incorporate methods commonly used in industrial chemical, biological, or environmental laboratory settings. Students are expected to be able to determine the quality of their own work as well as the work of their peers. Techniques emphasized include chemical, separation, and spectroscopic methods. All students registered for this course must also be registered for CHE 321. Two three-hour laboratory periods are scheduled each week. This course is offered every other year as needed. A course fee may apply.

### **CHE 329 - Directed Study: Readings or Research**

**3 credits**

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

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

### **CHE 330 - Environmental Chemistry**

**3 credits**

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

*Corequisite(s): CHE 330L*

It is a one-semester course that explores the fundamentals of environmental chemistry. Topics covered include: the ozone layer, photochemical smog, acid rain, radon, the greenhouse effect, climate change, energy sources, pesticides, the chemistry of natural water systems, types of water contamination and remediation, bioaccumulation, heavy metals, and waste disposal. Three hours of lecture are scheduled each week. All students registered for this course must also be registered for CHE 330L: Environmental Chemistry Laboratory.

### **CHE 330L - Environmental Chemistry Lab**

**1 credit**

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

*Corequisite(s): CHE 330*

Students are introduced to fundamental techniques used in sample collection, storage, and analysis. Students gain hands-on experience in how the analyses discussed in lecture can be conducted. One three hour laboratory period is scheduled each week. This course is offered once yearly. A course fee may apply. All students registered for this course must also be registered for CHE 330: Environmental Chemistry.

**CHE 429 - Advanced Directed Study and Research****1-3 credits**

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

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

**Communication Management****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. Offered both fall and spring semesters

**CMM 201 - Mass Communication****3 credits**

*Prerequisite(s): CMM 101*

This survey course is an introduction to contemporary issues in mass communication and provides an overview of mass communication processes, practices, and methods. It helps prepare students for the modern information age by examining the structure, role, content, and impact of print, electronic, audio, and video mass communication from a historical and theoretical perspective. Offered fall semester.

**CMM 205 - Oral Communication****3 credits**

The importance of having oral communication skills in business and other settings today cannot be overstated. In the area of economic, technological, and social change, the ability to communicate effectively in public speaking, presentation, small group, interviewing, and interpersonal setting is a key element of managerial success. This course will prepare students to excel in these areas through the study of theory and the practical application of oral communication principles. By taking this approach, students will understand how, where, when, why, and how such communication serves business and society. It will also allow them to develop their oral communication skills through extensive practice. The core values of excellence and personal development will serve as a cornerstone for this course. Offered fall semester.

**CMM 221 - Communication Pre-Internship****3 credits**

*Prerequisite(s): CMM 101 and approval of the department chair*

Students are offered an opportunity to work with mass communication professionals in the areas of mass media management. The faculty-supervised, pre-internship experience may take place in a wide variety of professional settings. Students are engaged in coursework for the first half of the semester to prepare them for the internship experience and are involved in mass communication management related activity in an approved outside organization the second half of the semester. This may be a paid pre-internship. Offered fall semester.

**CMM 301 - Communication Theory****3 credits**

*Prerequisite(s): CMM 101*

This course introduces students to the constructs and models that make up the body of knowledge known as communication theory. It investigates the relationship between humanistic, scientific, classical, and contemporary communication theories in



keeping with the University's core value of personal development. The course demystifies communication theory and demonstrates the pervasiveness of the theory in their everyday lives. It is a very interdisciplinary course that is heavily influenced by Linguistics, Anthropology, English, Sociology, and Psychology. It includes the study of rhetoric, interpersonal communication, small group communication, and mass communication. Finally, the course provides an investigation of sending and receiving messages, the structure of messages, the cause and effect of messages, and the interpretation of verbal and nonverbal content. Offered fall semester.

### **CMM 302 - Intercultural Communication**

**3 credits**

*Prerequisite(s): CMM 101*

This course examines cultural patterns of mass communication and the impact that they have on perception, thinking, and behavior, including ethical and social issues relating to intercultural mass communication and the verbal and nonverbal aspects of mass and institutional communication within and across cultures. Offered spring semester.

### **CMM 324 - Public Relations**

**3 credits**

*Prerequisite(s): CMM 101*

This is a comprehensive overview of public relations management strategies and practices from the point of view of domestic and global markets and multiculturalism. It includes the study of public relation models, theories, historical trends, management processes, and practices, as well as the emerging trends in public relations and mass communication, including the evolving role of public relations management practitioners. Offered spring semester.

### **CMM 325 - Organizational Communication**

**3 credits**

*Prerequisite(s): CMM 101*

This course provides students with an in-depth investigation of organizational communication processes, practices, and methods. It helps prepare students for the modern information age by examining the structure, role, content, and impact of organizational communication in contemporary business. It examines organizational communication from a strategic perspective and helps develop essential and critical skills necessary and expected of today's managers and executives. Students also have an opportunity to investigate information and messages in the context of modern organizations and examine major organizational communication issues. Offered spring semester

### **CMM 403 - Media Management**

**3 credits**

*Prerequisite(s): CMM 101, CMM 201, or MMM 210*

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**

*Prerequisite(s): CMM 101 and CMM 301*

This course provides an opportunity to investigate the impact of the Internet on business and the management challenges it presents. More specifically, students explore the role of e-communication in the economy, the workplace, and social institutions and how it is managed. Students examine how the e-environment has affected interpersonal relations and group, organizational, and public communication.

### **CMM 406 - Crisis Communication**

**3 credits**

*Prerequisite(s): 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**

*Prerequisite(s): CMM 221, senior status, and approval of the department chair*

The faculty-supervised internship experience may take place in a wide variety of settings. The onsite 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. Offered fall and spring semesters. Offered in the summer with faculty permission.

**CMM 498 - Communication and Change****3 credits**

*Prerequisite(s): CMM 101, CMM 303, CMM 324 or CMM 326, and senior status*

This is a senior capstone seminar that brings all other mass communication courses into clear focus. This course provides students with a comprehensive understanding of how and why organizations transform themselves in a constantly changing environment and the role that mass communication plays in the process. Offered spring semester. Additional fee applies for ETS examination.

**Computer Science & Information Systems****COM 100-400 - Special Topics****1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

**COM 140 - Basic Computer Skills****3 credits**

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

**COM 203 - Computer Systems****3 credits**

*Prerequisite/Corequisite: COM 140*

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

**COM 204 - Programming Logic and Design****3 credits**

*Prerequisite(s): COM 140*

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

**COM 207 - Programming in C/C++****3 credits**

*Prerequisite/Corequisite: COM 203*

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

**COM 208 - Programming in Visual Basic****3 credits**

*Prerequisite(s): COM 204 or equivalent*

This course will introduce students to the use of Visual Basic programming language for the development of computer applications for the MS-Windows operating system. The course covers event-driven programming using VB.NET and GUI-based Windows applications. Course fee may apply.

### **COM 209 - Programming in Java**

**3 credits**

*Prerequisite(s): COM 204 or equivalent*

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

### **COM 301 - Algorithms and Data Structures**

**3 credits**

*Prerequisite(s): COM 204, MAT 231, and a computer programming language course*

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

### **COM 305 - Business Spreadsheet Applications**

**3 credits**

*Prerequisite(s): COM 140*

An advanced course in the design and construction of spreadsheet applications. Templates, spreadsheet combinations, the design and use of macros, financial and statistical functions, graphs, and data manipulation will be studied. Course fee may apply.

### **COM 309 - Network Theory and Design**

**3 credits**

*Prerequisite(s): COM 203*

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

### **COM 312 - Computer Architecture**

**3 credits**

*Prerequisite(s): COM 203*

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

### **COM 315 - Decision Support Systems**

**3 credits**

*Prerequisite(s): COM 140*

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

### **COM 318 - Electronic Commerce**

**3 credits**

*Prerequisite(s): COM 203 and MKT 301*

The increased commercial use of the Internet makes it essential for students to understand the essentials of electronic commerce. Included are the role of the Internet and the World Wide Web in electronic commerce. Web server hardware and software tools will be examined. Electronic payment, security, the regulatory environment, and Web-based marketing will be addressed.

### **COM 320 - Systems Analysis and Design**

**3 credits**

*Prerequisite(s): COM 203*

Students will be provided with actual systems to design, implement, and document the system development cycle. The cycle

includes an analysis of current systems, logical and physical systems design, program development, testing, implementation, maintenance, and documentation. Course fee may apply.

### **COM 329 - Directed Study or Research**

**3 credits**

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

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

### **COM 330 - Database Concepts and Programming**

**3 credits**

*Prerequisite(s):* COM 204

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

### **COM 333 - Web Design and Information Resources**

**3 credits**

*Prerequisite(s):* COM 140 or EDU 228, or equivalent.

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

### **COM 335 - Applied Data Mining**

**3 credits**

*Prerequisite(s):* COM 140

The application of data mining techniques and tools to facilitate many different areas of business marketing, sales, and customer relationships by providing a comprehensive overview of: data mining methodology and measurements; types of data analysis and reasoning; cluster detection; link analysis; artificial neural networks; decision trees; genetic algorithms; data warehouse; and OLAP.

### **COM 340 - Introduction to Internet Applications**

**3 credits**

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

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

### **COM 355 - Systems Security**

**3 credits**

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

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

### **COM 405 - Operating Systems**

**3 credits**

*Prerequisite(s):* COM 204 and COM 312

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

### **COM 416 - Introduction to Information Security**

**3 credits**

*Prerequisite(s):* COM 309

The advent of global networks has provided communication capabilities for businesses and individuals unparalleled in the history of the world. Attacks on the system that deny service, destroy systems, and purloin information through the use of

worms, viruses, and other criminal attacks make it imperative that information security be a significant part of any business plan and that individuals working in that or allied fields become knowledgeable in the principles of information security. This course provides an introduction to the field of information security that lays a necessary foundation for later courses.

### **COM 420 - Disaster Recovery**

**3 credits**

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

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

### **COM 424 - Information Technology and Project Management**

**3 credits**

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

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

### **COM 425 - Computer Information Systems Internship**

**3 credits**

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

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

### **COM 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

### **COM 430 - Software Engineering**

**3 credits**

*Prerequisite(s): COM 301*

This course presents a variety of different view of the software development process, considering all important process models as well as system analysis and design methods with an emphasis on object-oriented techniques. Concepts, procedures, techniques and methods that enable a software team to assess software quality and manage and control a software development project are also discussed.

### **COM 450 - Network Defense and Security**

**3 credits**

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

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

### **COM 452 - Computer Forensics**

**3 credits**

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

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

### **COM 460 - Internet/Intranet Security**

**3 credits**

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

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

### **COM 465 - Artificial Intelligence**

**3 credits**

*Prerequisite(s): COM 204, COM 301, and MAT 251*

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

### **COM 470 - Management of Information Security**

**3 credits**

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

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

### **COM 475 - Penetration Testing**

**3 credits**

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

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

### **COM 497 - Computer Science Capstone**

**3 credits**

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

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

### **COM 498 - Advanced Computer Skills**

**3 credits**

*Prerequisite(s): COM 309, COM 315, COM 330, MGT 301, MKT 301, and senior standing*

A capstone course emphasizing the integration of information and environmental systems to support broad strategic planning decisions. Additional fee applies for ETS examination.

## **Criminal Justice**

### **CRM 123 - Introduction to Law and the Legal System**

**3 credits**

*Crosslisted: POL 123*

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

### **CRM 220 - Survey of the Criminal Justice System**

**3 credits**

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

## **CRM 222 - Introduction to Homeland Defense**

**3 credits**

*Crosslisted: POL 222*

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

## **CRM 230 - Introduction to Crime Scene Investigation**

**3 credits**

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

## **CRM 231 - Forensic Science and Criminal Justice**

**3 credits**

*Prerequisite(s): CRM 230*

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

## **CRM 300 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of faculty member*

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

## **CRM 301 - Leadership and Management in Criminal Justice**

**3 credits**

*Prerequisite(s): POL 123 or CRM 123 and CRM 220*

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

## **CRM 302 - Critical Incidents in Policing**

**3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

## **CRM 303 - Legal Issues in Criminal Justice Administration**

**3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

## **CRM 321 - Substantive Criminal Law**

**3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against persons, habitation, property, the public order, and morals.

**CRM 322 - Law of Criminal Procedure****3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 323 - Criminal Investigation****3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 328 - Drugs, Society, and Human Behavior****3 credits**

*Crosslisted: SOC 328/SSC 328*

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 329 - Directed Study: Readings or Research****1-3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 331 - White-Collar Crime****3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 332 - Terrorism****3 credits**

*Crosslisted: POL 332*

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*



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

### **CRM 333 - Violent Crime**

#### **3 credits**

*Prerequisite(s): POL 123 POL 123 or CRM 123, and CRM 220*

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

### **CRM 341 - History and Science of Criminal Identification**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, CRM 220, and CRM 230*

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

### **CRM 342 - Evidence Collection and Preservation**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, CRM 220, and CRM 230*

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

### **CRM 343 - Bodily Fluids as Evidence**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, CRM 220, and CRM 230*

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

### **CRM 344 - Scientific Writing and Courtroom Testimony**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, CRM 220, and CRM 230*

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

### **CRM 350 - Criminal Justice Ethics**

**3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 355 - Stress Management in Law Enforcement****3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 361 - Legal Issues in Counter-Terrorism****3 credits**

*Crosslisted: POL 361*

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 363 - Exploitable Weaknesses in Terrorist Organizations****3 credits**

*Crosslisted: POL 363*

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 365 - Local Response to Terrorism****3 credits**

*Crosslisted: POL 365*

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

**CRM 367 - International Sex Trafficking of Women and Children****3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

workers to assist them. Finally, it will examine the efforts of both governmental and non-governmental agencies throughout the world to address the problem of sex trafficking of women and children.

### **CRM 370 - Juvenile Justice**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

### **CRM 419 - Police Organization and Administration**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

### **CRM 422 - Law Enforcement Systems**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123, and CRM 220*

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

### **CRM 425 - Field Placement in Criminal Justice**

#### **6-12 credits**

*Prerequisite(s): Senior standing and permission of the departmental chair; POL 123 or CRM 123, and CRM 220*

This field placement is designed to give criminal justice majors without professional experience in the criminal justice system some direct exposure to the daily workings of a criminal justice agency. Students must coordinate their field placement choice and the number of hours credited with their academic advisor. This is a pass/fail course.

### **CRM 426 - Theories of Criminal Behavior**

#### **3 credits**

*Prerequisite(s): POL 123 or CRM 123 and CRM 220 and PSY 161 or SOC 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**

*Prerequisite(s): POL 123 or CRM 123 and CRM 220*

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

### **CRM 489 - Organizational Design and Function**

#### **3 credits**

*Prerequisite(s): Enrollment in Command Officer Management Program; POL 123 or CRM 123 and CRM 220*

This course is designed to synthesize the information and insights from other courses in the criminal justice curriculum. The concept of teamwork and compromise in a hypothetical setting will prepare the students for future experiences in the field of law enforcement organization and functions. Included in the course is a major research project that evaluates criminal justice

policy-making, budgeting processes, recruiting, hiring, training, and advancement in the field. The completed project will be presented to a "Mock" City Commission for review and evaluation.

### **CRM 496 - Criminal Justice Comprehensive Examination**

**0 credits**

*Prerequisite(s): 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 - Senior Seminar in Criminal Justice**

**3 credits**

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

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

## **Economics**

### **ECO 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of faculty member and Dean/Center Director*

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

### **ECO 110HA - Economics for Life**

**3 credits**

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

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

### **ECO 201 - Principles of Macroeconomics**

**3 credits**

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

### **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(s): A grade of C or better in ECO 202*

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

### **ECO 322 - Health Economics**

**3 credits**

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

This course applies microeconomic theory and principles to health topics such as the demand for medical care, public and private health insurance, physician and hospital behavior, and government regulation of health care markets. The key concepts that health economists use to analyze health care markets will be discussed and students will apply these concepts to selected current issues in health policy.

### **ECO 329 - Directed Study: Readings or Research**

**3 credits**

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

Designed for small groups of students to pursue in-depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

### **ECO 333 - International Economics**

**3 credits**

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

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

### **ECO 355 - Economics in Sport**

**3 credits**

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

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

### **ECO 411 - Game Theory**

**3 credits**

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

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

### **ECO 412 - Behavioral Economics**

**3 credits**

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

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

### **ECO 422 - Econometrics**

**3 credits**

*Prerequisite(s):* A grade of C or better in GBA 334

This course applies statistical methods for estimating economic relationships, testing economic theories, and the evaluation and implementation of policy. Econometrics is primarily concerned with evaluating observational, rather than experimental data. Econometric methods are used to evaluate causal relationships such as the effect of technology on classroom performance and the effects of incarceration rates on crime.

### **ECO 424 - International Political Economy**

**3 credits**

*Crosslisted: POL 424*

*Prerequisite(s): 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 425 - Economics Internship****3 credits**

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

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

**ECO 427 - Economic History of the United States****3 credits**

*Prerequisite(s): ECO 201 and ECO 202 or junior standing and permission of faculty member*

Analysis of topics in U.S. economic history including resource allocation, working conditions, industrialization, urbanization, labor, economic expansion and contraction, and changing public policy. Emphasis on the nature and role of capitalism in shaping the economic transformation of the U.S. economy.

**ECO 429 - Advanced Directed Study and Research****1-3 credits**

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

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

**ECO 498 - Senior Seminar in Economics****3 credits**

*Prerequisite(s): A grade of C or better in GBA 334 , ECO 302 , ECO 333 , ECO 366 , and ECO 411 or ECO 412*

This course is designed to integrate previous coursework and focuses on the student's ability to apply economic concepts, methods, and analytical tools in real world scenarios. Additional fee applies for ETS examination.

## Education

**EDU 222 - Teaching Diverse Populations****3 credits**

*Prerequisite(s): EDU 226 or concurrently*

This course provides a foundation for analyzing cultural differences in a multicultural society. An emphasis will be on dimensions of diversity such as culture, ethnicity, race, language, social class, exceptionality, gender, age, and religion. Implications of these elements will be discussed as they relate to adapting to differing needs and diversity of all students.

**EDU 226 - Human Growth and Development****3 credits**

This survey course emphasizes (1) the interdisciplinary contributions to the study of development from psychology, sociology, education, and other fields; (2) the multi-dimensional nature of development: physical, cognitive, emotional, and social; (3) multiple interacting influences on development: biological, psychological, social, community, societal, and cultural. Special emphasis is placed on infancy through adolescence, particularly as applicable to the helping professions.

**EDU 228 - Educational Technology****3 credits**

*Prerequisite(s): Sophomore standing required*

The three-credit course introduces the student to the effective integration of various technologies to engage and support

meaningful learning within the educational setting. Reflecting the principles of the TPACK Model (Technological, Pedagogical, and Content Knowledge), the course reflects a constructivist view of teaching and learning. The uses of technology tools are explored through themes including inquiring, experimenting, writing, modeling, visualizing, and assessing. Specific topics pertinent to K-12 teachers are also addressed such as digital citizenship, Internet safety, copyright/fair use, and the use of assistive technologies to support learning.

### **EDU 300-400 - Special Topics**

**3 credits**

*Prerequisite(s):* Permission of faculty member and Dean/Center Director

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

### **EDU 304 - Human Exceptionalities in the Classroom**

**3 credits**

*Prerequisite(s):* EDU 226 (or concurrently), junior standing

This course offers secondary and elementary education students a multidisciplinary view of student exceptionalities and the benefits of inclusion for ALL students. This course provides a basic understanding of the foundations of special education, including the historical education and legal reforms that have impacted the field of special education. The learning/social characteristics and strategies for accommodations/modifications for students with exceptionalities are highlighted using recently professionally published articles and case studies. Secondary and elementary education students are exposed to the three tiers of RtI used for learning acquisition and behavior management. Topics elaborately discussed in this course include: Response to Intervention, IEP, student accommodations and modification, learning and social characteristics of students with exceptionalities and diversity.

### **EDU 320/321 - Practicum I and Seminar: Reflection**

**3 credits**

*Prerequisite(s):* EDU 222, EDU 226, and EDU 228

*Corequisite(s):* EDU 330, EDU 332, and EDU 334

This course introduces students to the teaching profession. Students engage in seminar discussions based on their observations and experiences in their practicum, and participate in the reflective action process as a basis for professional growth and development. Students will be introduced to state standards, the lesson-planning process, direct instruction lesson delivery, working with students of poverty, and basic classroom organization and management techniques. Students will complete the required Florida Department of Education ethics workshop. The two-credit seminar (EDU 321) will focus on synthesizing the knowledge gained during coursework with the experiences of the one-credit practicum (EDU 320). EDU 320 Practicum I is a pass/fail field experience.

### **EDU 328 - The Adolescent Learner**

**3 credits**

Emphasis is placed on adolescent development and learning theories, linking to practices in the classroom. Special attention will be given to the diverse secondary education population (ESOL, special education, multicultural, at-risk, etc.) in preparation for planning responsive standards-based instruction.

### **EDU 329 - Directed Study: Readings or Research**

**3 credits**

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

Designed for small groups of students to pursue in-depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### **EDU 330 - Mathematics in the Elementary Classroom**

**3 credits**

*Prerequisite(s):* EDU 226

*Corequisite(s):* EDU 320/321, EDU 332, and EDU 334

This course explores methods and problems in the teaching of mathematics in elementary school. Topics include the development of number concepts, problem solving, the use of manipulatives in the development of concepts, algorithms, whole numbers, integers, rational numbers as applied to the real number system, measurement, geometry, data analysis, and algebraic thinking. Accommodations and applications for teaching math content to English language learners are also included. Field experience is required.

### **EDU 332 - Language Arts in the Elementary Classroom**

**3 credits**

*Prerequisite(s): EDU 226*

*Corequisite(s): EDU 320/321, EDU 330, EDU 334*

Students examine the processes of language arts development and apply this knowledge to create, practice, and evaluate K-6 classroom strategies for teaching the six language arts: listening, talking, reading, writing, viewing, and visually representing. Students will also explore the world of children's literature and how to use it in rich and meaningful ways that increase reading levels and enjoyment. Students select and evaluate culturally diverse folklore, fantasy, contemporary and historical fiction, science fiction, biography, poetry, and books of information and fact. In addition, students will learn how to develop strategies for native English speakers and for English language learners. Field experience is required.

### **EDU 333 - Adolescent Literacy**

**3 credits**

*Prerequisite(s): ENG 122, EDU 228, and EDU 328 or EDU 226*

*Corequisite(s): EDU 450/455 or EDU 470/471*

This course explores the skills and behaviors required for adolescents to engage in literacy activities, including a focus on the necessary reading components of word recognition, comprehension, fluency, and vocabulary instruction. Students will study instructional strategies to address the needs of struggling readers and ELLs, and they will explore various texts and genres in young adult literature that meet curriculum needs as well as the real-world interests of adolescent students.

### **EDU 334 - Reading Foundations in the Elementary Classroom**

**3 credits**

*Prerequisite(s): EDU 226*

*Corequisite(s): EDU 320/321, EDU 330, and EDU 332*

Investigation of basic theories underlying traditional and recent approaches to the teaching of reading. Includes the study and evolution of the five essential components of the reading process: phonemic awareness, phonics, fluency, vocabulary development, and comprehension. ESOL strategies are integrated into all methods. Field experience is required.

### **EDU 335 - Reading Diagnosis and Remediation in the Elementary Classroom**

**3 credits**

*Prerequisite(s): EDU 360/361, EDU 338, EDU 341, and EDU 343*

*Corequisite(s): EDU 460/461, EDU 339, and EDU 342*

This course provides the elementary education major the opportunity to administer and interpret informal reading inventories, criterion tests, and other diagnostic measures used for assessing the major elements of reading growth: phonemic awareness, phonics, fluency, vocabulary, and reading comprehension. Special strategies and use of resources for English language learners are infused throughout. Field experience is required.

### **EDU 336 - Teaching Reading in the Secondary Content Areas**

**3 credits**

*Prerequisite(s): EDU 226 or EDU 328 (or concurrently)*

*Corequisite(s): EDU 344, EDU 345, and EDU 350*

Students will examine current research and instructional approaches that focus on improving adolescent literacy skills. The course is designed to address literacy issues in content area classrooms at the secondary school level. Students will learn about the reading process, identify reading demands in content areas, develop instructional activities to improve reading, and use reading/writing/thinking activities in daily instruction. Field experience is required.

### **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**

*Prerequisite(s): EDU 320/321, EDU 330, EDU 332, and EDU 334*

*Corequisite(s): EDU 360/361, EDU 343, and EDU 341*



In this course, elementary education majors will expand their knowledge base of the fundamental concepts of earth, space, life, health, and physical science specifically targeted by the Sunshine State Standards for grades K-6. The course will focus on planning for effective investigations in a stimulus-rich, safe environment that meets the needs of all students, with special considerations for meeting the needs of English language learners. Field experience is required.

### **EDU 339 - Social Studies in the Elementary Classroom**

#### **3 credits**

*Prerequisite(s): EDU 360/361, EDU 338, EDU 343, and EDU 341*

*Corequisite(s): EDU 460/461, EDU 335, and EDU 342*

This course focuses on the knowledge defined by the Sunshine State Standards in history, geography, government, and economics, and pro-social and multicultural education. Students also apply knowledge of ESOL Standards and Accomplished Practices as they write and teach lessons and create a multicultural/social studies integrated unit. Field experience is required.

### **EDU 340 - Comprehensive ESOL Strategies**

#### **3 credits**

*Prerequisite(s): EDU 226 or EDU 328, EDU 228*

This course provides an overview of the five areas pertinent to teaching English language learners (ELLs) in order to (a) promote an understanding of first and second language acquisition processes, (b) facilitate the development of culturally and linguistically appropriate instructional and assessment skills, and (c) present effective means for modifying curricula. The five areas are (1) Applied Linguistics and Second Language Acquisition, (2) Cross-Cultural Communication and Understanding, (3) Methods in Teaching English to Speakers of Other Languages (ESOL), (4) Curriculum and Materials Development, and (5) Testing and Evaluation of ESOL. This course meets the 60-hour ESOL education requirement for social studies, math, and science teachers (Category II teachers) as determined by the Florida Department of Education. A field experience is required.

### **EDU 341 - ESOL Foundations Cross-Cultural Communication & Applied Linguistics**

#### **3 credits**

*Prerequisite(s): For elementary majors: EDU 320/321, EDU 330, EDU 332, and EDU 334; for middle grades/secondary majors: EDU 328*

*Corequisite(s): For elementary education majors: EDU 360/361, EDU 338, and EDU 343; for middle/secondary majors: EDU 326 or EDU 450/455*

This course covers Domain 1 and 2 of the ESOL Teacher Standards 2010. The focus of this course is on two major topics: culture and applied linguistics. The course will provide pre-service teachers with a knowledge base that focuses on developing cross-cultural understanding and knowledge of applied linguistics to promote instructional practices that are grounded in current research based practices for English Language Learners (ELLs). Additionally the course will address the legal mandate of the Consent Decree, theoretical constructs in the field of second language acquisition, as well as research-based practical applications in the domains of cross-cultural communication and applied linguistics to help pre-service teachers understand, apply and integrate them into meeting the academic and communication needs of ELLs. Field experience is required.

### **EDU 342 - ESOL Applications**

#### **3 credits**

*Prerequisite(s): For elementary education majors: EDU 360/361, EDU 338, EDU 341, and EDU 343; for middle/secondary majors: EDU 341*

*Corequisite(s): For elementary education majors: EDU 460/461, EDU 335, and EDU 339; for middle/secondary majors: EDU 450/455 or EDU 470/471*

This course covers Domains 2, 3, 4, and 5 of the Florida ESOL Teacher Standards (2010). Thus, primary focus will be directed to First and Second Language Acquisition (Domain 2, Standard 2), ESOL Methods (Domain 3), ESOL Curriculum and Materials (Domain 4), and ESOL Assessment (Domain 5). Materials and activities selected for the course will familiarize students with the process of first and second language acquisition; research-based and standards-based best practices for ESOL; available resources and technologies to enhance second language learning; lesson planning, instructional modifications, and assessment practices and tools for ELLs at varying English proficiency levels and from diverse backgrounds. An ESOL field experience is required.

### **EDU 343 - Reading Across the Curriculum**

#### **3 credits**

*Prerequisite(s): EDU 226, EDU 320/321, EDU 330, EDU 332, EDU 334*

*Corequisite(s): 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 various content areas, such as science, social studies, and mathematics. Topics will include literacy in the elementary classroom, assessment, technology and literacy, strategies for vocabulary and meaning instruction, study skills, and writing in the content areas.

### **EDU 344 - Practicum I in Middle/Secondary Schools**

**1 credit**

*Prerequisite(s): EDU 328*

*Corequisite(s): EDU 336 and EDU 350*

This course introduces students to the world of teaching. Students engage in the seminar discussions based on their observations and experiences in the assigned 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, basic classroom management techniques, professional communication and ethics, and becoming a reflective practitioner. This one-credit seminar will focus on synthesizing the knowledge base gained during coursework with the experiences of student in the assigned placement. The one-credit practicum provides an opportunity for the students to begin teaching lessons in a real-world setting. Practicum is Pass/Fail.

### **EDU 345 - Seminar: Becoming a Professional**

**1 credit**

*Prerequisite(s): EDU 228*

*Corequisite(s): EDU 326 and EDU 350*

This course introduces students to the world of teaching. Students engage in seminar discussions based on their observations and experiences in the assigned 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, basic classroom management techniques, professional communication and ethics, and becoming a reflective practitioner. This one-credit seminar will focus on synthesizing the knowledge base gained during coursework with the experiences of student in the assignment placement. 30 hours of field experience are required in the assigned practicum.

### **EDU 350 - Middle and Secondary School Curriculum and Philosophy**

**3 credits**

*Prerequisite(s): EDU 226 or EDU 328*

This course introduces the middle grades and/or secondary education major to the world of education. Students will apply theories of adolescent development to 5th-12th grade students who would attend middle or secondary school and connect appropriate classroom and school-based strategies. They will learn the expectations for professional teachers, with special emphasis on State of Florida standards. Students will learn about the nature of the U.S. schools' structures, policies, and curriculum through research, readings, and discussions with a focus on the development of the middle and secondary school setting.

### **EDU 360/361 - Practicum II and Seminar: Planning**

**3 credits**

*Prerequisite(s): EDU 320/321, EDU 330, EDU 332, and EDU 334; passing all sections of the FTCE General Knowledge exam or the CLAST*

*Corequisite(s): EDU 338, EDU 343, and EDU 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 425 - Educational Management and Organization**

**3 credits**

*Prerequisite(s): EDU 360/361, EDU 343, EDU 338, and EDU 341; or EDU 450/455*

This course offers a broad and critical analysis of classroom management issues, including the major theories regarding understanding and managing student behavior, discussion of effective classroom rules and procedures, school safety, parental involvement, legal issues related to the rights and responsibilities of teachers, and the strategies for creating a positive, safe environment to meet the needs of all students, including English language learners. A field experience is required.

## **EDU 427 - Educational Assessment**

### **3 credits**

*Prerequisite(s):* EDU 360/361 or EDU 450/455 (or concurrently); senior standing or permission of department chair

This course builds on assessment introduced in earlier methods courses and practica. Topics include basic concepts in data analysis for teachers, standardized measures and instructional/assessment design, performance assessment tasks and rubrics, reliability, validity, bias, and statistical measures in testing. Reflective assessment, data evaluation and decision making, and strategies for English language learners are infused in course topics and assignments.

## **EDU 428 - Education Governance, History, and Philosophy**

### **3 credits**

*Prerequisite(s):* EDU 360/361 or EDU 450/455; 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. 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**

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

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

## **EDU 436 - Teaching Writing Across the Curriculum**

### **3 credits**

*Prerequisite(s):* EDU 350

*Corequisite(s):* EDU 470/471

This course explores writing across the curriculum as a tool for learning for students in grades 5-12. Topics include writing as a process; writing in content areas; types of writing; writing workshops; assessing student writing; FCAT Writes!; rubrics; and using peer feedback. It is a required course for all middle school majors, all content specializations.

## **EDU 450/455 - Practicum II Middle/Secondary School Practicum and Seminar**

### **2 credits**

*Prerequisite(s):* EDU 226 or EDU 328, EDU 228, and EDU 350

*Corequisite(s):* EDU 333 for all middle grades and secondary English Majors and EDU 451, EDU 452, EDU 453, or EDU 454

This one-credit practicum and one-credit seminar accompany the methods for teaching in the discipline methods courses, EDU 451, EDU 452, EDU 453, and EDU 454. Students are required to spend one full day or two half days 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. EDU 450 is a pass/fail course.

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

### **3 credits**

*Prerequisite(s):* EDU 226 or EDU 328, EDU 228, EDU 336 - Teaching Reading in the Secondary Content Areas and EDU 350

*Corequisite(s):* EDU 333, EDU 341, and EDU 450/455

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, Next Generation 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/secondary teachers, and reflective practice. Students will implement the lessons created in class while in the practicum (EDU 450/455).

## **EDU 452 - Mathematics Methods in the Middle and Secondary School**

**3 credits**

*Prerequisite(s):* EDU 226 or EDU 328, EDU 228, EDU 336, and EDU 350

*Corequisite(s):* EDU 333, EDU 340, and EDU 450/455

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/secondary 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 Next Generation 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 450/455).

**EDU 453 - Science Methods in the Middle and Secondary School****3 credits**

*Prerequisite(s):* EDU 226 or EDU 328, EDU 228, EDU 336, and EDU 350

*Corequisite(s):* EDU 333, EDU 340, and EDU 450/455

This course explores the methods and problems in the teaching of science in grades 5-12. Students will learn innovative ways of instruction in the biological, earth, and physical sciences for teaching middle/secondary school students. They will practice state teacher certification standards as well as the knowledge defined by the Next Generation 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 450/455).

**EDU 454 - Social Studies Methods in the Middle and Secondary School****3 credits**

*Prerequisite(s):* EDU 226 or EDU 328, EDU 228, EDU 336, and EDU 350

*Corequisite(s):* EDU 333, EDU 340, and EDU 450/455

This course focuses on the knowledge, skills, and instructional methods needed to teach Social Studies in the secondary schools. Students will review the Next Generation Sunshine State Standards in history, geography, civics, and economics as well as pro-social and multicultural education for grades 5-12. Students will also apply knowledge of ESOL Standards and the Accomplished Practices as they plan and teach lessons, and design a multicultural/social studies thematic unit. Students will implement the lessons created while in the practicum (EDU 450/455).

**EDU 458 - Assessing and Differentiating Reading Instruction****3 Credits**

*Prerequisite(s):* EDU 344, EDU 345, EDU 450/455, EDU 451, or EDU 452 or EDU 453 or EDU 454

*Corequisite(s):* EDU 470/471, EDU 425, EDU 436, or instructor's permission

This course provides the Middle Grades major the opportunity to administer and interpret data to differentiate instruction based on assessments of student learning needs. The pre-service teacher will use a variety of assessment tools to monitor student progress and use data-informed analysis to design lessons to enhance 5-9 students' reading ability. They will identify characteristics of struggling and successful readers, as well as students who are English Language Learners. Pre-service teachers will incorporate the use of various strategies in the design of lessons. Special strategies and use of resources for English language learners are infused throughout. Field experiences required.

**EDU 460/461 - Practicum III and Seminar: Integration****3 credits**

*Prerequisite(s):* EDU 360/361, EDU 338, EDU 343, and EDU 341

*Corequisite(s):* EDU 335, EDU 339, and EDU 342

Elementary education majors enroll in EDU 460/461 as part of their third block of study. The course emphasizes cooperative learning, application of teaching methods to meet individual student needs (especially English language learners), utilization of data driven and researched-based reading instruction, systematic problem-solving and exploration of interdisciplinary 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 practicum.

**EDU 470/471 - Practicum III Middle/Secondary Schools Practicum and Seminar****3 credits**

*Prerequisite(s):* EDU 226 or EDU 328, EDU 228, EDU 344, EDU 350, and EDU 450/455

This two-credit seminar and one-credit practicum provide students with opportunities to further explore teaching strategies and methods as well as to gain more experience in real-world classrooms. Students engage in seminar discussions based on their observations and experiences in their practicum placement. Students engage in the reflective-action process as a basis for

professional growth and development. Emphasis will be placed on planning effective lessons and meeting the needs of diverse learners. English specialization middle and secondary grades majors will be assigned to a field placement where they work with ESOL students and are under the supervision of an ESOL-endorsed teacher. In this culminating practicum, students will fulfill the requirements of Competency 5 of the Florida Department of Education's Reading Endorsement and demonstrate knowledge of the components of reading, as well as assessments and data analysis, to implement a comprehensive research-based reading plan of instruction. The practicum, EDU 470, is a pass/fail course.

### **EDU 480 - Internship**

#### **9-11 credits**

*Prerequisite(s):* Completion of all education requirements except EDU 428, which may be taken concurrently with EDU 480/EDU 481; a cumulative 2.50 grade point average; a 2.0 or better in all education courses; and passing all parts of the Florida Teacher Certification Exam.

*Corequisite(s):* 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**

*Prerequisite(s):* All EDU coursework except EDU 428, which may be taken concurrently with EDU 480/481.

*Corequisite(s):* EDU 480.

This course is a problem-solving seminar connected to the full-time, final internship experience. This one-credit seminar will focus on synthesizing the knowledge base gained during coursework with the experiences of the final internship. Students will complete their professional portfolios and learn how to prepare for employment as teachers.

## **Engineering**

### **EGN 220 - Computer Aided Design and Graphics**

#### **3 credits**

*Prerequisite(s):* COM 140

A course in the theory and technique of technical graphics as related to the design process. Emphasis is placed on engineering drawings, measurements and tolerances, three-dimensional computer modeling, graphs, charts, diagrams, and flow charts, and use of spreadsheets for data analysis and graphing.

### **EGN 320 - Circuit Theory and Analysis**

#### **3 credits**

*Prerequisite(s):* MAT 152 or higher, PHY 222 recommended

A course in the underlying science and conventional practices of electrical circuits and basic electronics. Emphasis is placed on circuit analysis, evaluation, and the use of electrical components in engineering designs.

### **EGN 323 - Thermodynamics**

#### **3 credits**

*Prerequisite(s):* PHY 221 or consent of the instructor

In this course students will learn classical engineering thermodynamics and how it applies to both inanimate and animate systems. Topics covered will include energy, entropy, exergy, and enthalpy. The relationship of energy to The First Law of Thermodynamics, and entropy to the Second Laws, will be investigated. Matter will be described in terms of equations of state, ideal gas law, and psychrometry. Power systems will be introduced, and students will learn to perform control volume analysis, and exergy analysis.

### **EGN 325 - Instrumentation**

#### **3 credits**

*Prerequisite(s):* EGN 320 or PHY 222

An introduction to theory, methods and equipment used to measure quantities in the engineering fields. The student will analyze the theory and techniques of voltage, current and power measurements using analog and digital equipment, time-dependent measurements using oscilloscopes and frequency measurements using spectrum analyzers. Computer control of

measurement systems using LabVIEW will be introduced, as will basic hand gauges for measuring physical properties of materials and objects.

### **EGN 330 - Mechanics of Materials**

**3 credits**

*Prerequisite(s): MAT 152 or higher and PHY 221*

This course conveys the theory of material behavior under design loads and the implementation of materials to meet engineering design requirements. Emphasis is placed on stress, strain, torsion, shear, bending, and combined loads, and material response to these loads. In addition, a primer of material science will introduce the student to design and analysis of material requirements.

### **EGN 340 - New Product Development**

**3 credits**

*Prerequisite(s): MAT 201 recommended*

This course will introduce students to reliability analysis as applied to the assessment, development, and management of product and process design functions. This course offers an opportunity to observe the difference between the theoretical and experimental concepts, methodologies, and techniques of reliability and maintainability, as well as the ancillary aspects of quality control, safety engineering, and operational analysis.

### **EGN 350 - Engineering Mechanics**

**3 credits**

*Prerequisite(s): MAT 152 or higher (MAT 231 recommended) and PHY 221*

Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and center of mass, area and mass moments of inertia, friction, internal forces of structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles.

## **English**

### **ENG 002 - Basic Composition Skills**

**3 semester hours**

Basic Composition Skills is designed to help students develop the writing skills they need to succeed in future college-level courses with heavy writing components, including ENG-121. It builds upon the foundation of writing instruction provided in high-school classes and adds a specific focus on college-level writing and Saint Leo University's expectations for student writing skills.

This course does not satisfy a General Education requirement in English or elective credit for the associate's or bachelor's degree.

### **ENG 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of faculty member and Dean/Center Director*

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

### **ENG 112 - Academic Learning Lab II**

**3 credits**

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

### **ENG 114 - Composition and Grammar for Speakers of Other Languages**

**3 credits**

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written English.

### **ENG 115 - College Reading I**

**3 credits**

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

### **ENG 117 - College Reading II**

**3 credits**

*Prerequisite(s):* ENG 115

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

### **ENG 118 - Composition for Speakers of Other Languages**

**3 credits**

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

### **ENG 120 - Listening, Lecture Note-Taking and Speaking**

**3 credits**

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

### **ENG 121 - Academic Writing I**

**3 credits**

*Prerequisite(s):* Passing grade in ENG 002 or satisfactory score on the English Placement Test

The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Offered every semester.

### **ENG 122 - Academic Writing II**

**3 credits**

*Prerequisite(s):* ENG 121

A continuation of ENG 121. Expository writing based on analytical study of literary genres and an introduction to the research process. To ensure competence in oral communications, a speech component is included. Offered every semester.

### **ENG 202 - Creative Writing**

**3 credits**

*Prerequisite(s):* ENG 122 and FAS 101

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

### **ENG 205 - Introduction to Professional Writing**

**3 credits**

*Prerequisite(s):* ENG 122

The application of the modes of discourse to business, technical, and other specialized document contexts, with special emphasis on rhetorical precision, sense of audience and context, and document presentation and appearance.

### **ENG 210CL - Love and Desire in Literature**

**3 credits**

*Prerequisite(s):* ENG 122

A study of representations of love and desire in literature and their various manifestations in different time periods and

cultures. Students will learn and apply basic tools of literary analysis while considering larger questions about the nature of love and desire.

### **ENG 215CL - Monsters and the Monstrous in Literature**

**3 credits**

*Prerequisite(s):* ENG 122

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

### **ENG 220 - Introduction to Literary Study and Research**

**3 credits**

*Prerequisite(s):* ENG 122

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

### **ENG 220CL - On the Proverbial Road: Journeys of Transformation in Narrative**

**3 credits**

*Prerequisite(s):* ENG 122

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

### **ENG 225 - Survey of World Literature I**

**3 credits**

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

Designed to introduce non-English majors to world literature in translation, from ancient civilizations through the 17th century. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

### **ENG 225CL - Writing Wild: Exploring the Four Genres**

**3 credits**

*Prerequisite(s):* ENG 122

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

### **ENG 226 - Survey of World Literature II**

**3 credits**

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

Designed to introduce non-English majors to world literature in translation, from the 18th century through the 20th century. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

### **ENG 227 - Basic Journalistic Writing**

**3 credits**

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

A study for non-English majors of the most significant and influential movements of the 20th century as those movements have shaped the course of human experience. Provides an opportunity for students to discuss and analyze a broad range of writers



from several countries, drawing on cultural and ethnic issues particularly relevant to those writers. Not available for upper-division elective credit in the English major. Offered annually.

### **ENG 312 - Foundations of British Literature I**

**3 credits**

*Prerequisite(s): ENG 220*

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

### **ENG 313 - Foundations of British Literature II**

**3 credits**

*Prerequisite(s): ENG 220*

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

### **ENG 316 - Southern Literature**

**3 credits**

*Prerequisite(s): ENG 122*

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

### **ENG 318 - English Pre-Internship**

**3 credits**

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

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

### **ENG 320 - Foundations of American Literature**

**3 credits**

*Prerequisite(s): ENG 122*

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

### **ENG 321 - The English Novel**

**3 credits**

*Prerequisite(s): ENG 220*

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

### **ENG 323 - History and Structure of the English Language**

**3 credits**

*Prerequisite(s): ENG 122*

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

### **ENG 324 - Writing About Audiovisual Media**

**3 credits**

*Prerequisite(s): ENG 122 and ENG 205*

A course on analyzing and writing about films, plays, and television productions. Students will also read and respond to professional and academic reviews and analysis. Offered in alternate years.

### **ENG 326 - Playwriting**

**3 credits**

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

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

### **ENG 330 - Foundations of American Literature II**

**3 credits**

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

This course is the second in a sequence of courses in American literature for the English major. The course will focus on American literary history from 1865 to the present. Emphasis is on the relationship between literature and culture during certain historical periods from the post-Civil War period through the present and includes an introduction to realism, naturalism, modernism, and postmodernism in American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG-122 and ENG-220.

### **ENG 332 - Creative Non-fiction**

**3 credits**

*Prerequisite(s): 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(s): 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(s): ENG 202*

Technique in writing poetry: theme, imagery, musical devices, and metrics. Offered in alternate years.

### **ENG 336 - Modern Drama**

**3 credits**

*Prerequisite(s): 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(s): ENG 122*

Revolving course offerings focusing on literary communities and texts of diverse cultures such as African American literature, Native American literature, and Latin American literature.

### **ENG 399 - Junior Oral Examination**

**0 credits**

*Prerequisite(s): Junior standing*

Oral examination covering course material from three of the four English Foundations Courses: ENG 312, ENG 313, ENG 320, and ENG 330; the student chooses which three courses for the exam's content. Students must receive a passing score on the exam in order to enroll in ENG 498: Senior Seminar. Given every spring.

**ENG 410 - Reading the Planet-Comparative Global Literatures in Translation****3 credits**

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

This course - as designated by instructor - is intentionally focused on select comparative, non-anglophonic figures and cultural texts in translation from diverse geopolitical regions, genres, styles, movements, and epochs. It provides English majors an opportunity to explore both canonical and non-canonical writers and works of significance normally excluded from the British and American foundation courses, encourages an array of eclectic critical approaches, and continues to refine research tools acquired in both ENG-122 and ENG-220. Seminar format. Offered in alternate years.

**ENG 413 - Studies in Early British Literature****3 credits**

*Prerequisite(s): ENG 220 and ENG 312 or ENG 313*

An in-depth focus, as designated by instructor, on select writers (excluding Shakespeare), movements, genres (excluding the novel), or literary periods in British literature from its beginnings to the 20th century. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the foundations of British literature courses and an opportunity to study authors potentially excluded from the foundations courses. Offered in alternate years.

**ENG 415 - Contemporary Literature's Winners, Losers and Also Rans****3 credits**

*Prerequisite(s): ENG 220*

An intensive study of prose (fiction and nonfiction) and poetry written by award-winning, nominated, and un-nominated but deserving writers. All texts in the class must have been written originally in English and created during the past twenty-five years.

**ENG 420 - Studies in American Literature****3 credits**

*Prerequisite(s): ENG 220 and ENG 320*

In-depth focus, as designated by instructor, on select writers, movements, genres, or literary periods in the study of American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the foundations of American literature course and an opportunity to study authors potentially excluded from the foundations course. Offered in alternate years.

**ENG 422 - Shakespeare****3 credits**

*Prerequisite(s): 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**

*Prerequisite(s): ENG 318, acceptance to the internship by the chair of the department, and approval by the Dean*

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

**ENG 429 - Advanced Directed Study and Research****1-3 credits**

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

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option

is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

### **ENG 430 - The Independent Writer**

**3 credits**

*Prerequisite(s):* ENG 326 ENG 332 ENG 334 OR ENG 335

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

### **ENG 433 - Studies in Modernism and Postmodernism**

**3 credits**

*Prerequisite(s):* 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(s):* ENG 220

Principles and methods of literary criticism and theory, with application of critical methods to works by representative writers in the Western canon. Offered in alternate years.

### **ENG 440 - Selected Topics in Professional Writing**

**3 credits**

*Prerequisite(s):* ENG 205

A rotating topics course that focuses on particular topics in professional writing, including advanced journalism, professional editing, advanced playwriting, advanced verse writing, and advanced fiction writing. Offered in alternate years.

### **ENG 441 - Advanced Journalism**

**3 credits**

This course is designed to expand on the knowledge of the basic journalism class. The focus of the course is to not only on improve writing skills in different areas of journalism, such as feature or editorial writing, but also to strengthen interviewing, presentation, and layout skills. It will also delve into the digital when dealing with how to create online, multimedia articles. The class will also learn to work as a team to create and complete various projects both in and out of class.

### **ENG 450 - Desktop Publishing and Design**

**3 credits**

*Prerequisite(s):* ENG 122

This course will expose students to the essentials of desktop publishing through practical experience. This goal will be accomplished through reading, in-class and out-of-class assignments, quizzes, and tests. Students will learn to create a variety of publications ranging from typography to newsletters to brochures. Particular emphasis is placed on the elements of layout and design. Offered every fall.

### **ENG 498 - Senior Seminar**

**3 credits**

*Prerequisite(s):* Senior standing and passing score on ENG 399: Junior Oral Examination

An in-depth exploration of one or more literary topics, with sessions on graduate schools, career planning, and résumé writing. Required during the fall semester of the senior year for English majors.

## **Environmental Science**

### **ENV 200-400 - Special Topics**

**1-3 credits**

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

This course is designed to enhance the academic experience by offering courses in specialized technical areas outside of the course requirements. Offered as needed.

### **ENV 201 - Geoscience**

**3 credits**

*Prerequisite(s): 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. Students registered for this course must also be registered for ENV 201L. There is one three-hour lecture period scheduled each week. This course is offered on demand.

### **ENV 201L - Geoscience Laboratory**

**1 credit**

*Prerequisite(s): 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. All students registered for this course must also be registered for ENV 201. One three-hour laboratory period is scheduled each week. This course is offered on demand. A course fee may apply.

### **ENV 205 - Oceanography**

**3 credits**

This course will provide an introduction to the study of physical oceanography. Topic to be investigated will include ocean currents, waves, tides, bathymetry, biogeochemical cycles, and the physical and chemical properties of seawater. This course is offered every other year in fall semesters.

### **ENV 330 - Environmental Studies: Creating Sustainable Societies**

**3 credits**

*Prerequisite(s): SCI 101 and SCI 102*

This course is designed to help the student consider how human societies must change in order to create a long-term sustainable interdependent relationship between humans and the rest of the ecosystem. Current rates of human population growth, habitat destruction, energy use, greenhouse gas emissions and climate change, soil erosion and desertification, extinction of species, air and water pollution, living and mineral resource depletion, and waste production point towards an unsustainable future without significant changes. The scientific, social, economic, ethical, political, religious, social justice, and technological aspects of the problems and their solutions will be considered. Students will be challenged to participate in the creation of an ecologically sustainable future. This is a required course for the B.A. in liberal studies.

### **ENV 350 - Global Climate Change**

**3 credits**

*Crosslisted: BIO 350*

*Prerequisite(s): SCI 101 and SCI 102*

This course examines the cause and consequences of global climate change and what individuals and society can do to mitigate the effects of climate change. The emphasis of this course is on the planet as a whole system. A basic overview of physical systems, including the carbon cycle, the role of oceans and ice caps, and how these systems are modeled is stressed. The consequences of climate change, both cultural and biological, and the policy, adaptation and change people can make are examined in detail, as well.

### **ENV 401 - Advanced Environmental Science**

**3 credits**

*Prerequisite(s): 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. All students registered for this course must also be registered for ENV 401L. Three hours of lecture are scheduled each week. This course is offered on demand, traditionally in the fall semester.

### **ENV 401L - Advanced Environmental Science Laboratory**

**1 credit**

*Prerequisite(s): 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. All students registered for this course must also be registered for ENV 401. One three-hour laboratory period is scheduled each week. This course is offered on demand, traditionally in the fall semester.

**ENV 402 - Environmental Regulations****2 credits**

*Prerequisite(s): 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(s): BIO 325*

Students are required to read and discuss current and historical literature and film to give them a broader understanding of environmental issues and ethics. The course will give students exposure to scientific readings documenting environmental transformation, as well as literature that examines how humans value nature and the ethical challenges that environmental change presents. This course is offered on demand, traditionally in the spring semester.

**Fine Arts****FAS 100-400 - Special Topics****1-3 credits**

*Prerequisite(s): Permission of faculty member and Dean/Center Director*

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

**FAS 101 - The Integrated Arts****3 credits**

An interdisciplinary course that introduces students to visual, written, and musical works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts. Regular classroom lectures/discussions will be complemented by live performances and exhibits.

**FAS 110CL - Living the Theatre: Dramatic Skills for all Disciplines****3 credits**

If "all the world is a stage," then everyone can benefit from the skills learned in the theatre. Theatre is a collaborative art form that calls on people with a wide range of skills and abilities to work together to create something special. Through active participation, students will learn the basic principles of performance, design, and operations alongside readings from selected works of noted playwrights and theatre practitioners. By working and studying in such an environment, students learn the applicability of theatre practitioners' skills to life in the theatre and beyond.

**FAS 123 - Introduction to Film****3 credits**

*Prerequisite(s): FAS 101*

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

**FAS 125 - Introduction to Theatre****3 credits**

*Prerequisite(s): FAS 101*

Investigates the imaginative processes involved in creating theatre. Emphasizes the dramatic event, dramatic literature in performance. Examines the roles of audience, actor, playwright, director, and others who collaborate to create the theater experience.

**FAS 127 - Acting****3 credits**

Basic principles of acting open to all majors, including students with no theatre experience. There will be a study and practice of the stylized tradition and the method tradition.

**FAS 220 - Theatre Playhouse 90****1 credit***Prerequisite(s): Permission of instructor*

Theatre performance open to all majors, including students with no theatre experience. Acting, directing, playwriting, and stagecraft will be studied and practiced. May be repeated for credit.

**FAS 222 - Directing****3 credits***Prerequisite(s): ENG 122*

Basic principles of directing open to all majors. Emphasizes the director's artistic and collaborative responsibility for script analysis, blocking, intuitive movement, set design, and lighting design.

**FAS 230 - Theatre Practicum I****1 credit***Prerequisite(s): Permission of the Director of Theatre*

Provides students an opportunity to contribute to the technical aspects of a mainstage production of a full-length play. May be repeated for credit.

**FAS 240 - Theatre Practicum II****1 credit***Prerequisite(s): Permission of the Director of Theatre*

Provides students an opportunity to perform a significant role in a mainstage production of a full-length play and to examine issues related to acting and interpreting dramatic literature. May be repeated for credit.

**FAS 305 - Stagecraft****3 credits***Prerequisite(s): FAS 125*

Planning, execution, and leadership of the technical and administrative elements of theatrical production, including lighting, scenery, audio, properties, costumes, makeup, house management, and stage management.

**FAS 329 - Directed Study: Readings or Research****3 credits***Prerequisite(s): Permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

**FAS 330 - Theatre History and Theory****3 credits***Prerequisite(s): ENG 122 and FAS 125*

The study of the development of theatre as an art form from antiquity to the present. Topics include theatre architecture, genre, and theoretical examinations of the means and goals of theatre. Offered as needed.

**FAS 340 - Dramaturgy I****3 credits***Prerequisite(s): FAS 125*

This course covers analysis of the dramatic text. Study will focus on the forms, styles, and structures of various dramatic pieces and genres. Offered in spring semester.

**FAS 426 - Full-Length Playwriting**

**3 credits**

*Prerequisite(s): ENG 326*

Students in this course will build upon the short-form skills mastered in ENG 326 and modify them to create the long-form dramatic piece. By the end of each term, every student will have completed at least two full-length plays.

**FAS 429 - Advanced Directed Study and Research****1-3 credits**

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

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

**FAS 440 - Dramaturgy II****3 credits**

*Prerequisite(s): FAS 340*

This course covers analysis of the dramatic text within the developmental process. Study will focus on the issues facing dramaturges collaborating with playwrights and directors during the writing and productions process.

**French****FRE 111 - Beginning French I (French Level I-A)****3 credits**

An introduction to the fundamentals of pronunciation, conversation, grammar, and written communication through the acquisition of basic French vocabulary with an introduction to the culture of the francophone world. Open only to students with little or no background in French.

**FRE 112 - Beginning French II (French Level I-B)****3 credits**

*Prerequisite(s): 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(s): FRE 112 or permission of instructor*

A continuation of the study of the French language and its culture. Emphasis on the acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening, reading comprehension, and writing.

**FRE 212 - Intermediate French II (French Level II-B)****3 credits**

*Prerequisite(s): FRE 211 or permission of instructor*

Continuation of FRE 211.

**General Business Administration****GBA 100-400 - Special Topics****1-3 credits**

*Prerequisite(s): Permission of the department chair and Dean*

A variable-content course in general business administration that is designed for a particular class level: freshman (100) through senior (400). The topic is announced in advance of registration. Offered as needed.

**GBA 105 - Introduction to Business****3 credits**

An introductory course in business administration. This course examines business as an active partner in our total economic system. It will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor, and the public.



### **GBA 231 - Business Law I**

**3 credits**

*Prerequisite(s): ENG 122*

The U.S. legal system (constitutional framework), the judicial system, the administrative agency system, the legal theory of the organization (agency law, forms of organization), an organization's legal obligations (torts, contracts, common law, and the Uniform Commercial Code), and public law (employment, securities, antitrust, consumer and environmental protection) are reviewed.

### **GBA 298 - Professional Development Seminar**

**3 credits**

*Prerequisite(s):*

Student must be a sophomore.

This capstone course will focus on the practical application of knowledge attained in all functional business areas studied throughout the course. Course contents include such topics as decision-making methods, active listening, interpersonal communications, written communications, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, barriers to effective management, office politics, PowerPoint applications, non-verbal communication, business etiquette, impromptu speaking, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, business etiquette, coaching/mentoring, conducting meetings, and self-assessment. The student is required to use his or her skills attained in the program to create a comprehensive, innovative, and realistic professional development plan that illustrates how they plan to succeed in their chosen career path. In addition, the student must demonstrate his or her written, oral, and creative skills through the presentation of their Professional Development Plan to the class.

### **GBA 321 - Essential Business Skills**

**3 credits**

*Prerequisite(s): ENG 122 and junior standing*

This course will focus on the practical application of business skills needed by the emerging college graduate. Course contents include such topics as active listening, interpersonal communications, interviewing, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, written communications, barriers to effective management, office politics, PowerPoint applications, nonverbal communication, business etiquette, impromptu speaking, decision making, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, coaching/mentoring, conducting meetings, and self-assessment.

### **GBA 327 - Business Information Systems and Analytics**

**3 credits**

*Prerequisite(s): COM 140 , MAT 201 and MGT 301*

This course is an introduction to management information systems and business analytics, and their strategic role in supporting and transforming modern organizations and management activities. Topics include: role of information systems in business; fundamentals of information technology – hardware, software, communication and computer networks, databases and enterprise systems; ethical issues in the information age, as well as issues of globalization, social impact, privacy, and security. The course also covers fundamentals of business analytics and the application of business intelligence techniques to analyze data to drive informed business decisions.

### **GBA 332 - Business Law II**

**3 credits**

*Prerequisite(s): GBA 231*

An advanced course in the legal aspects of the banking system, an in-depth analysis of the Uniform Commercial Code, financial instruments, bankruptcy, creditor-debtor relationships, and securities regulation. Offered as needed.

### **GBA 334 - Applied Decision Methods for Business**

**3 credits**

*Prerequisite(s): MAT 201*

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

### **GBA 335 - Administrative and Personnel Law**

**3 credits**

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

### **GBA 398 - Integrated Perspectives on Business**

**3 credits**

*Prerequisite(s):* ACC 201 , ACC 202 , ECO 201 , ECO 202 , GBA 231 , GBA 334 , GBA 327 , MAT 201 , MGT 301 , MGT 325 , AND MKT 301 .

This course is designed to integrate the common body of knowledge program components in the Donald R Tapia School of Business and focus its students on applying critical thinking techniques to solve real-world problems and issues. In addition, this class will serve as a review mechanism to prepare the student to take the ETS Major Field Test exam in Business.

### **GBA 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s):* *Permission of department chair and Dean*

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

### **GBA 440 - International Business**

**3 credits**

*Prerequisite(s):* *MKT 301 and MGT 301*

A global perspective that educates students and professionals on the key issues facing international business managers as well as the strategies to operate and manage successfully multinational companies. It provides the tools and knowledge on how to use marketing, finance, operations, human resources, accounting, and logistics to create a sustainable competitive advantage. Basic theoretical principles are combined with real applications to demonstrate how they should be applied in the global business arena.

### **GBA 498 - Strategic Management**

**3 credits**

*Prerequisite(s):* *ACC 202, MGT 325, MKT 301, GBA 334, and senior standing*

This course is a formulation and implementation of strategies for top-level managers. It applies all functional business areas in dealing with organizational challenges. Decision-making crucial to strategy formulation and implementation is applied in a global setting. Additional fees apply for ETS examination and business computer simulation.

## **Geography**

### **GEO 100-400 - Special Topics**

**1-3 credits**

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

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

### **GEO 221 - Introduction to Physical and Cultural Geography**

**3 credits**

*Prerequisite(s):* *Sophomore standing*

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation, and natural resources, along with political, economic, and cultural developments, population, settlement, and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

## **German**

### **GER 111 - Beginning German I (German Level I-A)**

**3 credits**

An introduction to pronunciation, conversation, grammar, and written communication through the acquisition of basic German vocabulary with an introduction to the culture of German-speaking countries. Open only to students with little or no background in German.

**GER 112 - Beginning German II (German Level I-B)****3 credits**

*Prerequisite(s): GER 111 or equivalent of one year high school German*  
Continuation of GER 111.

**GER 211 - Intermediate German I (German Level II-A)****3 credits**

*Prerequisite(s): GER 112 or permission of instructor*

A continuation of the study of the German language and its culture. Emphasis on the acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening, reading comprehension, and writing.

**GER 212 - Intermediate German II (German Level II-B)****3 credits**

*Prerequisite(s): GER 211 or permission of instructor*  
Continuation of GER 211.

**Global Studies****GLO 100 - 400 - Special Topics****1 - 3 credits**

*Prerequisite(s):* Permission of faculty member and Dean/Center Director

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

**GLO 350 - Conflict Resolution****3 credits**

*Prerequisite(s):* SOC 201

This course introduces students to theories and causes of global or international conflict and violence, as well as explores approaches to varied peace processes designed to resolve, manage, and control both non-violent and violent conflict. It takes an interdisciplinary approach towards these issues by considering the social, political, psychological, and economic dimensions of global/international conflict and resolution. Students will learn how to critically assess historic and contemporary sources of global conflict, develop the ability to objectively evaluate events, and contemplate intervention strategies to address various types of conflict, including political conflict, environmental conflict, ethnic conflict, and religious conflict.

**GLO 410 - Systems Thinking****3 credits**

*Prerequisite(s):* SOC 201 and MAT 131 or higher.

This course is designed to introduce students to the systems perspective and its application to global issues. It will present the main theoretical foundations of the approach and examine how large-scale and small-scale environmental, political, social, and economic processes can be analyzed as complex systems. Students will learn to comprehensively assess, discuss and evaluate global issues and how systems theory influences and guides humankind.

**GLO 425 - Internship in Global Studies****3 credits**

Internships are an experiential component of the Global Studies major. They enable students to build on classroom theory by gaining experience under the guidance of a mentor at a host agency, which may be a local, national, or international organization, in the US or abroad. The internships may occur concurrently with GLO 499. Their purpose is to provide students with significant exposure to organizations that face issues related to globalization, conflict, sustainability, and ethically responsible citizenship. Students have the option of fulfilling the internship requirement of 6 credit hours in individual 3-credit

hour increments or performing the 6 credits at one time. In both cases, the 6 credits must take place with the same organization. This is a pass/fail course. Offered Fall, Spring, and Summer

### **GLO 499 - Senior Seminar in Global Studies**

**3 credits**

*Prerequisite(s):* GLO 410

*Corequisite(s):* GLO 425

Offered in conjunction with GLO 425: Internship in Global Studies. The Senior Seminar provides students in the major with the opportunity to reflect on their internship experience and the knowledge and skills they have gained in the major by exploring connections among issues in socio-economic and political development, the environment, and global justice. Students complete an original applied research project related to their internship, under the guidance of a faculty mentor.

## **Health Care Management**

### **HCA 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s):* Permission of department chair and Dean

A variable-content course in health care management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### **HCA 302 - Health Care Organization**

**3 credits**

A descriptive study of the U.S. health care system, including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

### **HCA 303 - Health Care Management**

**3 credits**

*Prerequisite(s):* HCA 302

This is a survey course that examines health care administration from an operational perspective. It serves as a foundation for higher-level health care courses and includes, among other things, quality improvement, risk management, strategic planning, financial planning and control, medical terminology, and medical ethics.

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

**3 credits**

*Prerequisite(s):* Permission of department chair and Dean

Designed for small groups of students who pursue a particular in-depth aspect of health care management that is not covered in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member.

### **HCA 333 - Health Law**

**3 credits**

A basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent, confidentiality, labor relations, patient care, and reimbursement issues. Current medical and ethical questions are examined.

### **HCA 402 - Community Health Evaluation**

**3 credits**

*Prerequisite(s):* HCA 302

A study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

### **HCA 410 - Quality Improvement Methods in Health Care**

**3 credits**

*Prerequisite(s):* HCA 302

An in-depth study of quality improvement philosophy, methodologies, tools, and issues. Emphasis on quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship among quality improvement programs, risk management, and utilization review is closely examined.

### **HCA 425 - Health Care Internship**

**3 - 12 credits**

*Prerequisite(s): GBA 231, HCA 302, MGT 301, and taken during the last 15 hours of residency*

Designed to provide the student the opportunity to integrate all previously learned health care management knowledge and skills. The management area of study and the practicum are mutually agreed upon by the student, the faculty member, and the health facility preceptor. This is a pass/fail course. Waivers may be granted for HCA 425 with the approval of the department chair. The student requesting the waiver must have significant health care management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case-by-case basis.

### **HCA 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

### **HCA 430 - Contemporary and Critical Issues in Health Care**

**3 credits**

This course is an in-depth examination of contemporary and critical issues that are significantly impacting health care organizations, providers, and patients. Students examine legal, cultural, and ethical health care issues as they relate to organizational stability, quality of care, patient and community quality of life, and moral and ethical health care delivery values.

### **HCA 450 - Health Information Technology Management**

**3 credits**

*Prerequisite(s): HCA 302 and junior standing*

This course provides an introduction to health information technology. It covers planning, selecting, implementing, using, and managing health information technology applications. Students will become familiar with needs assessment, system selection, security and confidentiality issues, and contract negotiations. This course examines the role of the health-care manager in the health information technology process. Students will develop problem-solving skills when completing case study assignments and discussion questions regarding health information technology topics.

### **HCA 498 - Health Planning and Policy Management**

**3 credits**

*Prerequisite(s): MGT 301, HCA 402, and taken during the last 15 hours of residency*

A capstone course that integrates health services planning, organization, management, and evaluation. Policy formulation and management are studied. Additional fee applies for ETS examination.

## **History**

### **HTY 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of faculty member*

A variable-content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

### **HTY 110HA - Immigration: The Changing Face of America**

**3 credits**

An exploration of immigration to the United States centered on the nineteenth and twentieth centuries with reference to

current issues related to immigration. This course also examines the countries from which immigrants have come to the United States and the social, political and economic factors that have contributed to immigrants' decisions to leave these countries.

### **HTY 110HM - Native American History & Life: More Than Tipis & Tomahawks**

**3 credits**

*Crosslisted:* SSC 110HM

What do you know about Native Americans? When you think of Native Americans do you visualize scantily clad warriors with bows and arrows, or women sitting by tee pees wearing feathers and beads? Do all Native Americans live on reservations? Do all reservations have casinos? Focusing on the lives of Native peoples prior to European contact, their interactions with Europeans and Africans, their removal to reservations, and their contemporary experiences, this course addresses the many myths and misconceptions associated with Native American history and culture within the United States.

### **HTY 121 - United States History to 1865**

**3 credits**

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

### **HTY 122 - United States History Since 1865**

**3 credits**

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

### **HTY 123 - Western Civilization to 1500**

**3 credits**

A survey of main movements, events, ideas and personalities in the Western World from Ancient Times to 1500 (Sumerians, Egyptians, Assyrians, Persians, Jews, Greeks, Romans, Germanic Barbarians, Judaism, Christianity, Islam, Middle-Ages, European societies and Renaissance). Offered annually.

### **HTY 124 - Western Civilization Since 1500**

**3 credits**

A survey of the principal movements, events, ideas, and personalities in the Western world from 1500 to the present. Offered annually.

### **HTY 225 - Far-Eastern Civilization**

**3 credits**

*Crosslisted:* POL 225

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 227 - Latin America and the Caribbean**

**3 credits**

*Crosslisted:* POL 227

A survey of the principal movements, events, ideas, and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th-century developments. Offered annually.

### **HTY 233 - Modern Middle East**

**3 credits**

*Crosslisted:* POL 233

A survey of the Middle East's historical, political, religious, ethnic and economic forces, from its Islamization to the World Wars, Arab-Israeli conflicts, geo-economic regional oil resources, post-Cold War conflicts, "Arab Spring" instabilities and Islamist terrorism (Al Qaeda to ISIL). Offered annually.

### **HTY 245 - Vietnam War**

**3 credits**

*Crosslisted: POL 245*

*Prerequisite(s): Sophomore standing*

A study of America's political, economic, and military role in Vietnam from 1950 to 1975.

### **HTY 301 - Career Preparation**

**1 credit**

*Crosslisted: POL 301*

This course helps the student to navigate the transition from undergraduate life to graduate school, professional school, or full-time employment.

### **HTY 315 - The American West**

**3 credits**

This course will introduce students to the history of the "Wild West" from the mid-nineteenth to the early twentieth centuries. In addition to the more traditional voices of cowboys, miners, pioneers, outlaws and lawmen, this course will include the perspectives of diverse populations and people that are often relegated to the margins of history books such as Native Americans, Mexican Americans, African Americans, Chinese immigrants, and women. Including the experiences of these often-ignored historical figures provides a more balanced and accurate view of the American West during this period.

### **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 322 - Racial and Ethnic Groups in America**

**3 credits**

*Crosslisted: SSC 322*

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

### **HTY 324 - Sub-Saharan Africa**

**3 credits**

*Prerequisite(s): Junior standing or permission of the instructor*

A survey of the major events, ideas, and problems of Sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War Two independence movements.

### **HTY 325 - Modern Russia**

**3 credits**

*Prerequisite(s): Sophomore standing*

An intensive study of the history and development of Russia since 1900. Offered in alternate years.

### **HTY 328 - China, Japan and Korea 1420 - 1945**

**3 credits**

This course is a study of the historical development of the civilizations of China, Japan and Korea with emphasis on their classical traditions, the impact of Western Imperialism in the 19th Century and the rise of militarism, nationalism, and communism in the 20th century prior to WW II.

### **HTY 329 - Directed Study or Research**

**3 credits**

*Prerequisite(s): 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 330 - Military Strategy: Antiquity to NATO**

**3 credits**

*Crosslisted: POL 330*

*Prerequisite(s): Sophomore standing*

A survey of Military Strategy, warfare and Command leadership from Antiquity and U.S. Military History to NATO and today's conflicts (Ancient Greece, Ancient Rome, Middle-Ages, Balance of Power wars, Napoleonic Wars, U.S. Civil War, World War I, World War II, Cold War, World War III plans, Korean War, Viet-Nam Wars, NATO, Arms Control, Yugoslav Civil Wars, Gulf Wars, Afghan Wars and War on Terrorism). Offered in alternate years.

### **HTY 331 - The American Civil War**

**3 credits**

*Prerequisite(s): Junior standing or permission of instructor*

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

### **HTY 333 - Palestine and Israel**

**3 credits**

*Crosslisted: POL 333*

*Prerequisite(s): Sophomore standing*

A detailed examination of the 20th-century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

### **HTY 335 - Women in American Society**

**3 credits**

*Crosslisted: SSC 335*

A comprehensive examination of the socio-historical position of women and of the changing roles of men and women in American society. Major emphasis is placed on socialization of women; cross-cultural comparison of women; women in United States socio-history; women in contemporary United States; women of color; women and economy; family life and motherhood; women and law.

### **HTY 337 - Legacies of the British Empire**

**3 credits**

*Crosslisted: POL 337*

*Prerequisite(s): Sophomore standing*

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa, and India/Pakistan. Offered in alternate years.

### **HTY 339 - Readings in History**

**3 credits**

*Crosslisted: POL 339*

*Prerequisite(s): Junior standing or permission of instructor*

Students will read intensively about some major themes and events of American history and politics. The course is arranged chronologically, divided equally between the 18th and 19th centuries and the 20th century. In addition to discussing the events and ideas of the past, the course focuses on how historians actually do their research and convey their findings to the public. Students will analyze evidence and sources, historical debates, historical interpretation and arguments, and documentation of evidence. This course serves as a preparation for the Senior Seminar, and students are strongly encouraged to take it first.

### **HTY 340 - British History**

**3 credits**

*Crosslisted: POL 340*

A survey of the principal movements, events, ideas and personalities in British history from Roman times to the present.

### **HTY 341 - The American Revolution**

**3 credits**

*Prerequisite(s): HTY 121*



An analysis of the military strategies and operations of each side in the American War of Independence, along with diplomatic and political aspects.

### **HTY 351 - African American History: From Slavery to Freedom**

**3 credits**

This course explores the history of Africans in the Americas including North American and the Caribbean Islands. Topics covered include the African origins of Africans in the Americas, their capture and enslavement, the institution of slavery in the Americas, the slave family and community, resistance and rebellion, free African Americans, the Abolition Movement, the coming of freedom, and the life after slavery.

### **HTY 395 - Genocide, War-Crimes and Laws of War**

**3 credits**

*Crosslisted: POL 395*

*Prerequisite(s): Sophomore standing*

This course is the second legal-international course and follows up POL 428: International Law and Organizations, but can also be taken independently. It analyzes the global and historic-legal impact of war-crimes, crimes against humanity, and genocide, which violate laws of war and international law, but politico-legal limits weaken prosecuting such crimes by national or international tribunals. Case studies and film clips range from the U.S. Civil War to today, with a brief survey of human rights in the United Nations and the European Union.

### **HTY 422 - Modern Europe**

**3 credits**

*Crosslisted: POL 422*

*Prerequisite(s): Sophomore standing*

A study of the major currents, events, wars, and ideas in European history from the 1870s to the present, focusing on the main European powers of the time. Offered as needed.

### **HTY 423 - The United States in the Twentieth Century**

**3 credits**

*Prerequisite(s): HTY 121 or HTY 122*

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

### **HTY 424 - American Popular Culture**

**3 credits**

*Crosslisted: SOC 424*

*Prerequisite(s): HTY 121 or SOC 121*

This course focuses on the rise of American popular culture beginning shortly after the end of WWII and continuing to the present. The course makes use of multiple access points from music to film to TV to poetry to social networking to examine the ways that popular culture in US society changed and by extension how American pop culture has transformed the world.

### **HTY 425 - Internship**

**3-6 credits**

*Crosslisted: POL 425*

*Prerequisite(s): Junior or senior standing*

The internship is intended to be offered to students who have no previous professional political or historical work experience. It is a 150-300-hour unpaid, supervised internship that may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency. Interns may work for campaign organizations; at the local offices of state or national elected officials; with municipal, county, or state agencies; public interest organizations (NGOs); international organizations; museums; and historical societies and associations. This is a pass/fail course. Offered annually.

### **HTY 426 - American Foreign Policy**

**3 credits**

*Crosslisted: POL 426*

*Prerequisite(s): Sophomore standing*

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

### **HTY 427 - History of Ideas**

**3 credits**

*Crosslisted: POL 427*

*Prerequisite(s): Junior standing or permission of instructor*

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

### **HTY 428 - Far-East Since 1945**

**3 credits**

*Prerequisite(s): Sophomore standing*

A survey of the internal development and international relations of the Far-Eastern nations since the end of World War II.

### **HTY 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s): Permission of faculty member*

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

### **HTY 430 - Role of the Military in the Modern World**

**3 credits**

*Crosslisted: POL 430*

*Prerequisite(s): Sophomore standing*

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

### **HTY 499 - Senior Seminar in History**

**3 credits**

*Prerequisite(s): Senior standing in history*

Directed research and the development and presentation of a senior thesis on a significant historical issue. Offered annually.

## **Honors**

### **HON 100-400 - Special Topics**

**3 credits**

*Prerequisite(s): Admission to the Honors area of study and permission of faculty member and Dean*

A variable-content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the Honors Program course requirements, excluding HON 498 and HON 499. Offered as needed.

### **HON 101 - Honors Freshman Apprenticeship**

**1 credit**

*Prerequisite(s): 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. Repeatable for credit.

### **HON 150 - The Classical World View**

**3 credits**

*Prerequisite(s): 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(s): 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(s): Admission to the Honors area of study or sophomore standing and permission of faculty member*

Students read and discuss important works by diverse authors spanning the broad period from Renaissance through Enlightenment. Essays, poetry, drama, novels, and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation. Offered annually.

### **HON 251 - Scientific Revolutions**

#### **3 credits**

*Prerequisite(s): 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(s): Admission to the Honors area of study and permission of faculty member and Dean*

Designed for small groups of students to pursue in-depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion. Offered as needed.

### **HON 350 - The Human Condition Re-examined**

#### **3 credits**

*Prerequisite(s): Admission to the Honors area of study or junior standing and permission of faculty member*

A collectively led seminar on 19th and early 20th century post-Enlightenment developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology, and technology. Supervised by the faculty member, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western world's concept of human nature. Offered annually.

### **HON 351 - The Contemporary World View**

#### **3 credits**

*Crosslisted: HON 350*

*Prerequisite(s): HON 150 , HON 151 , HON 250 , HON 251 AND HON 350*

A seminar on late 20th and early 21st century thought, culture, and religion. Students read and discuss contemporary best-selling works of fiction and non-fiction. Through these works a variety of disciplinary perspectives are brought to bear on significant issues of social justice, multiculturalism, and globalization. Students are required to select for themselves, critically review, and present to the class the insights of a thematically associated scholarly text in order to demonstrate that they are prepared for lifelong learning. Offered annually.

### **HON 429 - Advanced Directed Study and Research**

#### **1-3 credits**

*Prerequisite(s): Admission to the Honors area of study and permission of faculty member and Dean*

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

### **HON 498 - Honors Research Methods**

**1 credit**

*Prerequisite(s): 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. Pass/Fail Offered annually.

### **HON 499 - Senior Honors Project**

**3 credits**

*Prerequisite(s): Senior standing and HON 498*

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the Dean. See the Honors Area of Study guidebook for further details. Offered annually.

## **Human Resources Management**

### **HRA 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

### **HRA 329 - Directed Study: Readings or Research**

**3 credits**

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

Designed for small student groups to pursue in-depth a particular aspect of human resources administration that is not covered in regular courses. The course is taught in seminar fashion and requires 36 contact hours. Offered as needed.

### **HRA 330 - Occupational Safety, Health and Security**

**3 credits**

*Prerequisite(s): MGT 331*

The course is designed to identify key occupational health, safety, and workplace security theory and concepts. Legal and regulatory issues affecting health-related programs and policies and employers' liabilities. Current practices are reviewed.

### **HRA 335 - Recruitment, Selection and Placement**

**3 credits**

*Prerequisite(s): MGT 331*

Focuses on people as strategic resources whose availability and capabilities influence organizational effectiveness. Strategies for attracting, assessing, acquiring, and withdrawing personnel are studied. Implications of planning and implementing staffing policies are discussed. Offered as needed.

### **HRA 340 - Organizational Training & Development**

**3 credits**

*Prerequisite(s): MGT 331*

Theory and technology of organizational training and development are studied. Learning theory and its applications to training, methodology for training evaluation, and forces shaping future training and development needs are included.

### **HRA 360 - Total Compensation**

**3 credits**

*Prerequisite(s): MGT 331*

An examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation, wage surveys, incentives, pay equity, benefits, and compensation strategy.

### **HRA 422 - Global Human Resource Management**

**3 credits**

*Prerequisite(s): MGT 331 and GBA 440*

This course emphasizes a practical approach to the diverse issues encountered in the field of Human Resources

internationally. Students will learn about international HR best practices including understanding cultural differences and norms in the workplace, cross-cultural communication, international employment regulations issues, the role of labor organizations abroad, the role of HR and labor in developing nations, and multicultural and international labor relations.

### **HRA 425 - Human Resource Internship**

#### **3-12 credits**

Provides students with an opportunity to work with professionals in the areas of human resource management. The faculty-supervised internship experience may take place in a wide variety of human resource settings where students will learn to address and overcome the many macro and micro obstacles that are a natural and integral part of the internship experience such as developing effective relationships and putting classroom theory into practice. Waivers may be granted for HRA 425 with the approval of the department chair. The student requesting the waiver must have significant human resource management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case-by-case basis.

### **HRA 429 - Advanced Directed Study and Research**

#### **1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

### **HRA 498 - Human Resources Strategic Planning**

#### **3 credits**

*Prerequisite(s): HRA 335, HRA 340, HRA 360, and senior standing*

A capstone course designed to integrate previous core courses through a review of the HR body of knowledge. Course content analyzes the basic understanding and practical tools that HR administrators commonly use to meet an organization's employees' challenges. In addition, this course prepares graduating seniors to sit for the "Professional Human Resources" (PHR) certification examination. Additional fee applies for ETS examination.

## **Human Services**

### **HUS 100-400 - Special Topics**

#### **1-3 credits**

*Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in human services that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of a specific topic, such as family violence of 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 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 311 - Methods of Social Research: Quantitative**

### **3 credits**

The first of two courses in the Human Services research methods sequence. This course covers basic elements of the use of the scientific method in social science research. Topics covered include techniques and methods of quantitative social research as they relate to hypothesis testing, research design, measurement, quantitative data collection methods (surveys, experiments, and single subject design), and statistical data analysis. The ethics, politics, and uses of social research in the Human Services, including how to develop and submit a research proposal to an agency review board, are included. Fundamentals of descriptive and inferential statistics used in social science research will be presented. Students will learn to assess the validity of existing research and to interpret it to guide decision-making as Human Services professionals.

### **HUS 312 - Methods of Social Research: Qualitative**

#### **3 credits**

The second of two courses in the Human Services research methods sequence. This course covers techniques and methods of qualitative social science research as it relates to Human Services practice. Topics covered include the necessity of field research in our work with clients and agencies, in-depth interviewing, observation, focus groups, unobtrusive research methods, and case studies. Focus will be on a review of social science literature, conceptualization, sampling, ethical issues in qualitative research, how quantitative and qualitative research differ, statistics to use in qualitative studies, analysis of data, reporting of research findings, program evaluation, and writing for research in grant proposals and report writing. Students will learn how to read and design qualitative research proposals for use in Human Services.

### **HUS 335 - Interpersonal Helping Skills**

#### **3 credits**

*Prerequisite(s): Junior standing in Human Services*

This is a skills-based course which introduces the student to generalist practice in a variety of human services settings emphasizing micro, macro, and mezzo approaches. Students will become familiar with the Council of Standards for Human Services Education (CSHSE), including understanding human systems, professional identity, assessment, treatment planning, evaluating, use of theoretical interventions, self-assessment, and awareness of ethical issues. The professional Code of Ethics for Human Services will be used to study values and their implications in practice. This course is designed as a lab where students can begin to practice, give, and receive feedback on their skills from the instructor and their classmates. Students will learn how to use assessment tools like eco-maps and genograms, develop case assessments and treatment plans, role play client/worker situations, review videotapes of role plays, and learn to give and receive feedback during class discussions. This course will present practice cases on people of various ethnic backgrounds, women, children, the aged, and the disabled. It will emphasize the impact of discrimination, economic deprivation, and oppression of various groups. Students will work in dyads to develop interviewing skills, will work in small class groups to develop teamwork skills, and will use the Internet in skill activities.

### **HUS 337 - Intellectual & Developmental Disabilities**

#### **3 credits**

*Prerequisite(s): HUS 121*

The general elective course is designed to prepare students for work with those with intellectual and developmental disabilities. It will introduce students to the etiology and conditions of disabilities, trends, and issues in working with disabilities, supports and interventions available, as well as the role of advocacy. Current legislation will be explored in its relationship to services provided for those with disabilities and their families such as educational programs, mental health counseling, speech and physical therapies, and residential care.

### **HUS 340 - Group Skills for the Human Services**

#### **3 credits**

*Prerequisite(s): Junior standing in Human Services and HUS 335.*

Group Skills for the Human Services explores the different stages of groups, group structures, organization, and functions. Students will learn about the different types of groups, their purpose, and ethical and multicultural issues found in all types of groups. Additionally, students will learn how to use specific skills in the various stages of group work. In this course, there is a heavy emphasis on experiential learning processes where students learn about group processes via group exercises in class.

### **HUS 342 - Issues and Practice in Child Welfare**

#### **3 credits**

*Prerequisite(s): HUS 121*

This is an elective course which is designed to prepare students for work with children and families. It will introduce students to current issues effecting children and families today such as poverty, lack of health care, child abuse and neglect, juvenile

delinquency, substance abuse, bullying, homelessness, and teen pregnancy. Current legislation will be explored in its relationship to services provided for children and families such as educational programs, mental health counseling, foster care and adoption, day care programs and residential. Practice issues as they relate to working with children and the families will be explored with an emphasis on skill development in group work, case management, resource and referral, case assessment and treatment planning. Best practices for program development with children and families will also be discussed.

### **HUS 345 - Social Policy for the Human Services**

**3 credits**

*Prerequisite(s): Junior standing in Human Services*

This course attends to the major aspects of social welfare in the United States. The course will focus on the policy-making process, the government and social welfare, and understanding and preventing poverty. Current social welfare programs will be examined in order to ascertain patterns of service provision, and evaluating programs to determine effectiveness in meeting human need. The role of social policy in American society and implications for the human services professional are examined. Students will be taught the process of policy formulation and the frameworks for analyzing current social policies utilizing the principles of social and economic justice.

### **HUS 347 - Theories and Practice in Aging**

**3 credits**

*Prerequisite(s): HUS 121*

This course is designed to prepare students for work with aging adults. It will introduce students to current issues effecting seniors today such as health care, finances and economics, retirement and work, victimization by fraud, family life, housing and transportation, death and dying, and personal health/mental health concerns. Current legislation will be explored in its relationship to services provided for aging adults such as Medicare, social security, senior centers, mental health counseling, nursing home care, adult day care programs, and other community programs. Practice skills will be taught regarding case management, assessment, treatment planning, group work, and resource and referral with this population.

### **HUS 410 - Human Services Administration**

**3 credits**

*Prerequisite(s): Senior standing in Human Services and HUS 121, HUS 335, HUS 340, and HUS 345.*

This course provides students with an understanding of the components of human services administration and management. It focuses on both indirect and direct service utilization, attention to organizational theory relevant to the human services, and skills necessary for the effective management and administration of human services organizations.

### **HUS 423 - Field Placement I, Module 1**

**6 credits**

*Prerequisite(s): Taken in second to last term of residency after completion of all other major coursework. Specific prerequisites are HUS 121, HUS 311 HUS 312*

*HUS 335, HUS 340, HUS 345, HUS 410, PSY 325, PSY 327, SOC 121, SSC 328 or SSC 337.*

This may be taken instead of HUS 425 and must be completed before enrolling in HUS 424. It is the first module of the final supervised field placement in a human service organization for a minimum of 175 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. This is a pass/fail course. Offered as needed. Course fee may apply.

### **HUS 424 - Field Placement I Module 2**

**3 credits**

*Prerequisite(s): Taken in last term of residency after completion of all other major coursework, including HUS 423. Specific prerequisites are HUS 121, HUS 311, HUS 312, HUS 335, HUS 340, HUS 345, HUS 410, PSY 325, PSY 327, SOC 121, SSC 328 or SSC 337.*

*Corequisite(s): 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 175 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. This is a pass/fail course. Offered as needed. Course fee may apply.

## **HUS 425 - Field Placement III**

**9 credits**

*Prerequisite(s): Taken in place of HUS 423 and HUS 424.*

*Taken in last semester of residency after completion of all other major coursework. Specific prerequisites are HUS 121, HUS 335, HUS 340, HUS 345, HUS 410, PSY 325, PSY 327, SOC 121, SWK 321, SOC 322, SSC 328/CRM 328 or SSC 337.*

*Corequisite(s): HUS 498.*

This is a supervised field placement in a human services organization for a minimum of 350 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. This is a pass/fail course. Offered as needed. Course fee may apply.

## **HUS 429 - Advanced Directed Study and Research**

**3 credits**

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

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

## **HUS 498 - Senior Seminar**

**3 credits**

*Prerequisite(s): Generally taken in last term of residency after completion of all other major coursework. Specific prerequisites are HUS 121, HUS 335, HUS 340, HUS 345, HUS 410, PSY 121, PSY 325, PSY 327, SOC 121, SWK 321, SWK 322, SSC 328/CRM 328 or SSC 337.*

*Corequisite(s): HUS 424 or HUS 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.

## **Humanities**

### **HUM 110CL - Giants of the Arts**

**3 credits**

Giants of the Arts will define those artists who, through the test of time, have been recognized as true masters; whose works advanced their art form(s), who become a significant influence within their field(s), and who continue to influence contemporary artists today. Students will examine how these artists used the components of their art form(s), why these artists are considered "great," what their greatest contributions are to our society, and how these artists affect our artists today. Students will also consider the qualities of "masterful" creative endeavors and contemplate how the artists' gifts to our world improve and deepen our lives.

### **HUM 110HM - Television and the American Family: Your Shows, My Shows**

**3 credits**

This course explores six decades and three eras of American television as it pertains to the depiction of the American family. Beginning with the early years, which saw the family as a haven, students will learn how television influenced families and how families as a whole influenced television. The course then moves on to the conflict years of television families and then to the postmodern period, in which the concept of family has become fragmented and subject to debate and redefinition.

## **Interdisciplinary Inquiry in the Arts**

### **IDS 201 - Introduction to Interdisciplinary Inquiry in the Arts**

**1 credit**

*Prerequisite(s): 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 210HM - Once Upon a Time: Readings in Folklore and Culture**



**3 credit**

*Prerequisite(s):* ENG 121

This course enables students to explore cultures around the world through the lens of folklore. These stories have helped shape their originating cultures by preserving political ideologies, standards, ethics and belief systems. Students will read a variety of folklore (folktales, fairy tales, legends, myths, etc.) as a means to analyze the cultures from which they originated.

**IDS 310 - The Creative Process****3 credits**

*Prerequisite(s):* ENG 122

The Creative Process is an interdisciplinary course that will explore creativity both through theory and practice. We will study what historical and contemporary theorists, philosophers, and researchers have said about creativity and we will study what creative people in the arts, sciences, and business report about their own creative process. To strengthen our understanding of the various theories of creativity and to enhance our own creativity, we will become scholar-practitioners who actively explore and test these theories in our own work. This course is writing intensive and reflects the University's core values of integrity, community, responsible stewardship and, most especially, personal development.

**IDS 340 - International Influences in Arts and Humanities in the Western World****3 credits**

*Prerequisite(s):* ENG 122

A variable-content course focusing on the artistic reciprocity between British and American cultures and significant Western cultures, emphasizing the dynamic relationship between art and literature, and including the tensions and trends which influence this relationship. Sample versions of this course have included "The Influence of Art and Literature of United Kingdom and Ireland," "The Influence of Art and Literature of France," and "The Influence of Art and Literature of Italy." Students complete this course with a required week abroad. This course is writing intensive and reflects the University's Benedictine-inspired value of community. This course may fulfill one upper-division English elective requirement in the English major.

**IDS 420 - Interdisciplinary Inquiry in the Arts Project****2 credits**

*Prerequisite(s):* 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 Tourism and Hospitality Management****IHT 100-400 - Special Topics****1-3 credits**

*Prerequisite(s):* 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 120 - Introduction to Hospitality Management****3 credits**

One of the world's fastest growing industries, the hospitality industry provides service to people while traveling away from home. This course will open student's eyes to an exciting and ever changing industry as a viable career choice. Heavily reliant on guest service, hospitality requires many line workers/staff and the managers to direct them properly. Introduction to Hospitality Management will examine various segments of the industry and the range of jobs that are available. Segments such as hotels, food and beverage, cruise ships, and gaming etc. will be explored.

**IHT 130 - Introduction to International Tourism****3 credits**

This course will provide students with an overview of how tourism's many components function as a system to create the world's largest industry. It will examine tourism's four main operational sectors that serve both business and pleasure travelers, its three main impacts, its primary business functions, and its many fascinating career opportunities on a worldwide basis.

## **IHT 205 - Traveling the World for Fun & Profit**

### **3 credits**

International tourism will play an integral role 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. Its goal is to prepare them to receive the most benefits from their travels and to leave the most positive impacts on the people and places they visit. Tourism's multi-disciplinary character will also be discussed to highlight its potential relevance and application to a wide variety of majors and career interests, as well as to the many employment and business opportunities that are available within the tourism industry on an international basis.

## **IHT 210 - Guest Service Management**

### **3 credits**

*Prerequisite(s):* IHT 120

As hospitality managers it is important to understand that the goal of hospitality is to create experiences for our guests. Guest service is an essential component of the guest experience. This course will examine the principles of service excellence as well as the skills required to create a service culture of excellence in any hospitality organization.

## **IHT 305 - Restaurant Management**

### **3 credits**

*Prerequisite(s):* IHT 120

Operational management of a successful food service facility is studied. Restaurant characteristics, menu planning, service techniques, kitchen design, sanitation and safety, and food handling from ordering to preparation are featured.

## **IHT 310 - Lodging Management**

### **3 credits**

*Prerequisite(s):* IHT 120 and IHT 130

This course examines the organizational structure and staffing of various lodging facilities such as hotels, vacation ownership resorts and bed and breakfast inns. This includes the activities, duties, functions, and systems required to manage and operate them profitably. This course also emphasizes the interdependent relationship between departments which is crucial for the success of a lodging facility.

## **IHT 315 - Tourism Management**

### **3 credits**

*Prerequisite(s):* IHT 130

This course examines the various fundamental elements of destination management that are used to create a sustainable and competitive tourism industry. Topics include international tourism organizations and tourism policy, planning, development, and regulation. Tourist behavior is also studied, including purpose of travel, the destination selection and buying process, and characteristics of travel flows.

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

### **3 credits**

*Prerequisite(s):* IHT 120 and IHT 130 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 330 - Meetings and Event Management**

### **3 credits**

This course examines the lucrative MICE industry (meetings, incentives, conventions, and expositions). It will explore the major sectors of the industry (i.e. venues, sponsorship, exhibitions destination management companies (DMV's), convention and visitors bureaus (CVB's), as well as industry terms and vocabulary.

## **IHT 340 - Ecotourism**

**3 credits**

*Prerequisite(s):* IHT 130

This course examines the principles and practices of ecotourism, a form of sustainable tourism that is utilized worldwide to protect nature, preserve culture, support conservation, enhance local economies, and educate tourists. Discussions will focus on ecotourism issues and examples throughout the world.

**IHT 350 - Heritage Tourism****3 credits**

*Prerequisite(s):* IHT 130

This course examines the principles and practices of heritage tourism and its role in the attractions mix. Topics include preservation and presentation, themes and settings, tangible and intangible resources, legal and financial issues, planning and marketing of heritage tourism products, and the importance of UNESCO World Heritage Sites.

**IHT 410 - Resort and Private Club Management****3 credits**

*Prerequisite(s):* IHT 120 and IHT 310

Tourists have visited seaside and mountainside resorts for centuries. With the advent of the jet age, the resort industry has expanded to provide a variety of resorts based on specific recreational activities, climates, and natural resources. This course studies how these all-inclusive mini-destinations are promoted, and managed. In addition, the course will study the history, development, operation and management of various private clubs including yacht, country and city clubs.

**IHT 416 - World Destinations I: Americas, Caribbean, Europe****3 credits**

*Prerequisite(s):* IHT 130

Destinations in the Americas, Caribbean, and Europe are among the most advanced in the world and are leaders in inbound, outbound, and domestic tourism. This course examines the tourism industries in this part of the world by region and by country to discover their individual tourism resources, organizations, operational capacities, levels of development, linkages, and tourism flows.

**IHT 417 - World Destinations II: Asia, Pacific, Australia, Africa and Middle East****3 credits**

*Prerequisite(s):* IHT 130

Many of the destinations within Asia, the Pacific, Australia, Africa, and the Middle East are well-developed, while others have vast potential that will be utilized when political and economic conditions permit. This course examines this part of the world by region and by country to discover their individual tourism resources, organizations, operational capacities, levels of development, linkages, and tourism flows on an inbound, outbound, and domestic basis.

**IHT 425 - Internship in International Tourism and Hospitality Management****3-12 credits**

*Prerequisite(s):* *Permission of IHT Academic Advisor*

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(s):* *Permission of department chair and Dean*

This course is an intensive study for individual students interested in a specific hospitality and tourism topic that is not covered in a regular course. It can also be used as an independent study for students who are traveling internationally or studying abroad. Offered as needed.

**IHT 498 - Senior Seminar in International Tourism and Hospitality Management****3 credits**

*Prerequisite(s):* *Senior standing and completion of all other IHT requirements (except IHT 425)*

This is a research-driven, portfolio-building capstone course that requires students to prepare and present a research paper that focuses on the specific career path they intend to take within one of the four main sectors of the tourism industry. It will include the steps they must take to reach their career goals and the issues and challenges they expect to encounter. Discussions, presentations, and progress reports will be guided and supplemented by input from the instructor and guest speakers. Additional fee applies for ETS examination.

## **Liberal Studies**

### **LBS 201 - Critical Thinking in the Liberal Studies**

**3 credits**

*Prerequisite(s): ENG 122*

This is an online course that develops critical and analytical skills necessary to engage in courses in the liberal studies major. Through readings reflecting representative disciplines included in the major, students will begin to improve their ability to think effectively and express themselves through clear, cogent writing.

### **LBS 330 - Mathematical Inquiry**

**3 credits**

*Prerequisite(s): MAT 131*

Topics include rigorous thought, number contemplation, geometry and contortions, meaning from data, and uncertainty.

### **LBS 498 - Exploration in the Liberal Studies**

**3 credits**

*Prerequisite(s): Senior standing and completion of 24 hours in the major*

Explorations in the Liberal Studies is the capstone course for the Liberal Studies major. This course will provide an in-depth study of a single text and its connections to the disciplines studied in the major. Students will base a senior research project on a theme or issue related to the text, taking a particular perspective from the social sciences, the natural sciences, the humanities/fine arts, or business, allowing students to apply and integrate their earlier learning in the liberal studies courses.

## **Management**

### **MGT 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

### **MGT 301 - Principles of Management**

**3 credits**

*Prerequisite(s): ENG 122 and second-semester sophomore standing*

An introductory course in management as a discipline and a process. Major topics include the evolution and scope of management, decision making, planning and strategy, organizing and staffing, leading, and control and change. The importance of management in the global environment and ethical considerations of management decisions are also included.

### **MGT 309 - Introduction to Logistics Management**

**3 credits**

*Prerequisite(s): MGT 301*

An introduction to the field of logistics management, the management of products and services within the firm. Included will be a review of the entire field and its application in the business world. Included are purchasing, logistics throughput, manufacturing and quality management and improvement, demand management, packaging and materials handling, cargo transportation, distribution, warehousing and inventory management, logistics analysis, and international logistics within the global firm.

### **MGT 312 - Introduction to Project Management**

**3 credits**

*Prerequisite(s): GBA 334, MAT 201, and MGT 301*

This course defines a project and assists project managers in accomplishing goals efficiently and effectively by applying

knowledge, skills, tools, and techniques. Quantitative and qualitative skills are developed. Human behavior, organizational knowledge, and negotiation are qualitative skills, and Program Evaluation and Review Techniques (PERT), Critical Path Method (CPM), risk analysis, budgeting and cost estimation, event sequencing, and auditing are quantitative skills. Students are taught how to manage inputs and product outputs while gaining buy-in from stakeholders before commencement.

### **MGT 315 - Project Risk Management, Cost Analysis, and Decision Making**

**3 credits**

*Prerequisite(s): MGT 312*

This course is an in-depth analysis of the steps involved in identifying, analyzing, evaluating, and controlling project costs and risks, and making decisions to effect project completion. State-of-the-art tools and techniques for identifying, measuring, and monitoring costs and risks in the project management environment are examined. Cost estimating, cost budgeting, activity-based costing, and cost control techniques are emphasized. Decision analysis and decision tree techniques are studied to include expected value, minimax, and maximin criteria. Also covered will be areas of flawed decision-making, including such topics as groupthink, the domain of losses, the domain of gains, the Abilene paradox, the Milgram experiments, and the Asch effect. The course covers how a comprehensive risk management approach can enable a project team to make the correct decisions to manage issues proactively and costs that could adversely impact the success control and completion of a project.

### **MGT 320 - Entrepreneurship I**

**3 credits**

*Prerequisite(s): ACC 201, ACC 202, and MGT 301*

This course introduces the student to the process used in the creation of an effective business plan. The economic, social, and cultural impact of entrepreneurship in the United States will be investigated. The analytical tools necessary to evaluate business strategies and creating a market-based competitive advantage will be stressed. Topics such as forms of ownership, franchising, and the analysis of purchasing an existing business will be covered. The student will be taught the basis of developing a financial plan, managing cash flow, and integrating the marketing plan with the financial and legal analysis to produce a business plan.

### **MGT 322 - Project Teamwork and Leadership**

**3 credits**

*Prerequisite(s): MGT 312*

Project Teamwork and Leadership examines the human factors in project management. The primary goal of this course is to understand, predict, and manage human performance in a team environment. This course evaluates management styles, leadership skills, and conflict resolution, emphasizing the critical importance of positive, mutually beneficial interactions among the team and critical partners as they pursue a common goal. Topics include exerting influence beyond team boundaries, motivating a diverse workforce, facilitating team decisions, resolving interpersonal conflicts, managing difficult people, strengthening team accountability, and communications.

### **MGT 325 - Finance for Managers**

**3 credits**

*Prerequisite(s): ACC 202*

An introduction to the principles of corporate financial management. The principles apply also to other forms of business, governments, and nonprofit organizations. The time value of money is emphasized in investments of real or financial assets. Planning for current assets and liabilities and long-range capital is covered. Risk and expected values (statistics) are used in the planning and assessment of investments. Also, the knowledge of different kinds of markets is described along with some financial theories.

### **MGT 327 - Management Information Systems**

**3 credits**

*Prerequisite(s): MGT 301 and COM 140*

A study of important uses of information technology in organizations. Issues studied include information requirements and flow, system design and analysis methodologies, the generation and accumulation of data for decision making, and the implementation and control of information systems.

### **MGT 329 - Directed Study: Readings or Research**

**3 credits**

*Prerequisite(s): 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(s): ENG 122*

This course is designed to identify and explore the various human resource functions that create a cohesive framework leading to the achievement of organizational effectiveness through enlightened human resource systems management. This is a basic course for "operating managers" as well as "human resource managers."

### **MGT 342 - Transportation and Distribution Management**

**3 credits**

*Prerequisite(s): MGT 309 and GBA 334*

An introduction to the field of transportation and distribution management, including logistics interfaces with transportation and distribution, distribution systems and cost and service optimization, packaging and materials handling, and the special characteristics, advantages, and limitations of the different modes of transportation.

### **MGT 350 - Entrepreneurship II**

**3 credits**

*Prerequisite(s): MGT 320*

This course builds on the material learned in MGT 320 and focuses on the actual management of an ongoing new business. Detailed materials are presented in marketing, finance, location and layout, purchasing, quality management, vendor analysis, inventory control, human resources, management succession, and risk management.

### **MGT 377 - Procurement, Purchasing and Vendor Management**

**3 credits**

*Prerequisite(s): MGT 309*

This course is an introduction to the field of procurement, purchasing, and vendor management, including an overview of inbound logistics and its relationship to purchasing processes and strategies, including cost and price considerations, vendor assessment, legal aspects of a purchasing contract, inbound quality issues, and materials management.

### **MGT 410 - Quality Improvement and Management**

**3 credits**

*Prerequisite(s): MGT 309 and GBA 334*

This course is an extensive coverage of quality management, to include an understanding of quality principles; the integration of quality management, logistics management, and project management; knowledge of the effect of variation in manufacturing and service industries; quality assurance and acceptance management; the understanding and proficiency in the mechanics of statistical process control; and the follow-on statistical experimentation and testing to improve manufacturing and service processes.

### **MGT 412 - Organizational Behavior and Development**

**3 credits**

*Prerequisite(s): MGT 301*

Organizational behavior is simply the study of human behavior in organizations. The overriding goal of this course is to understand, predict, and control human behavior. Therefore, it is necessary to study both individual and group behavior from a theoretical standpoint. Topics to be addressed include leadership, motivation, communication, decision making, and organizational culture.

### **MGT 415 - Global Supply Chain Management**

**3 credits**

*Prerequisite(s): MGT 301 and MKT 301*

Business logistics and supply chain managers face a growing demand to produce higher quality products at a lower price worldwide. This course covers the key techniques and methods on how to manage a company's logistics and supply chain management operations in the global economy. Logistics involves the complex coordination of people, products, supplies, equipment, facilities, and transportation. It follows the flow of goods from raw materials to the delivery of finished products and services. Logistics is a key driver of globalization and facilitator of international trade and development. This course reflects these characteristics by adopting a truly global perspective. Special emphasis is given to the link between global logistics, company profitability, risks to the supply chain, and the design of sustainable logistics and supply chain systems. These complex

systems serve as proprietary assets for companies as they are not easily duplicated and provide a notable advantage over competitors lacking similar systems.

### **MGT 417 - Logistical Inventory Control and Materials Management**

**3 credits**

*Prerequisite(s): MGT 309 and GBA 334*

This course focuses on the role of materials management in modern organizations, the methods of forecasting demand, the assessment of economic lot sizes, and the procedures for optimizing ordering systems and inventory levels.

### **MGT 422 - Project Management Implementation**

**3 credits**

*Prerequisite(s): MGT 312*

This course will cover specific activities that integrate project management principles with project event management, taking project events from pre-award to closure. Students will investigate and evaluate different methods for measuring project performance, including Program Evaluation and Review Techniques (PERT) to ascertain probabilistic project completion times and Critical Path Method (CPM) approaches that investigate cost management and project acceleration techniques. The course will also cover team member selection and evaluation, project reporting processes, project event conflict and risk management, and coordinating project events across the enterprise and along the supply chain. This course exposes students to approaches, methods, and systems to ensure management success under demanding cost, schedule, and performance requirements.

### **MGT 425 - Management Internship**

**3-12 credits**

*Prerequisite(s): Junior standing and permission of faculty advisor, faculty internship coordinator, and department chair*

Placement is in a small business or major corporation. The intern applies various analytic techniques to the operation of a business. Business supervision provides a variety of assignments for a thorough acquaintance with organizational functions.

This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.

The internship may be 3 to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

Option 1: The student may retake the courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;

Option 2: Student must complete a three-credit 300-400 level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT 231), which is required by many graduate programs.

Offered as needed.

### **MGT 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s): MGT 301 and permission of department chair and Dean*

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

### **MGT 430 - Business, Government, and Society**

**3 credits**

*Prerequisite(s): MGT 301*

This course is a study of interrelationships among business, government, and society. The complex, continuously evolving and closely linked business-government-society system will be studied. Academic theory and actual management concerns at the strategic, global, national, regional, and local levels are covered in the course.

### **MGT 441 - Labor Relations**

**3 credits**

*Prerequisite(s): MGT 331*

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

## **MGT 444 - Global Financial Management**

**3 credits**

*Prerequisite(s):* ECO 201 and MGT 325

This course introduces students to the major issues of the global financial system and the challenges of managing financial operations in the global markets. Students learn how to deal with foreign exchange exposure, how to assess and hedge against political and economic risks, how to manage multinational capital budgeting, how to deal with multinational tax requirements, and how to handle global portfolio and investments.

## **MGT 492 - Logistics Specialization Portfolio**

**3 credits**

*Prerequisite(s):* MGT 312, MGT 342, MGT 377, MGT 410, and MGT 417

This course uses the case-study method to integrate the various subcomponents of effective logistics management: transportation, distribution, inventory management, warehouse management, quality management, project management, procurement, export/import documentation, export/import finance. The course culminates in a formal report and executive presentation. This course, as the logistics specialization capstone course, has also been tasked to participate in the Common Body of Knowledge (CBK) review materials process that will culminate in taking the National Education Testing Service (ETS) Test for Business. Additional fee applies for ETS examination.

## **MGT 495 - Project Management Applications**

**3 credits**

*Prerequisite(s):* MGT 309, MGT 312, MGT 315, MGT 318, MGT 322, MGT 410, and MGT 422

This course builds upon prior project management classes with an emphasis on practical application. Students must demonstrate the ability to apply successfully the project management process in two ways: first, with real data in case analysis representing a range of industries and a continuum of successful and poor implementation, and subsequently, with a specific project under the guidance of a faculty member. Additional fee applies for ETS examination.

## **Marketing**

### **MKT 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s):* Permission of department chair and Dean

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

### **MKT 301 - Principles of Marketing**

**3 credits**

*Prerequisite(s):* ENG 122 and second-semester sophomore standing

A basic course in the marketing of goods, services, and ideas including planning, pricing, promotion, and distribution. Attention is directed to international marketing, marketing ethics, and managing the marketing function. Offered every semester.

### **MKT 308 - Personal Selling**

**3 credits**

*Prerequisite(s):* MKT 301

This course provides the foundation for successful selling concerning legal issues, preparation, prospecting, approach, presenting, closing, and follow-up. Consumers' purchase decisions, interpretation of body language, and overcoming objections are studied. Offered fall semester.

### **MKT 310 - Integrated Marketing Communication**

**3 credits**

*Prerequisite(s):* MKT 301 and MKT 308

This course provides an introductory understanding of integrated marketing communication and promotion, including strategic planning and tactical execution of a communication plan. Emphasis is on developing and launching an integrated communications, branding and advertising plan targeting multiple segments and employing both traditional and new media. Offered spring semester.

### **MKT 324 - Marketing Research**



**3 credits**

*Prerequisite(s): MKT 301, MAT 201*

From problem formulation and objective setting, this course details how to undertake primary and secondary research—that is, exploratory, descriptive, and causal research. It details focus groups, questionnaire design, measurement scales, sampling procedures, sampling and non-sampling error, data collection, editing, analysis, and synthesizing data into a cogent, succinct report. Offered spring semester.

**MKT 345 - Social Media Marketing****3 credits**

*Prerequisite(s): MKT 301 and COM 140*

This course covers the key techniques and methods on how to manage marketing operations online. It focuses on presenting cutting-edge business strategies that generate value by applying and adjusting marketing techniques in the online environment and utilizing social media. The purpose of the course is to prepare the students to expand a company's marketing activities online and to coordinate both traditional social media marketing strategies in a way that maximizes a company's long-term competitive advantage. Offered spring semester.

**MKT 383 - Consumer Behavior****3 credits**

*Prerequisite(s): MKT 301*

This course studies consumers' purchase and consumption patterns and their implications on marketing decisions. The consumers' decision process is detailed, including need recognition, search, prepurchase evaluation, consumption, and satisfaction, with an emphasis on individual consumer differences, the psychological process, and environmental influences. Offered fall semester.

**MKT 425 - Marketing Internship****3-12 credits**

*Prerequisite(s): Junior standing and permission of faculty advisor, faculty internship coordinator, and department chair*

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion, and/or distribution. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.

The internship may be 3 to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of a 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

Option 1: The student may retake courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;

Option 2: Student must complete a three credit 300-400 level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT-231), which is required by many graduate programs.

Offered as needed.

**MKT 429 - Advanced Directed Study and Research****1-3 credits**

*Prerequisite(s): Permission of department chair and Dean*

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

**MKT 498 - Marketing Policies and Strategies****3 credits**

*Prerequisite(s): MKT 301 and nine additional marketing credits*

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decisions. Offered spring semester. Additional fees apply for ETS examination and marketing computer simulation.

**Mathematics****MAT 002 - Fundamentals of Math**

**3 semester hours**

A minimum grade of C or higher is required in MAT 002 to take MAT 003, Basic Algebra. This course does not satisfy a LINK (general education) requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students improve basic mathematical skills and to build a foundation for algebra. Topics include integers, rational, proportion, percentages, and elementary equations.

**MAT 003 - Basic Algebra****3 semester hours**

*Prerequisite(s): MAT 002 with a grade of C or higher, or mathematics placement*

This course does not satisfy any degree requirements in mathematics or elective credit for an associate's or a bachelor's degree. This course is designed to help students build a foundation for algebra. Topics include basic operations and order of operations with integers, fractions, decimals, percentages, and all real numbers; algebraic expressions including polynomials, solving and graphing linear equations and functions, linear inequalities, basic exponents, and systems of equations. This is a pass/fail course.

**MAT 100-400 - Special Topics****1-3 credits**

*Prerequisite(s): Permission of faculty member and Dean/Center Director*

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

**MAT 128 - Intermediate Algebra****3 credits**

*Prerequisite(s): MAT 003 with a grade of C or higher or mathematics placement.*

This course does not satisfy a LINK (general education) requirement in mathematics. This course is designed to provide intermediate algebra skills as well as a beginning background on functions that will enable the student to advance and succeed in College Algebra and beyond. Topics include algebraic concepts with emphasis on factoring polynomial expressions and solving polynomial equations, solving linear inequalities, understanding set notation including interval notation, manipulating rational expressions and solving rational equations, definition of functions and graphs of basic functions, manipulating rational exponents, and radicals and solving radical equations. Offered every semester.

**MAT 131 - College Mathematics****3 credits**

Topics include critical thinking, number theory, measurement, percentages, geometry, counting methods, probability, and statistics. Offered every semester.

**MAT 141 - Finite Mathematics****3 credits**

*Prerequisite(s): MAT 003 or mathematics placement*

Topics in mathematics that are especially applicable to business such as linear models, linear programming, mathematics of finance, and probability.

**MAT 151 - College Algebra****3 credits**

*Prerequisite(s): MAT 128 with grade of C- or higher or mathematics placement*

Topics include solving higher order polynomial and rational equations and inequalities, logarithmic as well as exponential equations. Graphs and zeros of functions, operations on functions, graph transformations, graphing and understanding the properties of polynomial, rational, inverse, logarithmic and exponential functions. Offered every semester.

**MAT 152 - Trigonometry****3 credits**

*Prerequisite(s): C- or better in MAT 151 or mathematics placement*

Topics include trigonometric functions, trigonometric identities and equations, the laws of sines and cosines, complex numbers, polar coordinate system, and DeMoivre's Theorem. Intended as a preparation for the first course in calculus, MAT 231. Offered every semester.

**MAT 201 - Introduction to Statistics**

**3 credits**

*Prerequisite(s): C- or better in MAT 141 or MAT 151 or higher, or mathematics placement*

Development of the fundamental statistical methods, including graphs, measures of central tendency and variation. Inferential statistics includes a basic review of the concepts of probability, binomial probability, normal distribution, CLT, confidence intervals, hypothesis testing, regression analysis, and correlation. Use of statistical software packages. Applications to business, social science, education, and environmental science.

**MAT 231 - Calculus-with Analytic Geometry I****4 credits**

*Prerequisite(s): C- or better in MAT 152 or mathematics placement*

Topics include limits, derivatives, continuity, applications of derivatives, indeterminate forms, introduction to integrals, and the Fundamental Theorem of Calculus. Offered every semester.

**MAT 232 - Calculus II****4 credits**

*Prerequisite(s): MAT 231*

Techniques and applications of integration, improper integrals, sequences, and series. Offered as needed.

**MAT 251 - Introduction to Discrete Mathematics****3 credits**

*Prerequisite(s): MAT 231*

This is a course to introduce students to sound mathematical reasoning. Topics include but are not limited to logic, algorithms, counting techniques, mathematical reasoning, relations and functions, graphs, and trees. Offered as needed.

**MAT 320 - History of Mathematics****3 credits**

*Prerequisite(s): ENG 122 and MAT 231*

This is a course to introduce students to the history of mathematics. Topics covered include early Western mathematics, other mathematical traditions, and modern mathematics through the development of calculus.

**MAT 323 - Calculus III****4 credits**

*Prerequisite(s): MAT 232*

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, and multiple integration. Offered as needed.

**MAT 326 - Introduction to Graph Theory****3 credits**

*Prerequisite(s): MAT 251*

This course is an introduction to graph theory where students will investigate the fundamental concepts of graphs, digraphs, trees, circuits, paths, cycles, connectivity, Eulerian and Hamiltonian graphs. Students will use tools of graph theory to solve problems ranging from optimization, networks, tournaments, map coloring to match making problems.

**MAT 329 - Directed Study: Readings or Research****3 credits**

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

Designed for small groups of students to pursue in-depth a particular aspect of 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(s): 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 335 - Introduction to Numerical Analysis**

**3 credits**

*Prerequisite(s):* MAT 231

This course explores the numerical techniques used in many areas of mathematics and related programming algorithms. Topics covered include error bounds of numerical methods, solving nonlinear equations, approximation using polynomials, solving linear systems numerically using both direct and indirect methods, techniques for both numerical integration and numerical differentiation.

### **MAT 341 - College Geometry**

**3 credits**

*Prerequisite(s):* 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(s):* 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(s):* 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(s):* MAT 232

The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms, and homomorphisms. Offered as needed.

### **MAT 411 - Differential Equations**

**3 credits**

*Prerequisite(s):* MAT 231

Linear equations of first order and higher, simple non-linear equations, Laplace Transform, and systems of linear equations. Offered as needed.

### **MAT 421 - Differential Equations II**

**3 credits**

*Prerequisite(s):* MAT 141 with a minimum grade of C-

In this course students explore advanced topics about ordinary differential equations: numerical methods including Euler's and Runge-Kutta, application of second order differential equations, series solutions, phase plane stability analysis of 2D systems, and Sturm-Liouville boundary value problems.

### **MAT 423 - Advanced Calculus**

**3 credits**

*Prerequisite(s):* MAT 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**

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

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

**MAT 497 - Preliminary Research Seminar****1 credit**

*Prerequisite(s): At least junior standing as a mathematics major*

This course is designed for junior or senior mathematics majors to have the opportunity to prepare for their senior research project as well as to begin the process of entering the job market or apply for graduate school. This course will require students to i) consider pursuing graduate degrees by researching different programs, understanding the application process and the demands of passing the GRE and the GRE subject test, ii) prepare for the process of attaining a job post-graduation, by creating a resume and cover letter, participate in a mock interview, and iii) conduct literature review and identify the senior research project. The students will be enhancing their written and verbal communications skills by preparing and giving power point presentations both individually as well as in teams. This is going to serve as the prerequisite for MAT 499 Senior Research Project, the capstone course in mathematics. In MAT 497 a proposal for a mathematics research paper will be written, submitted to the faculty mentor. This research will continue on in MAT 499.

**MAT 499 - Senior Project in Mathematics****3 credits**

*Prerequisite(s): Senior standing as a mathematics major*

This is the mathematics capstone course, which is designed to have students experiment with research ideas. In this course, students are expected to come up with a research project in any interested area of mathematics with the guidance and supervision of a full-time faculty member in the Mathematics Department. Offered as needed.

**Military Science****MSE-AFR 1101 - Foundations of the United States Air Force (1) US AFR****1 credit**

*Corequisite(s): MSE-AFR 2000, MSE-AFR 2001*

Introduction to the Air Force Reserve Officer Training Corps (AFROTC) and the United States Air Force (USAF) including lessons in officership and professionalism and an introduction to communication. MSE-AFR 2001: Leadership Laboratory augments the course, providing followership and leadership experiences.

**MSE-AFR 1120 - Foundations of the United States Air Force (1) US AFR****1 credit**

*Corequisite(s): MSE-AFR 2000, MSE-AFR 2001*

A study of Air Force installations, core values, leadership, team building, and diversity within the armed forces. MSE-AFR 2001: Leadership Laboratory augments the course, providing followership and leadership experiences, using leadership and management principles learned.

**MSE-AFR 2000 - Enhanced Physical Fitness Training****0 credits**

Required of all students. It meets twice per week for .8 hours. Concentrates on motivational physical fitness, healthy lifestyle, and cadet esprit. A minimum of 80 percent attendance in physical fitness training events is required for a passing grade.

**MSE-AFR 2001 - Leadership Laboratory****0 credits**

Leadership laboratory is required for each of the Aerospace Studies courses. It meets 1.8 hours per week. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. Leadership laboratory involves a study of Air Force customs and courtesies; drill and ceremonies; career opportunities in the Air Force; and the life and work of an Air Force junior officer. Students develop their leadership potential in a practical laboratory, which typically includes field trips to Air Force installations.

### **MSE-AFR 2130 - The Evolution of USAF Air & Space I**

**1 credit**

*Corequisite(s): MSE-AFR 2000, MSE-AFR 2001*

A study of air power from balloons and dirigibles to the space-age global positioning systems in the Persian Gulf War. Emphasis is on the employment of air power in WWI and WWII and how it affected the evolution of air power concepts and doctrine.

### **MSE-AFR 2140 - Evolution of USAF Air & Space II**

**1 credit**

*Corequisite(s): MSE-AFR 2000, MSE-AFR 2001*

A historical review of air power employment in military and nonmilitary operations in support of national objectives. Emphasis is on the period from post-WWII to present.

### **MSE-AFR 3220 - Air Force Leadership and Management Part 1**

**3 credits**

*Corequisite(s): MSE-AFR 2000 and MSE-AFR 2001*

The study of Air Force advancement and leadership. Concentration is on organizational and personal values, management of forces in change, organizational power, politics, and managerial strategy and tactics discussed within the context of the military organization. Actual Air Force cases are used to enhance the learning and communication processes.

### **MSE-AFR 3231 - Air Force Leadership and Management Part 2**

**3 credits**

*Corequisite(s): MSE-AFR 2000 and MSE-AFR 2001*

A continuation of Air Force advancement and leadership. Concentration is on organizational and personal values, management of forces in change, organizational power, politics, and managerial strategy and tactics discussed within the context of the military organization. Actual Air Force cases are used to enhance the learning and communication processes.

### **MSE-AFR 4201 - National Security Affairs & Preparation for Active Duty Part 1**

**3 credits**

*Corequisite(s): MSE-AFR 2000, MSE-AFR 2001*

Examines national security processes, regional studies, advanced leadership ethics, Air Force doctrine with concentration on military as a profession, communication, officership, military justice, civil control of military, preparation for active duty, and current issues affecting military professionalism.

### **MSE-AFR 4211 - National Security Affairs & Preparation for Active Duty Part 2**

**3 credits**

*Corequisite(s): MSE-AFR 2000, MSE-AFR 2001*

Continued study of national security processes, regional studies, advanced leadership ethics, and Air Force doctrine. Specific topics include studies of Europe, Middle East, Russia (formerly Soviet Republics), performance feedback, effective performance report writing, enlisted/officer evaluation systems, and operations risk management to prepare students for active duty.

## **Army ROTC**

### **MSL 1001 - Intro to the Army and Critical Thinking**

**2 credits**

MSL 101 Introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, time management, goal setting, stress management, and comprehensive fitness relate to leadership, and the Army profession.

### **MSL 1002 - Intro to the Profession of Arms**

**2 credits**

MSL 102 Introduces Cadets to the personal challenges and competencies that are critical for adaptive leadership. Cadets learn the basics of the communications process and the importance for leader's to develop the essential skills to effectively communicate in the Army. Students will examine the Army Profession and what it means to be a professional in the U.S. Army.

### **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 301. 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**

This is an academically challenging course where you will study, practice, and apply the fundamentals of Army Leadership, Officership, Army Values and ethics, personal development, and small unit tactics at the team and squad level. At the conclusion of this course, you will be capable of planning, coordinating, navigating, motivating and leading a team or squad in the execution of a tactical mission during a classroom PE, a Leadership Lab, or during a Situational Training Exercise (STX) in a field environment. Successful completion of this course will help prepare you for success at the ROTC Leader Development and Assessment Course (LDAC) which you will attend next summer at Fort Lewis, WA. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, and practical exercises, a mid-term exam, and a final exam. You will receive systematic and specific feedback on your leader attributes values and core leader competencies from your instructor and other ROTC cadre and MSL IV Cadets who will evaluate you using the ROTC Leader Development Program (LDP) model.

**MSL 3202 - Applied Team Leadership****3 credits**

This is an academically challenging course where you will study, practice, and apply the fundamentals of Army Leadership, Officership, Army Values and ethics, personal development, and small unit tactics at the team and squad level. At the conclusion of this course, you will be capable of planning, coordinating, navigating, motivating and leading a team or squad in the execution of a tactical mission during a classroom PE, a Leadership Lab, or during a Situational Training Exercise (STX) in a field environment. Successful completion of this course will help prepare you for success at the ROTC Leader Development and Assessment Course (LDAC) which you will attend next summer at Fort Lewis, WA. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, and practical exercises, a mid-term exam, and a final exam. You will receive systematic and specific feedback on your leader attributes values and core leader competencies from your instructor and other ROTC cadre and MSL IV Cadets who will evaluate you using the ROTC Leader Development Program (LDP) model.

**MSL 4301 - Mission Command and the Army Profession****3 credits**

Mission Command and the Army Profession explore the dynamics of leading in the complex situations of current military operations. You will examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. You also explore aspects of interacting with non-government organizations, civilians on the

battlefield, the decision making processes and host nation support.

The course places significant emphasis on preparing you for BOLC B and your first unit of assignment. It uses mission command case studies and scenarios to prepare you to face the complex ethical demands of serving as a commissioned officer in the United States Army. This semester, you will:

- Explore military professional ethics, organizational ethics and ethical decision making processes
- Gain practical experience in Cadet battalion leadership roles and training management
- Begin your leadership self-development including civil military and media relations
- Prepare for the transition to a career as an Army Officer

## **MSL 4302 - Mission Command and the Company Grade Officer**

### **3 credits**

MSL 4302 introduces Cadets to the challenges of mission command and gaining an understanding of the Army Profession. Cadets learn the basics of what mission command is and how to use it in Army operations. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of Army leadership while gaining a big picture of understanding the Reserve Officers' Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student.

## **Multimedia Management**

### **MMM 210 - Audio and Video Production**

#### **3 credits**

Part of Saint Leo University's mission and core values is the thought that students should form moral and responsible judgments and attitudes about the multimedia communication process and the methods of conveying thoughts and opinions in a modern society. To that end, this course is designed to introduce students to the theory and practice of audio and video production. This course offers students a complete picture of audio and video techniques including the latest developments in digital production. Students will be actively engaged in the recording and video studios, and will be involved in post-production and field production.

### **MMM 350 - Technology and Innovation**

#### **3 credits**

*Prerequisite(s):* CMM 101 and MKT 345

Technologies have become a core of innovation in an organization, as we have depended on technologies for our business as well as personal needs. Innovations have changed the way we operate our business at all levels, from marketing to human resources management to supply chain. Thus, it is vital for us to design and implement proper strategies for technology innovation in organizations. The purpose of this course is to provide students with the understanding of technology and innovation in organizations as well as the skills to develop strategies to assist organizations.

### **MMM 355 - Writing for Interactive Media**

#### **3 credits**

*Prerequisite(s):* CMM 101

It is essential to Saint Leo University's mission and core values that students form moral and responsible judgments and attitudes about the multimedia communication process and the methods of conveying thoughts and opinions in a modern society. To that end, this course is designed to introduce Multimedia majors and non-majors to the theory and practice of writing for various interactive media including the internet, CD-ROMs, simulations, social networks, and other electronic media. It provides students with the essential skills needed to synthesize, present, and evaluate information in and for various media for a wide variety of purposes.

### **MMM 420 - Graphic Design**

#### **3 credits**

*Prerequisite(s):* CMM 101 and MMM 355

Part of Saint Leo University's mission and core values is the thought that students should form moral and responsible judgments and attitudes about the multimedia communication process and the methods of conveying thoughts and opinions in a modern society. To that end, this course is designed to introduce students to the theories, principles, and practices of graphic design. Students will learn about the five design elements including balance, hierarchy, contrast, repetition, and alignment and



the role they play in defining graphic messages. Students will also be introduced to the process of creating computer-based graphics for use in telling stories, illustrating ideas, and entertaining viewers. Finally, students will create multi-layered productions using the latest software technology.

### **MMM 425 - Internship in Multimedia Management**

#### **3 credits**

The faculty-supervised multimedia internship experience may take place in a wide variety of settings. The onsite 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.

### **MMM 498 - Corporate Video Production**

#### **3 credits**

*Prerequisite(s):* MMM 355 and MMM 420

Corporate Video Production is an advanced study of the planning, organization, and execution of video field-production techniques as used in corporate video and documentary program production: single-camera, film-style video techniques and postproduction. The purpose of this course is to explore the production of video for use in the corporate (and non-profit) organizational environment. Through a combination of lecture, lab activities and service-learning assignments you will gain experience in planning and creating corporate media. Students are required to take the ETS national exam.

## **Music**

### **MUS 100-400 - Special Topics**

#### **1-3 credits**

*Prerequisite(s):* Permission of faculty member and Dean/Center Director

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

### **MUS 106 - Saint Leo Singers**

#### **1 credit**

Performance of wide variety of choral music, including jazz, contemporary pop, classical, multicultural, and folk music. Open to all students. May be repeated for credit.

### **MUS 110CL - Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World**

#### **3 credits**

In this course students will explore the development of American popular music beginning with its roots in African American slave music, continuing through minstrelsy, vaudeville, Tin Pan Alley, American Musical Theatre, Blues, Jazz, Rock and Roll, Alternative, and Hip Hop. Students will practice critical listening skills as they are exposed to many genres of popular music, and will explore the social, economic, and philosophical paradigms that gave rise to each genre in the American experience of music.

### **MUS 115 - Voices of Christ**

#### **1 credit**

Voices of Christ is the music ministry for Saint Leo University Ministry. The musical choir and band are designed to foster passionate involvement in music ministry through scripture reflection, prayer, and regular weekly practice. The students will learn many liturgical musical styles as well as proper ministerial practices during liturgical services. Students will learn the purpose of music in ministry and how vital their role is as music ministers. May be repeated for credit.

### **MUS 120, 220, 320, 420 - Private Instruction**

#### **1 credit**

Students may request private instruction in keyboard, voice, brass, percussion, strings, woodwinds, and guitar. Ten 30-minute lessons per semester. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

### **MUS 121 - Music Theory I**

**3 credits**

Study of the individual elements of music including pitch, rhythm, terms & symbols, and harmony.

### **MUS 122 - Music Theory II**

**3 credits**

*Prerequisite(s): MUS 121*

Study of composition and music analysis, developing skills in analyzing existing musical scores and creating original music in 2-parts, 3-parts, and contemporary song forms.

### **MUS 123 - Introduction to Music**

**3 credits**

*Prerequisite(s): FAS 101*

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

### **MUS 130 - Instrumental Ensemble**

**1 credit**

This course is designed to develop individual and group performance skills within an instrumental ensemble. Instrumental ensembles will be organized based on student interest and the availability of sufficient participants for proper ensemble balance. Possible ensembles include jazz, strings, percussion, guitar, and mixed instrument. May be repeated for credit.

### **MUS 131 - Sight Singing and Ear Training I**

**1 credit**

*Corequisite(s): MUS 121*

MUS 131 is designed to begin training in aural recognition and vocal realization of materials used in music composition.

### **MUS 231 - Sight Singing and Ear Training II**

**1 credit**

*Corequisite(s): MUS 122*

MUS 231 is a continuation of the training begun in MUS 131, expanding the harmonic, interval, and rhythmic vocabulary in correlation with the materials used in music composition.

### **MUS 241 - Practicum in Music Ministry I**

**1 credit**

*Corequisite(s): MUS 340*

Designed to foster passionate involvement in ministry and gain practical working knowledge of the duties of a music minister. The student will learn the practices of directing a music ministry and apply the concepts learned in Music Ministry Leadership for four hours per week. Offered every spring.

### **MUS 301 - Introduction to Music Technology**

**3 credits**

This course is an introduction to the world of computer based music composing, arranging, and printing using Ableton Live music production software and Sibelius music notation software. MUS 121 - Music Theory I and MUS 122 - Music Theory II are highly recommend, but not required prerequisites

### **MUS 311 - History of American Music**

**3 credits**

*Prerequisite(s): MUS 123*

The study of America's music briefly touching on Native American music, the first three centuries of American history, nineteenth century music, and predominantly, twentieth century popular, jazz, rock, country, and musical theatre.

### **MUS 321 - Music History I**

**3 credits**

*Prerequisite(s): 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(s): MUS 123*

The study of the Classical, Romantic, Impressionistic, and Modern periods of music, focusing on forms, styles, and composers from each period.

### **MUS 329 - Directed Study: Readings or Research**

**3 credits**

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

Designed for small groups of students to pursue in-depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### **MUS 331 - Music in World Cultures**

**3 credits**

*Prerequisite(s): MUS 123*

This course provides an introductory survey of traditions and transformations of music in global perspective. The course examines music that is representative of a variety of world cultures. Within this framework, we will explore everything from folk and classical genres to contemporary styles of world beat, jazz, popular, and experimental music.

### **MUS 332 - The Story of Western Christian Music**

**3 credits**

The relationships between musical art and the Christian faith. The music of the church, past and present. Christian folk music of the twentieth century in relation to the Christian musical tradition and to biblical expressions of faith. Previous study of music not required.

### **MUS 335 - Introduction to Choral Conducting**

**3 credits**

*Prerequisite(s): MUS 122, MUS 231, and basic piano skills*

Designed to introduce the fundamentals of choral conducting for professional and amateur groups. It will cover basic choral conducting techniques, vocal warm-ups, and rehearsal techniques.

### **MUS 340 - Music Ministry Leadership**

**3 credits**

*Corequisite(s): MUS 241*

Designed to teach the basic skills necessary to be a leader of Catholic Liturgical Musical Ministry, this course will highlight major liturgical celebrations and the music minister's role in coordinating worship. It will also emphasize the importance and purpose of music in liturgy as a means of celebrating and worshiping as a faith community. Offered in alternate years.

### **MUS 341 - Practicum in Music Ministry II**

**3 credits**

*Prerequisite(s): MUS 241*

Designed for further practical working experience of the duties of a music minister through placement in a local church or school. Placement will vary depending upon the student's strengths and career path. The student will learn the practices of directing a music ministry and continue to apply the concepts learned in Music Ministry Leadership for four hours per week.

### **MUS 429 - Advanced Directed Study and Research**

**1-3 credits**

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

Intensive individual study in a particular aspect of 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**

### **PHI 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s):* Permission of faculty member and Dean/Center Director

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

### **PHI 101 - The Quest for Wisdom**

**3 credits**

The course examines human beings as present to themselves, as having a narrative self-understanding, and as being on a quest for meaning and orientation in life. Some of the topics are the mystery of existence; thinking and prejudice; the good, conscience, and the power of choice; the state and the dignity of the person; the problem of materialism and scientism; and the place of imagination in articulating life's meaning.

### **PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry**

**3 credits**

This course examines definitions, assumptions, and arguments central to religious existence via the lens of several key classical and contemporary philosophers. Students will develop and refine their ability to think impartially and objectively about personal religious commitments, understand alternative religious points of view, and formulate and defend informed arguments and objections with respect to the subject matter. Topics include faith and reason, arguments for the existence of God, the problem of evil, and responses to religious diversity.

### **PHI 210RS - Thinking and Doing Ethics**

**3 credits**

The purpose of this course is to draw on a rich set of proposals concerning right action and good character that have been developed over two millennia and across various cultures in order to stimulate deliberation and mindful action. The course will emphasize comprehension of the right and the good through active deliberation about cases. It will also provide participants with the option to reflect on the right and the good in their personal experience with past or concurrent service or service learning activities.

### **PHI 223 - Logic**

**3 credits**

An introduction to different methods of formal and informal analysis of the logical structure of propositions and arguments. Possible topics include syllogistic logic, propositional logic, predicate logic, inductive inferences, and informal fallacies.

### **PHI 224 - Ethics**

**3 credits**

Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

### **PHI 309 - History of Philosophy I: Ancient to Medieval**

**3 credits**

A survey of the Western philosophical tradition from its beginnings in Greek thought to the Middle Ages; it includes the reading and analysis of fundamental texts by main figures of the period such as Plato, Aristotle, Augustine, Anselm, Aquinas.

### **PHI 310 - History of Philosophy II: The Modern World**

**3 credits**

A survey of Western philosophical thought from the sixteenth to the nineteenth centuries; it includes the reading and analysis of fundamental texts by significant figures of the period such as Descartes, Hobbes, Locke, Hume, Kant, Hegel, Kierkegaard, and Nietzsche.

### **PHI 311 - Political Philosophy I**

**3 credits**

*Crosslisted: POL 311*

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle,

Cicero, St. Augustine, and St. Thomas. With a special emphasis on topics pertaining to justice and natural law. Selections may vary. Offered in alternate years.

### **PHI 312 - Political Philosophy II**

**3 credits**

*Crosslisted: POL 312*

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary. Offered in alternate years.

### **PHI 324 - Bio Ethics**

**3 credits**

Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

### **PHI 328 - Business Ethics**

**3 credits**

*Prerequisite(s): ENG 122 and junior standing*

A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

### **PHI 329 - Directed Study: Readings or Research**

**3 credits**

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

Designed for small groups of students to pursue in-depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### **PHI 332 - Philosophy of Human Being**

**3 credits**

A study of what it means to be human, with particular emphasis on concepts of the self and the questions of freedom and responsibility.

### **PHI 335 - Philosophy of Love**

**3 credits**

Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

### **PHI 345 - Social Ethics: From Personal Values to Global Citizenship**

**3 credits**

*Prerequisite(s): Junior Standing required*

The focus of this course is to engage course participants in moral deliberation about contemporary domestic and global issues that are pertinent to human development and well-being. Contemporary issues will be discussed in terms of ethical considerations including utility, duties, rights, virtues, justice as fairness, and care. Notions such as environmental integrity will also be important. This course will encourage students to develop positions they, as concerned citizens, ought to articulate on current important issues that cross disciplinary and geographical boundaries, and that require a knowledge of and sensitivity to cultural differences.

### **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 - Studies in Jewish Thought**

**3 credits**

*Crosslisted: REL 364*

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

**PHI 366 - Asian Studies****3 credits**

*Crosslisted: REL 366*

Selected topics in Asian thought, with emphasis on problems, thinkers, and movements.

**PHI 429 - Advanced Directed Study and Research****1-3 credits**

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

Intensive individual study in a particular aspect of 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****PED 100-400 - Special Topics****1-3 credits**

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

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

Topic is announced in advance of registration.

**PED 162 - Beginning Golf****1 credit**

This course is designed to give the beginning player the fundamentals to play the game of golf properly. The course involves classroom instruction in rule interpretation, course management, equipment selection, common beginner mistakes, and golf etiquette. The practical part of the course will involve skill attainment in all the fundamentals of the golf swing.

**PED 172 - Beginning Racquetball****1 credit**

This course is designed for the pupil to develop skills in racquetball, as well as insight into how it can be of value to the student in the future. The course will involve physical skills in racquetball as well as rules, regulations, team and individual competitions, and written tests covering all of these components.

**PED 176 - Beginning Tennis****1 credit**

This course is designed to acquaint the student with some of the educationally sound contributions that participation in tennis can give the individual. As an academic course, emphasis is placed on knowledge of the origin and evolution of tennis and the rules of the game, as well as the development of specific tennis skills.

**PED 182 - Beginning Weight Training****1 credit**

This course is designed to allow beginning students in weight training to construct their own weight-training program as a part of a total fitness program. The students will start their program at a safe and comfortable level and progress at an acceptable rate of improvement. The student will be exposed to all the proper techniques and safety factors involved in a weight-training program.

**PED 201 - Beginning Swimming****1 credit**

This course is designed to follow the American Red Cross Learn to Swim Program and the Basic Water Rescue course. In the Learn to Swim Program, students will learn aquatic and safety skills in a logical progression. The Basic Water Rescue course will provide students with information and skills to prevent, recognize, and respond to aquatic emergencies using non-swimming rescues. This is a pass/fail course.

### **PED 220 - Motor Skill Development and Analysis**

**3 credits**

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

Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### **PED 340 - Prevention and Treatment of Athletic Injuries**

**3 credits**

*Prerequisite(s): 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. Offered fall semester of odd years. Course fee may apply.

### **PED 341 - Advanced Care and Treatment of Athletic Injuries**

**3 credits**

*Prerequisite(s): 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(s): 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(s): Junior standing*

A study of the principles and methods of adaptive physical education and recreation for persons with disabilities. Content of the course includes a diversified program of developmental activities, games, and sports suited to the interest, capacities, and limitations of students with disabilities who may not safely or successfully engage in unrestricted participation in vigorous activities and sports both in school and in out-of-school community programs. Offered fall semester.

### **PED 429 - Advanced Directed Study or Research**

**1-3 credits**

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

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

### **PED 443 - Organization and Administration of Physical Education**

**3 credits**

*Prerequisite(s): 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**

### **PHY 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): Permission of faculty member*

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

### **PHY 221 - General Physics I**

**3 credits**

*Prerequisite(s): MAT 152 or corequisite with approval of instructor*

*Corequisite(s): All students registered for this course must also be registered for PHY 221L.*

This is a course that covers the fundamental concepts and laws of physics. Topics considered include mechanics, heat, and wave motion. Three hours of lecture are scheduled each week.

### **PHY 221L - General Physics Laboratory**

**1 credit**

*Prerequisite(s): MAT 152 or corequisite with approval of instructor*

*Corequisite(s): All students registered for this course must also be registered for PHY 221.*

The laboratory course provides students with experience in the application of the fundamental concepts and laws of mechanics, heat, and wave motion. One three-hour laboratory period is scheduled each week. A course fee may apply.

### **PHY 222 - General Physics II**

**3 credits**

*Prerequisite(s): PHY 221 and PHY 221L*

*Corequisite(s): All students registered for this course must also be registered for PHY 222L.*

This is a continuation of PHY 221. This portion of the course covers the fundamental concepts and laws of electricity, magnetism, optics, and modern physics. Three hours of lecture are scheduled each week.

### **PHY 222L - General Physics II Laboratory**

**1 credit**

*Prerequisite(s):* PHY 221 and PHY 221L

*Corequisite(s):* All students registered for this course must also be registered for PHY 222.

This laboratory course provides students with experience in the application of the fundamental concepts and laws of electricity, magnetism, optics, and modern physics. One three-hour laboratory period is scheduled each week. A course fee may apply.

**PHY 329 - Directed Study: Readings or Research****3 credits**

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

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

**PHY 429 - Advanced Directed Study and Research****1-3 credits**

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

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

**Political Science****POL 100-400 - Special Topics****1-3 credits**

*Prerequisite(s):* Permission of faculty member

A variable-content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. The topic to be covered is announced in advance of registration. Offered as needed.

**POL 110HA - Revolution Now! Democracy in Troubled Times****3 credits**

This course investigates the rise and spread of democracy. Democracy as a form of government and social movement will be traced from its ancient origins in Greece and Rome to the American and French Revolutions of the 18th Century, through its evolution and diffusion during the 19th and 20th Centuries to its position of global dominance at the beginning of the 21st Century. Democratic values, norms and behaviors will be examined through the use of historic video footage and core texts. Attention will be paid to governmental systems in the U.S., Western Europe, the BRIC countries, and our neighbors Canada and Mexico, as well as to the emerging democracies in the Middle East and Asia. Acquiring basic academic skills will be emphasized, as students are awakened to the significance of world historical events and the excitement of following current affairs.

**POL 121 - Introduction to Politics****3 credits**

An introduction to politics by an examination of the perennial questions of politics, contemporary political events, issues, and different political orders.

**POL 123 - Introduction to Law and the Legal System****3 credits**

*Crosslisted:* CRM 123

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

**POL 222 - Introduction to Homeland Defense**

**3 credits**

*Crosslisted: CRM 222*

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

**POL 223 - American Federal Government****3 credits**

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties, and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected. Offered annually.

**POL 224 - American State and Local Government****3 credits**

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today. Offered annually.

**POL 225 - Far-Eastern Civilization****3 credits**

*Crosslisted: HTY 225*

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.

**POL 227 - Latin America and the Caribbean****3 credits**

*Crosslisted: HTY 227*

A survey of the principal movements, events, ideas, and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th-century developments. Offered annually.

**POL 231 - Political Inquiry****3 credits**

*Prerequisite(s): POL 223*

This course provides the student with an introduction to how political science research is done. Students will learn about the intersection of political phenomena and the scientific method. Measurement, research design, sampling, and empirical methodology will be emphasized. Students will not only be introduced to exemplary political research written by experts in the field, but they will also be tasked with exploring and analyzing questions on their own.

**POL 233 - Modern Middle-East****3 credits**

*Crosslisted: HTY 233*

A survey of the Middle East's historical, political, religious, ethnic and economic forces, from its Islamization to the World Wars, Arab-Israeli conflicts, geo-economic regional oil resources, post-Cold War conflicts, "Arab Spring" instabilities and Islamist terrorism (Al Qaeda to ISIL). Offered annually.

**POL 295 - International Relations****3 credits**

An analysis of the relations among subnational, national, and supranational factors and foreign policy formation. Problems and developments of international politics and organizations. Offered in alternate years.

**POL 301 - College Preparation****1 credit**

*Crosslisted: HTY 301*

This course helps the student to navigate the transition from undergraduate life to graduate school, professional school, or full-time employment.

### **POL 304 - Campaigns and Elections**

**3 credits**

*Prerequisite(s):* POL 223

The success of representative Democracy relies on the input of informed citizens. This class will take a contemporary approach to the study of campaigns and elections. Modern campaign strategies will be studied in detail, from microtargeting to mass advertising techniques. Students will also be exposed to campaign law, from voter ID requirements to campaign finance. Finally, students will be asked to assess the normative implications of the electoral process in America and prospects for reform. Coursework will include exams, papers, participation, and reading will be essential.

### **POL 306 - Congress - American Legislative Process**

**3 credits**

*Prerequisite(s):* POL 223

Congress is the chief lawmaking body of our federal government. The purpose of this course is to give students an in depth understanding of Congressional behavior. Topics covered include the electoral connection between Congress and constituents, the committee-based organizational structure of the House and Senate, and the role that parties play in shaping outcomes. Finally, students will be able to use what they have learned to carry out a Congressional simulation and discuss the prospects for reforming our nation's legislature. Grades will be based on participation, exams, and a research paper.

### **POL 311 - Political Philosophy I**

**3 credits**

*Crosslisted: PHI 311*

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas, with a special emphasis on topics pertaining to justice and natural law. Selections may vary. Offered in alternate years.

### **POL 312 - Political Philosophy II**

**3 credits**

*Crosslisted: PHI 312*

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx, and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary. Offered in alternate years.

### **POL 323 - Comparative Politics**

**3 credits**

A study of various political systems, parties, electoral laws, and national politics, with particular emphasis on the Soviet Union/Russia, United Kingdom, France, Germany, Italy, selected European states, China, Japan, Israel, and regional countries from the Middle East, Africa, Asia, and Latin America, all through a comparative analysis with the United States. Offered in alternate years.

### **POL 324 - Politics of Developing Nations**

**3 credits**

An analysis of the relations between the United States and developing nations of the Third World, including their national politics and economic development since World War I. Offered in alternate years.

### **POL 325 - Public Administration**

**3 credits**

*Prerequisite(s):* Sophomore standing

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations, and public relations. Offered annually.

### **POL 326 - United States Constitutional Law I**

**3 credits**

*Prerequisite(s): POL 223*

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation, and economic due process. Offered in alternate years.

**POL 327 - United States Constitutional Law II****3 credits**

*Prerequisite(s): POL 223*

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech, and freedom of religion. Offered in alternate years.

**POL 329 - Directed Study or Research****3 credits**

*Prerequisite(s): 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 330 - Military Strategy: Antiquity to NATO****3 credits**

*Crosslisted: HTY 330*

*Prerequisite(s): Sophomore standing*

A survey of Military Strategy, warfare and Command leadership from Antiquity and U.S. Military History to NATO and today's conflicts (Ancient Greece, Ancient Rome, Middle-Ages, Balance of Power wars, Napoleonic Wars, U.S. Civil War, World War I, World War II, Cold War, World War III plans, Korean War, Viet-Nam Wars, NATO, Arms Control, Yugoslav Civil Wars, Gulf Wars, Afghan Wars and War on Terrorism). Offered in alternate years.

**POL 332 - Terrorism****3 credits**

*Crosslisted: CRM 332*

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

**POL 333 - Palestine and Israel****3 credits**

*Crosslisted: HTY 333*

*Prerequisite(s): Sophomore standing*

A detailed examination of the 20th-century conflict between Jews and Arabs over the land of Israel/ Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

**POL 334 - International Political Economy****3 credits**

*Crosslisted: ECO 334*

*Prerequisite(s): Sophomore standing*

An exploration of the linkages between politics and economics in international affairs. Emphasis is on developments since 1945 and such topics as political risk analysis in international business, interdependence, and U.S. economic foreign policy. Offered as needed.

**POL 337 - Legacies of the British Empire****3 credits**

*Crosslisted: HTY 337*

*Prerequisite(s): Sophomore standing*

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa, and India/Pakistan. Offered in alternate years.

### **POL 339 - Readings in Political Science**

**3 credits**

*Crosslisted: HTY 339*

*Prerequisite(s): Junior standing or permission of instructor*

Students will read intensively about some major themes and events of U.S. history and politics. The course is arranged chronologically, divided equally between the 18th and 19th centuries and the 20th century. In addition to discussing the events and ideas of the past, the course focuses on how historians actually do their research and convey their findings to the public. Students will analyze evidence and sources, historical debates, historical interpretation and arguments, and documentation of evidence. This course serves as preparation for Senior Seminar, and students are strongly encouraged to take it first.

### **POL 340 - British History**

**3 credits**

*Crosslisted: HTY 340 - British History*

A survey of the principal movements, events, ideas and personalities in British history from Roman times to the present.

### **POL 361 - Legal Issues in Counter-Terrorism**

**3 credits**

*Crosslisted: CRM 361*

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

### **POL 363 - Exploitable Weaknesses in Terrorist Organizations**

**3 credits**

*Crosslisted: CRM 363*

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

### **POL 365 - Local Response to Terrorism**

**3 credits**

*Crosslisted: CRM 365*

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

### **POL 395 - Genocide, War-Crimes and Laws of War**

**3 credits**

*Crosslisted: HTY 395*

*Prerequisite(s): Sophomore standing*

This course is the second legal-international course and follows up POL 428: International Law and Organizations, but can also be taken independently. It analyzes the global and historic-legal impact of war-crimes, crimes against humanity, and genocide, which violate laws of war and international law, but politico-legal limits weaken prosecuting such crimes by national or international tribunals. Case studies and film clips range from the U.S. Civil War to today, with a brief survey of human rights in the United Nations and the European Union.

### **POL 422 - Modern Europe**

**3 credits**

*Crosslisted: HTY 422*

*Prerequisite(s): Sophomore standing*

A study of the major currents, events, wars, and ideas in European history and politics from the 1870s to the present, focusing on the main European powers of the time. Offered as needed.

### **POL 424 - International Political Economy**

**3 credits**

*Crosslisted: ECO 424*

*Prerequisite(s): Junior standing or permission of faculty member*

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence, and U.S. economic foreign policy.

### **POL 425 - Internship**

**3-6 credits**

*Crosslisted: HTY 425*

*Prerequisite(s): Junior or senior standing*

The internship is intended to be offered to students who have no previous professional political or historical work experience. It is a 150-300-hour unpaid, supervised internship that may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency. Interns may work for campaign organizations; at the local offices of state or national elected officials; with municipal, county, or state agencies; public interest organizations (NGOs); international organizations; museums; and historical societies and associations. This is a pass/fail course. Offered annually.

### **POL 426 - American Foreign Policy**

**3 credits**

*Crosslisted: HTY 426*

*Prerequisite(s): Sophomore standing*

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

### **POL 427 - History of Ideas**

**3 credits**

*Crosslisted: HTY 427*

*Prerequisite(s): Junior standing or permission of instructor*

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

### **POL 428 - International Law and Organizations**

**3 credits**

*Prerequisite(s): Sophomore standing*

A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars, and space law. Offered in alternate years.

### **POL 429 - Advanced Directed Study and Research**

**1-3 credits**

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

Intensive individual study in a particular aspect of 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 430 - Role of the Military in the Modern World**

**3 credits**

*Crosslisted: HTY 430*

*Prerequisite(s): Sophomore standing*

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

### **POL 499 - Senior Seminar in Political Science**

**3 credits**

*Prerequisite(s): Senior standing in political science*

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme. Offered annually.

## Portuguese

### POR 111 - Beginning Portuguese I

*Prerequisite(s):*

This course is open to students with no background in Portuguese. Native speakers or students with some working knowledge of Portuguese need to have instructor's approval.

An introduction to the fundamentals of pronunciation, conversation, grammar, and written communication through the acquisition of basic Portuguese vocabulary. It also provides plenty of opportunities for students to begin getting acquainted with the diverse cultures of the Lusophone world focusing on Brazil. This is a highly interactive course framed within the communicative approach and guided by the American Council on the Teaching Foreign Languages Standards, "The 5Cs" (Communication, Culture, Connections, Comparisons, Communities). Portuguese 111 is open only to students with little or no background in Portuguese.

### POR 112 - Beginning Portuguese II

**3 credits**

*Prerequisite(s):* POR 111

POR 112 builds upon the topics covered in POR 111. It continues addressing the fundamentals of pronunciation, conversation, grammar, and written communication through the acquisition of basic Portuguese vocabulary. POR 112 adds to the cultural knowledge gained in POR 111 and offers numerous opportunities to students to learn about the diverse cultures of the Lusophone world focusing on Brazil. POR 112 is a highly interactive course framed within the communicative approach and guided by the American Council on the Teaching Foreign Languages Standards, "The 5Cs" (Communication, Culture, Connections, Comparisons, Communities). POR 112 is most appropriate for students who have had one or two semesters of Portuguese in their high school. Native or more advanced speakers should seek Portuguese faculty advice to find the best option for their proficiency level.

### SPA 320 - Introduction to Spanish-Speaking Cultures

**3 credits**

*Prerequisite(s):* SPA 311 SPA 312

This course introduces students to the Spanish-speaking world and its cultures. This course is aimed to help students gain a better understanding of the interactions, common past, and current events between Spain and Latin America. It also provides the socio-historical, linguistic, and literary context to better understand the contents studied in SPA 325: Peoples of Latin America and SPA 326: Peoples of Spain. This course may offer abroad field experiences opportunities. This is a highly interactive course framed within the communicative approach and guided by the American Council on the Teaching Foreign Languages Standards, "The 5Cs" (Communication, Culture, Connections, Comparisons, Communities). Prerequisites: Proficiency equivalent to 311-312 or instructor's permission.

## Prior Learning Assessment Portfolio Course Description

### PLA 100 - Prior Learning Assessment Portfolio Course

**3 Credits**

Prior learning assessment (PLA) is the process of earning college credit for learning that was acquired from non-classroom experiences like work, professional training, military careers, volunteering, and personal life. PLA 100 will help students identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio or prior learning through LearningCounts.org. Students will learn critical reflection skills to rethink the value of their learning and its implications for



future learning. Adult learning theory, models, and concepts will be discussed and applied to case studies. PLA 100 is facilitated by an instructor who provides guidance for the student in preparing his or her portfolio-based request for credit. Successful completion of PLA 100 will result in three lower-level elective credits.

## **Psychology**

### **PSY 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s):* Permission of faculty member and Dean/Center Director

A variable-content course in psychology that is designed for a specific class level: freshman (100) through senior (400). This course may explore such topics as specific counseling theories, the aging process, or other special topics. The topic to be covered is announced in advance of registration. Offered as needed.

### **PSY 110HA - Psychological Well Being: How to be Sane in an Insane World**

**3 credits**

This course uses psychological approaches to physical, cognitive, and emotional well-being. The scientific method will be used as a lens to view adjustment issues. Topics include personality and self-development, positive psychology, sex and gender, and relationships. Emphasis is on application via personal assessment and stress management techniques.

### **PSY 161 - Fundamentals of Psychology**

**3 credits**

*Prerequisite(s):* Declared major in psychology

This introductory course in psychology is designed for students who are majoring in psychology and represents a survey of the core areas in psychology including the physiological bases of behavior, cognition and learning, motivation and emotion, personality and social influences, and mental disorders and their treatment among other major areas of the field. Students are exposed to the broad spectrum of theories used in understanding human behavior and mental processes and learn foundational knowledge necessary for students to excel in the psychology major.

### **PSY 201 - The Psychology Major: Academic and Professional Issues**

**3 credits**

*Prerequisite(s):* PSY 121 or PSY 161; taken concurrently with PSY 205 or before student can complete fourth psychology course

This course is a required three-credit course that was designed to be completed during the freshman or sophomore year. The course addresses the practical skills and knowledge needed by majors to successfully complete their psychology degree. Course content includes such topics as the scientific inquiry process in psychology, introduction to Internet and literature searches, American Psychological Association writing format, introduction to software used by psychologists, preparing the resume, and conducting a successful job search or application process to graduate school. Offered annually.

### **PSY 205 - Research Methods I**

**3 credits**

*Prerequisite(s):* PSY 121 or PSY 161; MAT 131 completed or taken concurrently

The first of two courses in understanding research methods in psychology and the statistical techniques that are used to analyze psychological data. The course will focus on ethical research practice, reviewing the psychological literature, basic nonexperimental research designs (observation, relational research), and descriptive and correlational statistical analyses. Students will gain experience in reading, researching, proposing, conducting, analyzing, interpreting, and reporting scientific research.

### **PSY 305 - Research Methods II**

**3 credits**

*Prerequisite(s):* PSY 205

A continued examination of research methods in psychology, with emphasis on experimental design and inferential statistical analysis. Students will enhance their experience in researching, reading, proposing, conducting, analyzing, interpreting, and reporting scientific research.

### **PSY 315 - Psychology of Criminal Behavior**

**3 credits**

*Prerequisite(s):* PSY 121 or PSY 161

This course will provide an introduction to personality theories and learning styles in the context of psychological theories of criminal and aggressive behavior. Historical and contemporary theoretical conceptualizations of criminal behavior are explored, including behavioral, social learning, cognitive, psychoanalytic, psychodynamic, developmental, biological, and socio-cultural perspectives. Selected topics may be considered including alcohol and crime, sex crimes, juvenile delinquency, and women and crime.

### **PSY 321 - Psychological Tests and Measurements**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161 and PSY 205*

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality, and occupational preference.

### **PSY 322 - Physiological Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions.

### **PSY 325 - Developmental Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

A survey of the major areas in human development with an equal emphasis placed on child, adolescent, and adult development. Examines developmental changes over the course of development and the processes underlying these changes. All major areas are reviewed, including biological, cognitive, language, personality, emotional, moral, social, and career development.

### **PSY 327 - Abnormal Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course offers a review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology, and treatment. Emphasis is on the DSM classification.

### **PSY 328 - Social Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161 and PSY 205*

A study of the perceptions, attitudes, personality, motivations, relationships, and behavior of the individual as a function of social situations. The course emphasizes theory, research, and application. It is a course that is highly desirable for students in social work, education, pre-law, pre-med, pre-nursing, public administration, marketing, and management.

### **PSY 329 - Directed Study: Readings or Research**

**3 credits**

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

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

### **PSY 330 - Forensic Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

Forensic psychology is the application of the science and profession of psychology to questions and issues relating to law and the legal system. This course will introduce students to the specialty area of forensic psychology. Particular emphasis will be on the applied aspects of the field.

### **PSY 331 - Interviewing and Counseling Skills**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161 and sophomore standing*

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

### **PSY 332 - Psychology of Aging**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

The purpose of this course is to provide an orientation to aging processes in adulthood and later life. Students will be introduced to basic theoretical models, research methods, and current information on the psychology of adulthood and aging and shown how these concepts can be applied to understanding and helping older adults. An emphasis is placed on strategies for successful aging.

### **PSY 334 - Child and Adolescent Development**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

A survey of the major areas in human development with an emphasis placed on child and adolescent development. The course examines developmental changes from conception to adolescence and the processes underlying these changes. All major areas are reviewed, including biological, cognitive, language, personality, emotional, moral, and social development.

### **PSY 335 - Psychology of Gender**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

A seminar discussing psychological and other literature that attempts to explain the personality and behavior of both women and men from the perspective of gender. Equal attention is given to men's and women's issues. Topics covered include the social constructivism of gender, equity in the workplace, victimization, biological factors and gender differences in personality and development, interpersonal relationships, cultural influences on gendered behavior, and child-rearing practices.

### **PSY 336 - Military Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course provides a survey of the major areas in military psychology. Principal topics covered are leadership training, persuasion and propaganda, human factors engineering, selection, classification and assignment, optimizing human performance under adverse conditions, ethnic diversity and gender issues, clinical and consulting activities, and careers in military psychology. The course introduces the student to the application of psychological principles, theories, and methods to the military environment.

### **PSY 337 - Human Sexuality**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course provides a survey of the major areas of human sexuality. Principal topics covered are sexual and reproductive anatomy, the sexual response, sexually transmitted diseases, pregnancy, birth control and childbirth, gender identity and gender roles, sexual development, sexual behaviors and attitudes, love and relationships, sexual dysfunctions, sexual disorders and sex therapy, sexual values, religion and sex, and communicating about sex.

### **PSY 338 - Industrial and Organizational Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course examines both sides of industrial and organizational psychology to include an overview of legal issues in employee selection, job analysis, research design, selection tools, performance evaluation, designing and evaluating training, employee motivation and satisfaction, as well as leadership and other organizational development issues. Because of the nature of the topic, this class will be more methodological than the average psychology class. Group discussion and activities focusing upon application of social psychology, personality psychology, psychological assessment, and experimental methods are critical to success in the course.

### **PSY 339 - Social and Cultural Foundations of Behavior**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course explores social and cultural issues in psychology as they relate to the application of psychological theories and principles to diverse groups. Special attention is given to racial/ethnic minority issues and cultural diversity, a key component of

which is developing an understanding of personal cultural development and how this pattern of development influences perceptions of interactions with others and general human behavior.

### **PSY 341 - Psychology of Parenting**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

A comprehensive introduction to parenting with emphasis on the developmental process of children's and parents' growth and their changing relationships over time. Covers theories and research with a focus on application to practical parenting issues.

### **PSY 343 - Close Relationships**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course provides an introduction to the exciting area of close relationships. Parent-child relationships, friendships, and romantic relationships will be examined from social psychological and interdisciplinary perspectives. The course will include discussion of theories as well as empirical research. In addition, students will have the opportunity to share their relationship experiences in the form of a relationship journal. Students are encouraged to share in class as well as the classroom, which will operate in a confidential manner. Topics covered include but are not limited to relationship conflict, breakups, sexuality, attraction, communication, and love. The goals of this course are to increase students' multicultural awareness and to help students develop an awareness of how psychological concepts and research can be applied in personal relationships. The course will include small group exercises, journal writing, discussion, and lectures.

### **PSY 345 - Human Memory: An Integrated Exploration**

**3 credits**

*Prerequisite(s): PSY 305 completed or taken concurrently*

The purpose of this course is to provide a multifaceted and integrated approach to the psychological study of human memory. This course will explore the recent, converging evidence from cognitive psychology, neuroscience, developmental psychology, and applied memory research. It will also introduce principal issues in memory research and describe important research paradigms. Topics include the history of human memory research, memory and the brain, memory for facts and skills, working memory, forgetting, memory models, developmental changes in memory, emotional memories, memory disorders, issues in memory research, and ways to improve your memory.

### **PSY 347 - Human Behavior in Crisis**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

A survey of crisis theory and intervention strategies for major situational and developmental life crises. The course provides a model for single-session intervention and ongoing crisis counseling for individual responses to crisis events such as sexual assault, domestic violence, substance abuse, disaster trauma, and death. This course is an upper-level elective course and is recommended for students in psychology, criminal justice, human services counseling, sociology, social work, and nursing.

### **PSY 401 - Introduction to Community Counseling and Mental Health**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

Issues unique to community counseling are explored, including the role of community counselors, diverse client populations, theory and techniques of community needs assessment, principles of community intervention, and settings in which community counselors function.

### **PSY 405 - Research Methods III**

**3 credits**

*Prerequisite(s): PSY 305*

This course is designed as the methodological capstone course in psychology. Students will pursue, in-depth, a specific topic or problem relevant to a particular area of interest in psychology. Each student will present his or her project both orally and in written format, and will participate in discussion and analysis of other student papers as well. Because this is the methodological capstone course, students must be able to demonstrate their ability to write the major paper on a topic in psychology, present this paper orally, and complete a norm-referenced and competency-based assessment of their mastery of psychological principles and concepts.

### **PSY 412 - Cognitive Psychology**

**3 credits**

*Prerequisite(s): PSY 305 completed or taken concurrently*

An examination of higher-level thought processes including such topics as attention and perception, memory, language, reasoning, concept formation, and problem solving. Theories of cognitive functions are examined with an emphasis on research findings and methodologies.

**PSY 422 - Psychology of Learning****3 credits**

*Prerequisite(s): PSY 305 completed or taken concurrently*

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning, and memory.

**PSY 423 - Educational Psychology****3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

Understanding the applications of psychological principles to the educational process. Offered as needed.

**PSY 425 - Internship in Psychology****6-12 credits**

*Prerequisite(s): Senior standing in psychology; a minimum GPA in the major of 2.5; PSY 331, PSY 327, PSY 427; approval of the Psychology Internship Committee; and APA student affiliate membership.*

*Corequisite(s): PSY 426.*

Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours (6 credits) to 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals, and other human service agencies. Grading is pass/fail. Offered in spring semester. Students must apply for the internship one year before they plan to participate.

**PSY 426 - Internship Seminar****3 credits**

*Corequisite(s): PSY 425*

Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practice through discussion, written assignments, readings, and case presentations. Assists students in identifying, clarifying, and developing specific professional goals. Offered in spring semester.

**PSY 427 - Personality Theory****3 credits**

*Prerequisite(s): PSY 121 or PSY 161 and junior standing*

This course offers a survey of the major thoughts and thinkers in the area of personality. Students will receive an overview of the development and current status of major personality theories of the past and present. The textbook readings will be supplemented with primary readings.

**PSY 428 - Counseling Principles and Practices****3 credits**

*Prerequisite(s): PSY 327 and PSY 331*

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed. Offered in alternate years.

**PSY 429 - Advanced Directed Study and Research****1-3 credits**

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

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

### **PSY 431 - Childhood Disorders**

**3 credits**

*Prerequisite(s): PSY 327*

The study of the causes, symptoms, and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

### **PSY 432 - Psychology of Motivation and Emotion**

**3 credits**

*Prerequisite(s): PSY 205*

The purpose of this course is to familiarize the student of psychology with the major physiological, cognitive, behavioral, environmental, and humanistic factors which motivate behavior. Major emphasis will be placed on how humans differ in motive characteristics, the effects of environmental demands and stimulation, and the motivational processes underlying complex behavior.

### **PSY 433 - Sensation and Perception**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development, and altered states of consciousness.

### **PSY 435 - Practicum in Psychology**

**3 credits**

*Prerequisite(s): PSY 331, PSY 327, PSY 427; senior standing; minimum GPA in the major of 2.5; APA student affiliate membership; and approval of the Psychology Internship/Practicum Committee*

This course is designed to give students the opportunity to gain practicum experience in psychology. The course combines seminar experience and is less intensive than PSY 426: Internship Seminar.

### **PSY 441 - Evolutionary Psychology**

**3 credits**

*Prerequisite(s): PSY 121 or PSY 161*

This course presents an overview of the growing field of evolutionary psychology. Students will be exposed to empirical research findings, theoretical bases, and methodological issues related to sociobiology, behavioral genetics, and the evolution of species. Students will become familiar with concepts of natural and sexual selection, inclusive fitness, competition, evolved psychological mechanisms, and environmental influences on species. Students will gain a deeper understanding of human nature through exposure to the history of the human species as a changing social animal in dynamic relationship with his or her environment, strongly influenced by the past in his or her efforts to strive for a better future. Lectures and discussions will be supplemented by both cutting-edge and seminal primary readings.

### **PSY 445 - Experimental Design, Analysis and Program Evaluation**

**3 credits**

*Prerequisite(s): PSY 305*

Expands upon the research topics addressed in the PSY 205 and PSY 305 research methods classes by examining more complex research and analytic issues, experimental designs (including higher order factorial designs), data analysis, data interpretation, and output dissemination. This course is particularly important for students who plan to pursue graduate study or a career with an applied research or critical thinking emphasis.

### **PSY 496 - Comprehensive Psychology Examination**

**0 credits**

*Corequisite(s): PSY 499*

Final comprehensive written examination for students majoring in psychology. Examination is administered in the PSY 499: Senior Seminar in Psychology course. Test fee.

### **PSY 499 - Senior Seminar in Psychology**

**3 credits**

*Prerequisite(s): Senior standing in psychology with a minimum of six psychology courses including PSY 305.*

*Corequisite(s): PSY 496.*

Designed as the capstone course in psychology, this course is a review of the evolution of the history and major systems of psychology including behaviorism, Gestalt psychology, psychoanalysis, and the humanistic and cognitive movements. The course develops in students a basic understanding of the development of psychology as an independent discipline. It helps students to develop an historical context that will help them to better understand the diverse people, ideas, and schools of thought that have shaped psychology through the ages.

## Religion

### **REL 010 - Christian Spiritual Vision - Prison Ministry**

**0 credits**

This course involves an introduction to the field of theology as an academic discipline with a body of writing, methods, and interpretations. It is concerned with how to successfully study theology, including basic library research methodology and critical thinking. Students will build a basic understanding of the whole of theology through an introduction of its parts: Old Testament and New Testament literature, Who is Jesus?, What is the Church?, Grace and the Sacraments, Christian Morality, Social Justice, Judaism and the Church, the Islamic religion and the Church, and Catholic theology in a global context.

### **REL 011 - Catechesis and Religious Education - Prison Ministry**

**0 credits**

This course explores theory and practice of catechesis, including such topics as theological foundations of catechesis and evangelization, learning theory and catechesis, the catechetical process and methods, adult faith formation, media and technology in catechesis, cultural contexts, and means of communication. Students will also explore how Christian evangelization is influenced by different cultural contexts.

### **REL 012 - Credible and Responsible Ministry in the Prison and Detention Setting - Prison Ministry**

**0 credits**

This course explores the Catholic social teaching, social justice issues and pastoral issues that set the framework for participation in the Church's mission of evangelization through ministry in jails and prisons.

### **REL 013 - Social Skills in the Prison Setting - Prison Ministry**

**0 credits**

This course provides the essential beginning knowledge, values, and skills about the interpersonal communication expertise necessary for lay volunteers and deacons to serve in a prison ministry. It includes components of Catholic Social Teaching, the values, ethics and practice principles of the helping professions, and opportunities for self-reflection and growth in the use of self in service to others.

### **REL 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s): REL 123, REL 124, REL 201, or REL 223; permission of faculty member and Dean/Center Director*

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

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts**

**3 credits**

The New Testament record of the development of Christianity from a sect within Judaism to becoming a world religion. This course will examine the foundational texts of Christian Scripture with attention to historical context, the intentions of the authors and the way the texts were edited.

### **REL 123 - Christian Spiritual Vision**

**3 credits**

*Prerequisite(s):*

This course involves an introduction to the field of theology as an academic discipline with a body of writing, methods, and interpretations. It is concerned with how to successfully study theology, including basic library research methodology and critical thinking. Students will build a basic understanding of the whole of theology through an introduction of its parts: Old Testament and New Testament literature, Who is Jesus?, What is the Church?, Grace and the Sacraments, Christian Morality, Social Justice, Judaism and the Church, the Islamic religion and the Church, and Catholic theology in a global context.  
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 124 - Introduction to the Old Testament**

#### **3 credits**

A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 210RS - Many are Called, but Who is Chosen? Christian Understandings of Salvation**

#### **3 credits**

Where do people go when they die? Who goes where? Must Christians believe in Hell? This course will enable students to evaluate the Judeo-Christian tradition concerning the question of salvation from the Old Testament to contemporary theologians. Readings will focus on Scripture and select Christian theologians.

### **REL 223 - World Religions: East and West**

#### **3 credits**

*Prerequisite(s):*

Roman Catholicism's Second Vatican Council (1962-1965) affirmed the innate dignity of all persons, espoused global solidarity, and recognized God's presence and universal saving designs (a religious sense, truth, holiness and ethical conduct) in other religions and, thus, emphasized discussion and collaboration with members of other religions. Through such an ecumenical lens, this course offers a study of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam, and provides an introduction to Jainism, Shinto, Sikhism and Bahai.

The course will not only introduce students to the world's major religions via consideration of their respective founders, seminal figures, sacred texts, central teachings, core beliefs, ethic and values system and history but, also, by examining how each of the religions, respectively, view the human condition; human inclination towards transcendence; and ethical responsibilities/tasks.

Offered annually.

### **REL 230 - Islam: The Straight Path**

#### **3 credits**

An investigation of Islam, including its beliefs and practices, its social dimensions, the Islamic resurgence, and contemporary issues of particular relevance to the United States.

### **REL 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.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 325 - The Gospels of Matthew, Mark, and Luke**

#### **3 credits**

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus, and their theological significance.

### **REL 327 - The Life and Writings of Paul**

#### **3 credits**

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, and early Christian worship. Offered in alternate years.

### **REL 329 - Directed Study: Readings or Research**



**3 credits**

*Prerequisite(s): REL 123, or REL 110RS or REL 223*

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

**REL 330 - Christian Morality****3 credits**

*Prerequisite(s): REL 123, REL 110RS or REL 210RS*

Christian morality is concerned with the ethical principles grounding Catholic morality and charged with envisioning an "ethics of being" in the Christian context. The course examines the theoretical foundations of morality (ethics), the practical level of human conduct, rule-keeping, virtues, and attitudes. Offered every semester.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

**REL 331 - Religion and Personal Experience****3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS, or REL 223*

A study of the place of personal experience in the discovery of religious meaning. May use autobiographical accounts and investigate methods of enhancing consciousness and nurturing spiritual growth. Offered annually.

**REL 333 - Survey of Christian Theology I****3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS, or REL 223*

Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

**REL 334 - Survey of Christian Theology II****3 credits**

*Prerequisite(s): REL 123, REL 210RS, REL 210RS or REL 223*

Christian theology from the Reformation to the present. Offered in alternate years.

**REL 335 - The Torah****3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

Source, form, and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

**REL 336 - Historical Books****3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS, or REL 223*

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, and Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

**REL 337 - Prophetic Writings****3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel, and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

**REL 338 - Poetry and Wisdom Literature****3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences, and institutional settings that created these writings.

**REL 341 - Theological Responses to the Shoah****3 credits**

*Prerequisite(s): REL 123, REL 110RS REL 210RS or REL 223*

How does one respond to the Shoah, i.e., the catastrophic systematic extermination of millions of Jews by the Nazi regime? The inhumanity with which the Jews were massacred is beyond the capacity of words to convey. The magnitude of this genocide raises complex questions, as well as moral and religious reflection. The fact that the Shoah took place in Europe, that is, in countries of longstanding Christian civilization, also raises questions about the relation between Nazi persecution and the attitudes down the centuries of Christians toward the Jews.

### **REL 345 - Christian Social Justice: A Roman Catholic Perspective**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace, and justice.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 351 - Theological, Moral, and Spiritual Aspects of Marriage and Sexuality**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

### **REL 357 - Women in the Church**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church. Offered as needed.

### **REL 364 - Studies in Jewish Thought**

**3 credits**

*Crosslisted: PHI 364*

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

### **REL 366 - Asian Studies**

**3 credits**

*Crosslisted: PHI 366*

Selected topics in Asian thought, with emphasis on problems thinkers and movements.

### **REL 401 - The Catholic Tradition**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

An investigation of the Catholic tradition in critical dialogue with contemporary culture with a view to understanding how a Catholic modernity can be an authentic and inspiring alternative to secularism, materialism, and the technological world view. Offered annually.

### **REL 410 - Theological Foundations I**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This is an inquiry into theological method, theological anthropology, sin, grace, faith, revelation, God, Christ, and Trinity. Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 411 - Theological Foundations II**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course continues the exploration of Christian ecclesial and self-understanding: Christ, Trinity, Church, sin, and grace. The course cites important movements in the history of Christian thought with attention to how language, culture, and history have affected our interpretation of God's saving acts.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 423 - Christian Ethics III: Medical-Moral Issues**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course studies the ethical principles related to medical-moral concerns, such as abortion, stem cell research, issues around sexual reproduction, and end of life issues.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 424 - Death and the Meaning of Life**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered. Offered annually.

### **REL 425 - Internships in Religion**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course is designed to offer the student opportunities beyond the classroom (a hands-on experience) in the areas of community service, religious education, youth ministry, bereavement ministry, and chaplaincy while making a difference.

### **REL 426 - The Gospel of John and Related Writings**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

### **REL 427 - Ecclesiology**

**3 credits**

*Crosslisted: THY 527*

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

Within the framework of systematic theology, ecclesiology examines the nature of the church and its emerging challenges. This course considers both classic insights and new directions in ecclesiology, including reflections on the nature and exercise of ministry in the Church. Central to the course is a critical examination of two documents of the Second Vatican Council: The Dogmatic Constitution on the Church (*Lumen gentium*) and The Pastoral Constitution on the Church in the Modern World (*Gaudium et spes*). In many respects, the entire course is an extended dialogue with these two foundational documents.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 428 - Gospel of Luke**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This intermediate-level course will explore the origins of Christianity through the lens of the two biblical works attributed to the Evangelist Luke. We will primarily be engaged in reading Luke and Acts closely and carefully, using the exegetical methods of source and redaction criticism. In the process, we will also address various issues of history, theology, and spirituality, in the contexts of the Judeo-Christian culture of the first century and our own diverse cultures of the early twenty-first century.

### **REL 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223; permission of faculty member and Dean*

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

### **REL 431 - Liturgy**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

A study of Christian worship and sacramental theology. Offered as needed.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 432 - Christian Spirituality**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction. Offered as needed.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 441 - Abraham's Tent: Christian and Jews in Dialogue**

**3 credits**

*Crosslisted: THY 551*

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course is designed as a study of what Christians and Jews share, where they differ, and how they might work together for a more peaceful world.

### **REL 442 - The Second Vatican Council & Beyond**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church.

### **REL 450 - History of Christianity**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This is an inquiry into theological, spiritual, and institutional history of Christianity from the time of Jesus until the present.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 455 - American Catholicism: Theology, Spirituality, Culture, and History**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course will be a more in-depth look at the life and history of the Catholic Church in America, including its particular contributions to theology, spirituality, and liturgy. This course will also examine the cultural challenges to and misunderstandings of faith in the American Catholic context.

### **REL 460 - Cyberculture: New Challenges for Pastoral Ministry**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

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 467 - Introduction to Hebrew**

**3 credits**

*Crosslisted: THY 567*

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course is a general introduction to the modern Hebrew language. Designed as part of a broader theological context, however, it is presumed that most students will participate in this course out of a desire to enhance their ability to study Hebrew scripture more intently through familiarity with the Hebrew language. Therefore, students will also examine selected texts of biblical Hebrew as well. Students taking this course for graduate credit will be required to complete a module on biblical Hebrew; undergraduates may do so at their discretion for extra credit. The course will consist of language drills in class, readings on the Hebrew language and Hebrew culture, and other activities. The use of Hebrew in both Hebrew and Christian scripture study and worship will be examined.

### **REL 468 - Catechesis (Religious Education): Theory and Practice**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223*

This course explores the theory and practice of catechesis, including such topics as theological foundations of catechesis and

evangelization, learning theory and catechesis, the catechetical process and methods, adult faith formation, media and technology in catechesis, cultural contexts, and means of communication. Students will also explore how Christian evangelization is influenced by different cultural contexts.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 470 - Christology**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS , REL 210RS or REL 223*

This course will take students on a systematic investigation of the life, person, and work of Jesus of Nazareth. Participants will survey and analyze the revelation of Jesus in scripture, historical perspectives in Christology (including controversies, councils, and significant individuals), and contemporary perspectives.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 480 - Theology and Spirituality of Ministry**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS , REL 210RS or REL 223*

This course examines the biblical and historical understandings of the theology and spirituality of ministry. It then looks at contemporary challenges and issues in ministry. The final outcome looks to articulate an apostolic as well as personal theology and spirituality of the minister. This course will include reflection on the student's ministry experience.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 482 - Finding God in All Things: The Apostolic and World-Embracing Spirituality of Ignatius Loyola**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS , REL 210RS or REL 223*

This course will study the life and history of Ignatius of Loyola and will explore the Spiritual Exercises as a developmental approach to his apostolically based spirituality.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 487 - Spiritual Direction**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS REL 210RS or REL 223*

This course will explore the role of the spiritual director or guide in helping directees follow the lead/direction of the Holy Spirit in their life. Besides exploring the art and principles of spiritual direction, the students will explore important themes that recur in spiritual direction—e.g., healthy and unhealthy images of God and of oneself, "spiritual darkness," crisis and tragedy in the context of the pastoral mystery. Contributions coming from humanistic psychology will be integrated into the presentations to help understand the mystery of the human person coming for spiritual direction.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### **REL 488 - Eco Theology: Ethical Reflections on Environmental Stewardship**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS , REL 210RS or REL 223*

The foundational moral experience is reverence for the human person, and her/his environment. For centuries, Christian moralists have focused almost exclusively on the first part of this statement—"the person." The current environmental crisis extending from the later 20th century to the present raises numerous challenges to that focus and other traditional approaches to Christian ethics.

### **REL 498 - Senior Seminar**

**3 credits**

*Prerequisite(s): REL 123, REL 110RS REL 210RS , REL 330 , REL 345 OR REL 470*

Each year the seminar will be developed around specific 400-level subject matter or topics, but designed to model research at greater depth and committed to writing across the curriculum due to the research focus. A course will be offered from one of the five fields of theology on a five-year cycle annually. This seminar will involve an extensive research paper and may culminate with an oral presentation on Academic Excellence Day.

### **REL 499 - Youth Ministry**

**3 credits**

*Prerequisite(s): REL 123, REL 124, REL 201 , or REL 223*

This course examines key socio-cultural and faith-development characteristics of adolescent life today and the broad foundations for doing youth ministry with and for young people. Participants will be encouraged to reflect upon and articulate their own vision of and hopes for youth ministry in their local contexts.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

## Science

### SCI 101 - Integrated Physical Science

**3 credits**

*Prerequisite(s):* MAT 003 or MAT 131 and/or be eligible for MAT 128, MAT 141, or higher

This is the first of two required LINK interdisciplinary liberal arts science courses designed to provide the student with a fundamental and integrated understanding of the physical universe and natural world of which he or she is a part. Topics covered include the scientific way of knowing; the origin, history, structure, and fate of the universe; the nature of the elementary particles which make up matter; the four fundamental forces which shape the universe; energy; the laws of the universe; galaxies, stars, supernovas, black holes, and planets; the origin, structure, and fate of the solar system; the death of the sun; plate tectonics, earthquakes, and volcanoes; chemical reactions, bonding, and molecules; biogeochemical cycles, winds, tides and oceanic currents; El Niño; and global climate change. Students will demonstrate critical thinking skills and an understanding of how physical systems operate. Social and environmental justice themes are woven throughout the course.

### SCI 102 - Integrated Life Science

**3 credits**

*Prerequisite(s):* SCI 101

The second of two required interdisciplinary liberal arts science courses designed to provide the student with a fundamental and integrated understanding of the natural world of which he or she is a part. Topics covered include ecology; levels of organization of life; ecosystems; current environmental issues; organic molecules, macromolecules, biochemistry, and molecular biology; cell anatomy and physiology; protein synthesis, cell division, and genetics; evolution; and diversity of life. Students will demonstrate critical thinking skills and will understand how living things and physical systems operate and the interrelationships between them. Social and environmental justice themes are woven throughout the course.

### SCI 103 - Human Physiology and Reproduction

**1 credit**

*Prerequisite(s):* SCI 101 is recommended. It is also suggested that this course be taken concurrently with SCI 102.

This course is designed for non-science majors who wish to further their investigation into the life sciences. Saint Leo University stresses student development in mind, body, and spirit. This course will encourage students to gain more understanding and a better appreciation of their own bodies. This is a continuation of the integrated life science course and is a requirement for all majors in social work. This course meets for one hour of lecture per week.

### SCI 110SC - Evaluating the Predictions of Global Warming

**3 credits**

*Prerequisite(s):* MAT-003 or placement in MAT-128 or higher

This course presents the science behind the mechanisms that effect global climate change to enable critical analysis of the potential severity of rapid climate change on the atmosphere, the oceans and the biosphere. It includes an overview of chemistry, physics, ecology, the carbon cycle, solar system science, and how these tools will allow critical analysis of climate model forecasts and the effects of greenhouse gasses.

### SCI 115SC - Is Evolution True? Your Inner Fish

**3 credits**

Are we humans just “souped-up” fish?! How did the human animal come to be what it is? What evidence of our evolution lies within our own bodies? How are we like fish? Worms? Even bacteria? Through paleontology (fossils), genetics, molecular biology, comparative embryology and comparative anatomy – we will reconstruct the history and examine the evidence for the building of human bodies through evolutionary adaptations. Is Evolution true? We will explore the evidence ranging from biogeography to geology, from molecular biology to physiology, so you can decide.

### SCI 120SC - Human Ecology

**3 credits**

We individual humans, as well as all of human civilization, are totally interdependent with the global ecological system – dependent upon clean air, pure water, a stable climate, healthy forests, healthy grasslands, healthy ocean ecosystems, and fertile soil with its teeming microscopic life. Individual humans and human civilizations are subject to the laws of physics, the rules of chemistry and ecological principles – there are no exceptions! In what ways do we humans depend upon the ecosystems of Earth? In what ways does human society affect the ecosystems of Earth? What can we learn from nature's laws about how to live on Earth sustainably? What is a healthy human ecology? What is the future of human civilization and its relationship to the ecosphere?

### **SCI 210SC - Energy and Its Impact on Global Society**

**3 credits**

*Prerequisite(s):* MAT-003 or placement in MAT-128 or higher

As an introduction to the physical principles behind energy use and its effects on our environment, this course examines different energy resources worldwide; explores the scientific principles of energy generation and investigates the environmental and economic consequences of its use.

### **SCI 215SC - Science in Science Fiction**

**3 credits**

*Prerequisite(s):* MAT-003 or placement in MAT-128 or higher and ENG-121

This course investigates the science behind popular science fiction literature and film. Students will sharpen their critical thinking skills to investigate science fiction plot devices to determine if they are compatible with fundamental principles in physics, chemistry, and biology. Is it possible to travel faster-than-light? Will suspended animation prolong our time in this universe? Science topics discussed include: motion, acceleration, time dilation, energy, characteristics of living things, cloning, evolution, Earth's cycles, and climate. Students will also discuss the ethics of these new technologies in consideration of the university's guiding core values.

## **Social Science**

### **SSC 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s):* Permission of faculty member and Dean/Center Director

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

### **SSC 101 - The Human Behavior Perspective**

**3 credits**

An interdisciplinary course designed to provide students with the opportunity to consider the many ways in which human beings function as individuals, as members of larger groups and demographic segments, and as members of a particular culture. This course explores the disciplines of sociology, psychology, and anthropology within the framework of the scientific method, social constructivism, ethics, and values. Value systems, including the core values of Saint Leo University, and the ways in which they affect social structure are also explored.

### **SSC 102 - The Global Perspective**

**3 credits**

A survey of various global issues arising in the world since World War II. The course combines the disciplines of history, political science, and economics. Emphasis will be placed on the interaction of the superpowers during the Cold War, the post-colonial emergence of the Third World, the ascendancy of regional and international economic and political institutions, the ambiguous blessing of technological innovation, and the reshaping of contemporary Europe.

### **SSC 110HM - Native American History and Life: More Than Tipis and Tomahawks**

**3 credits**

*Crosslisted:* HTY 110HM

What do you know about Native Americans? When you think of Native Americans do you visualize scantily clad warriors with bows and arrows, or women sitting by tee pees wearing feathers and beads? Do all Native Americans live on reservations? Do

all reservations have casinos? Focusing on the lives of Native peoples prior to European contact, their interactions with Europeans and Africans, their removal to reservations, and their contemporary experiences, this course addresses the many myths and misconceptions associated with Native American history and culture within the United States.

### **SSC 222 - Social Problems**

**3 credits**

*Crosslisted: SOC 222*

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 223 - Statistics for the Social Sciences**

**3 credits**

*Crosslisted: SOC 223*

*Prerequisite(s): 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 320 - Applied Social Research & Evaluation**

**3 credits**

*Prerequisite(s): SOC 201 and MAT 131*

This course shows students how to use social research to inform decision-making. It covers the basic methods of social research, the design and purposes of applied research, and the uses of evaluation. Students will learn to assess the validity of existing research and to interpret it to guide decision-making as professionals.

### **SSC 322 - Racial and Ethnic Groups in America**

**3 credits**

*Crosslisted: HTY 322*

*Prerequisite(s): SSC 101 or HON 150 and junior standing or instructor permission*

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

### **SSC 327 - Cultural Anthropology**

**3 credits**

*Crosslisted: ANT 327*

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

### **SSC 328 - Drugs, Society, and Human Behavior**

**3 credits**

*Crosslisted: CRM 328*

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

### **SSC 335 - Women in American Society**

**3 credits**

*Crosslisted: HTY 335*

A comprehensive examination of the socio-historical position of women and of the changing roles of men and women in American society. Major emphasis is placed on socialization of women; cross-cultural comparison of women; women in United States socio-history; women in contemporary United States; women of color; women and the economy; family life and motherhood; and women and the law. Offered spring semester in even years.



## **SSC 337 - Diversity Issues in Social Work Practice**

**3 credits**

*Crosslisted: SWK 337*

*Prerequisite(s): Senior standing in social work or by permission of instructor*

This course is designed to provide knowledge and skills for working with diverse populations, focusing on economically disadvantaged and oppressed people, including ethnic minorities of color, women, people with disabilities, gay and lesbian people, and poor people. Students participate in community service for 20 hours to better understand the nature of diversity in society and learn the importance of providing service to the community. Offered annually.

## **SSC 350 - Foundations of Modern Social Sciences**

**3 credits**

This course is a study of the development of Western social science thought from the end of the 18th century to the beginning of the 20th century. In this course, we will explore the development of Western thinking and ways of knowing from the perspectives of the social sciences, including anthropology, economics, history, political science, psychology, and sociology. The course allows students to examine the major contributions to the intellectual ferment of ideas that helped reshape the Western world's concepts of human nature.

## **Social Work**

### **SWK 100-400 - Special Topics**

**1-3 credits**

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

A variable-content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school-related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration. Offered as needed.

### **SWK 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 230 - Veterinary Social Work Practice**

**3 credits**

This course reviews research, practice settings, and policy needs in the four areas of veterinary social work: the link between human and animal violence, animal assisted interventions, grief and bereavement, and compassion fatigue. Students will be expected to become knowledgeable about research findings and apply them to social work practice skills and policy advocacy. Students will engage in service learning, reflective critical thinking about course content, and teaching through class presentations.

### **SWK 314 - Human Behavior in the Social Environment: Person, Environment, and the Life**

**3 credits**

*Prerequisite(s): Junior Standing in Social Work*

This course provides a framework for understanding human behavior in the social environment in social work practice as a multidimensional, multi-theoretical and multifaceted approach. It attends to the theoretical underpinnings that inform social work as well as an examination of the multiple dimensions of the person and environment: the biological person; the psychological person; the spiritual person. An understanding and of the impact of culture, the physical environment, social structure, formal organizations, small groups and the family on human behavior is also emphasized. The importance of the changing life course as seen through the person-in-environment perspective looks at human behavior and development from conception through late adulthood. In addition, this course provides 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 development, health and well-being; and, an introduces students to critical thinking relevant to human behavior in the social environment with opportunities to apply its principles.

### **SWK 327 - Research Methods for Social Work Practice**

**3 credits**

*Prerequisite(s): Senior standing in social work*

This course covers techniques and methods of quantitative and qualitative social work research as they relate to social work practice with an emphasis on critical thinking, evidence-based and empirical evidence. This course will explore the following: measurement and conceptualization; sampling; reliability and validity; single-subject design; survey methods; measures of central tendency; quantitative and qualitative data analysis; coding; types of qualitative research; mixed methods; and ethics.

### **SWK 328 - Social Welfare Policy**

**3 credits**

*Prerequisite(s): Junior standing in social work or by permission of the instructor*

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples. Offered fall semester or fall term.

### **SWK 329 - Directed Study: Readings or Research**

**3 credits**

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

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

### **SWK 331 - Methods of Social Work Practice I**

**3 credits**

*Prerequisite(s): 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 333 - Methods of Social Work Practice II**

**3 credits**

*Prerequisite(s): SWK 331 and junior standing in social work*

This course builds on SWK 331: Methods of Social Work Practice I and emphasizes the problem-solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision making and issues of diversity in social work practice. Offered spring semester

### **SWK 336 - Gerontology**

**3 credits**

*Prerequisite(s): SWK 121 and junior standing in social work*

This course is designed to introduce students to the field of social gerontology. This class will provide an overview on a variety of topics such as the demography of aging and the physical, emotional, cognitive, and psychosocial-spiritual aspects of aging. Students will increase their awareness of society's and their own stereotypes, prejudice, and/or discrimination of the elderly and learn how to promote dignity, self-determination, and social and economic justice for older persons. Health care and social policies, knowledge of the system(s) of aging services, and the role of both informal and formal support networks will be stressed as students learn to comprehensively assess older clients and develop intervention and evaluation plans. Offered fall semester

### **SWK 337 - Diversity Issues in Social Work Practice**

**3 credits**

*Crosslisted: SSC 337*

*Prerequisite(s): Senior standing in social work or by permission of instructor*

This course is designed to provide knowledge and skills for working with diverse populations, focusing on economically disadvantaged and oppressed people, including ethnic minorities of color, women, people with disabilities, gay and lesbian people, and poor people. Students participate in community service for 20 hours to better understand the nature of diversity in society and learn the importance of providing service to the community. Offered fall semester

### **SWK 350 - Loss and Bereavement**

**3 credits**

This elective course is designed for social work students who wish to increase their knowledge, skills, and understanding of issues surrounding loss, bereavement, dying, and death, and how to live to the fullest while addressing these challenges both personally and professionally with our clients. The course will utilize an interdisciplinary perspective and will look at the ethical, psychological, social, cultural, political, medical, legal, policy, and spiritual issues surrounding grief, dying, and death. We will address ways to develop an appreciation for the traditions, rituals, beliefs, terminology, and language used surrounding what is frequently considered a difficult topic. One of the primary goals of the course will be for social work students to become familiar with and gain confidence in skills to help clients who have suffered significant losses in their lives.

**SWK 355 - Global Issues in Social Work****3 credits**

This elective course is designed to introduce students to the theoretical foundations, global issues, and practice implication that are pertinent to the social work profession. This course also addresses topics in multiculturalism, global mental health, healthcare, human trafficking, poverty, homelessness, and crisis intervention with communities who have experienced disasters, terrorism, and other catastrophes. The role of both informal and formal support networks will be delineated as students learn to comprehensively assess, discuss and evaluate global issues in the social work profession.

**SWK 421 - Methods of Social Work Practice III****3 credits**

*Prerequisite(s): SWK 333 and senior standing in social work*

This course builds on SWK 331 and SWK 333 (Methods of Social Work Practice I and II) and emphasizes social work practice with communities and organizations. It includes the relationship among micro, mezzo, and macro skills and continues the emphasis on ethical decision-making and issues of diversity in social work practice. Offered fall semester or fall term.

**SWK 425 - Field Placement in Social Work****4-12 credits**

*Prerequisite(s): Senior standing in social work, completion of all social work courses*

*Corequisite(s): SWK 426*

Supervised field placement giving students an opportunity to apply theory to practice by working with individuals, families, groups, and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes, and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. This is a pass/fail course. Offered spring semester. Course fee may apply.

**SWK 426 - Senior Seminar in Social Work****1-3 credits**

*Prerequisite(s): Senior standing in social work, completion of all social work courses*

*Corequisite(s): 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**

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

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

**Sociology****SOC 100-400 - Special Topics****1-3 credits**

*Prerequisite(s): Permission of faculty member and Dean/Center Director*

A variable-content course in sociology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the Native American or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

### **SOC 110HA - The McDonaldization of Society**

**3 credits**

What can a fast-food chain teach us about society? Following George Ritzer's theory of McDonaldization, this course examines the pros and cons of living in a rationalized world where standardization, predictability, and control prevail. As students learn the sociological concepts of bureaucracy, consumer society, social structures, social change, and social interaction, they will develop their sociological imagination to reclaim a place for creativity, meaning, individuality, and free will in the late modern world.

### **SOC 110HM - Building a Multiracial Society**

**3 credits**

Are multiracial societies necessarily colorblind, and should they be? This course explores how colorblindness in multiracial societies can be analyzed through sociological theories and research methods. Students will read multiracial perspectives; analyze race and colorblindness in their everyday lives; and prepare themselves for entering a multiracial/global world, using their critical thinking skills to separate myth/ideal from data/evidence.

### **SOC 121 - Introduction to Sociology**

**3 credits**

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction, and the structure and organization of social groups.

### **SOC 201 - Globalization**

**3 credits**

*Prerequisite(s):* ENG 122

This course provides an overview of the new questions raised by the process of globalization in our social, economic, political, and cultural life. It places an emphasis on the search for social justice and encourages students to think critically about the causes and consequences of globalization as they prepare to become leaders of the 21st century.

### **SOC 222 - Social Problems**

**3 credits**

*Prerequisite(s):* ENG 122

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs, and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

### **SOC 321 - Methods of Social Research I: Quantitative Methods**

**3 credits**

*Prerequisite(s):* One course in mathematics (MAT 131 or above)

The first of two courses in the research methods sequence. This course covers techniques and methods of quantitative social research as they relate to sociological theory construction and social work practice: hypothesis testing, research design, measurement, quantitative data collection methods (surveys, experiments, and single subject design), statistical data analysis and ethics including development and submission of an IRB proposal. This course also covers descriptive and inferential methods of statistical analysis emphasizing measures of central tendency and dispersion, construction of graphs and tables, univariate, bivariate, and multivariate analysis including tests of statistical significance. Students will use SPSS to apply statistical techniques.

### **SOC 322 - Methods of Social Research II: Qualitative Methods**

**3 credits**

*Prerequisite(s):* Completion of SOC 321 and approval of the student's IRB proposal

The second of two courses in the research methods sequence. This course covers techniques and methods of qualitative social research as they relate to sociological theory construction and social work practice: in-depth interviewing, observation, focus groups, unobtrusive research methods, and case studies. Also covered are review of the social science literature, conceptualization, sampling, ethical issues in qualitative research, analysis of qualitative data, reporting of research findings and program evaluation. This course requires the completion of a qualitative research project compliant with IRB requirements.

### **SOC 323 - Sociological Theory**

**3 credits**

*Prerequisite(s):* SOC 121

This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention.

### **SOC 329 - Directed Study: Readings or Research**

**3 credits**

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

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

### **SOC 330 - Environmental Sociology**

**3 credits**

*Prerequisite(s):* ENG 122

Examines the causes and consequences of human disruptions of the environment, as well as how social groups respond to such consequences, including environmental and indigenous social movements and the debate over sustainability. A critical sociological perspectives brings the dimension of power to the environmental debate, by examining who benefits from environmental degradation or conservation, and who is harmed; how environmental issues are socially constructed; how the discourse on the environment, science, and technology shapes our common understanding of environmental issues, and the role of the media, the state, and various interest groups in framing the environmental debate. It considers environmental issues at the local and global levels.

### **SOC 331 - Global Social Change and Development**

**3 credits**

*Crosslisted:* SSC 331

*Prerequisite(s):* ENG 122

Focusing on the dynamics of global development and globalization, this course examines the roots and nature of social change in the contemporary world. It reviews various theories of social change, as well as the social, cultural, technological, political, and economic dimensions of global change. It also provides students with an opportunity to investigate how they may become change agents themselves.

### **SOC 332 - Social Interaction in Everyday Life**

**3 credits**

*Prerequisite(s):* ENG 122

An examination of how individuals interact in interpersonal, work, and family situations. Furthermore, an examination of the effects of culture and social structure upon the behavior, thoughts, and identities of individuals, including a consideration of how the individual exists in society and how society exists in the individual. Offered fall semester of odd years.

### **SOC 333 - The Family in Cross-Cultural Perspective**

**3 credits**

*Prerequisite(s):* ENG 122

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

### **SOC 334 - Sex and Gender**

**3 credits**

*Prerequisite(s):* ENG 122

This course analyzes the social construction of sex and gender from a sociological perspective. The course covers the development of sociological theories of gender and up to date research on sex and gender inequality in all major social institutions, including family, education, work, health and media. Cross-cultural comparisons with selected nations are also considered.

### **SOC 343 - The Social Ladder: Diversity and Inequality in America**

**3 credits**

*Prerequisite(s): ENG 122*

This course examines how our social class, race, ethnicity, and gender all intersect to shape the challenges and opportunities we face. Students will learn to identify the types, causes, and consequences of social stratification and critically assess the role of inequality, especially privilege versus poverty and deprivation, in the United States and in their own lives.

**SOC 345 - Deviance and Social Control****3 credits**

*Prerequisite(s): ENG 122*

Providing an overview of the social aspects of deviance and deviant behavior, the course examines the definition of deviance and its social and cultural roots. It includes a review of the sociological theories that explain deviant behavior, the process of becoming deviant, and the consequences of deviance; an analysis of various types of deviant behavior; and a critical assessment of the mechanisms society uses to address deviance.

**SOC 348 - Medical Sociology****3 credits**

*Prerequisite(s): ENG 122*

A critical examination of health, illness, and healthcare from a sociological perspective, the course examines how health, disease, and treatment are socially defined; how social stratification of race, class, gender, and age affects health and illness; and how power influences the structure of healthcare and healthcare professions. In addition to physical illness, the course includes mental health and disability. Issues are considered from a US and global perspective.

**SOC 350 - Race and Ethnic Relations****3 credits**

*Prerequisite(s): ENG 122*

A critical examination of race, ethnicity, and their persistence in institutions from a sociological perspective, the course examines how race and ethnicity are socially and politically defined; how sociological theories have traditional and contemporarily analyzed racial and ethnic inequalities; the most up-to-date research on the extent of racial/ethnic inequalities across several key social institutions; and social justice/social change efforts to reduce racism, along with social and political barriers to such efforts. Issues are considered from a US and global perspective.

**SOC 424 - American Popular Culture****3 credits**

*Crosslisted: HTY 424*

*Prerequisite(s): HTY 121 or SOC 121*

This course focuses on the rise of American popular culture beginning shortly after the end of WWII and continuing to the present. The course makes use of multiple access points from music to film to TV to poetry to social networking to examine the ways that popular culture in US society changed and by extension how American pop culture has transformed the world.

**SOC 425 - Internship in Sociology****3 - 6 credits**

*Prerequisite(s): Permission of instructor*

This course is designed to allow students supervised practical experience in a local government, nonprofit, or business organization. Students will discover how their training as sociologists transfers into a professional context. The internship may be taken for 3 to 6 credits, over one or two semesters, each credit hour requiring 50 hours of practical experience per semester. This is a pass/fail course.

**SOC 429 - Advanced Directed Study and Research****1-3 credits**

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

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

**SOC 496 - Comprehensive Sociology Examination**

**0 credits**

*Corequisite(s): SOC 499*

Final comprehensive written examination for students majoring in sociology. Examination is administered in the SOC 499: Senior Seminar in Sociology course. Test fee.

**SOC 499 - Senior Seminar in Sociology****3 credits**

*Prerequisite(s): SOC 322, SOC 323, senior standing.*

*Corequisite(s): SOC 496.*

The Senior Seminar in Sociology is designed as the capstone course in Sociology. As they approach graduation, students will review their knowledge in Sociology and conduct directed empirical research. They will design and carry out a research project using a method of their choice, to explore an area of sociology that they are interested in, and report the results in a senior thesis. They will be responsible for conducting one class presentation on one of the main areas of Sociology covered in the syllabus. As a co-requisite for the course, they will complete the Comprehensive Exam in Sociology. The course is designed to help students synthesize their knowledge in the major, reflect on how their sociological imagination has developed, and plan for their future as a sociologist.

**Spanish****SPA 111 - Beginning Spanish I (Spanish Level I-A)****3 credits**

An introduction to the fundamentals of pronunciation, conversation, grammar, and written communication through the acquisition of basic Spanish vocabulary. Open only to students with little or no background in Spanish.

**SPA 112 - Beginning Spanish II (Spanish Level I-B)****3 credits**

*Prerequisite(s): 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(s): SPA 112 or permission of the instructor*

A continuation of the study of the Spanish language and its culture. Emphasis is on acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening and reading comprehension, and writing.

**SPA 212 - Intermediate Spanish II (Spanish Level II-B)****3 credits**

*Prerequisite(s): SPA 211 or permission of the instructor*

A continuation of the study of the Spanish language and its culture. Emphasis is on acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening and reading comprehension, and writing.

**SPA 215 - Business Spanish****3 credits**

*Prerequisite(s): SPA 211 or permission of the instructor*

Continuation of SPA 211 with a special emphasis on the needs of the business community.

**SPA 216 - Health and Medical Spanish****3 credits**

*Prerequisite(s): SPA 211 or permission of the instructor*

Continuation of SPA 211 with a special emphasis on the needs of the health and medical communities.

**SPA 217 - Law Enforcement Spanish****3 credits**

*Prerequisite(s): SPA 211 or permission of the instructor*

Continuation of SPA 211 with a special emphasis on the needs of the law enforcement community.

### **SPA 311 - Advanced Spanish I (Spanish Level III-A)**

**3 credits**

*Prerequisite(s): SPA 212 or near-native fluency*

Composition and advanced conversation to increase fluency in reading, writing, and speaking Spanish. A non-technical course. Includes an introduction to works of literature in Spanish for reading comprehension and discussion.

### **SPA 312 - Advanced Spanish II (Spanish Level III-B)**

**3 credits**

*Prerequisite(s): 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 325 - Peoples of Latin America: Cultural Perspectives**

**3 credits**

*Prerequisite(s): SPA 311 SPA 312 SPA 320*

This course focuses on Latin American peoples and their cultural diversity from their early history to present. Course readings zoom into the complexities and challenges faced by Latin American Spanish-speaking countries and the achievements in literature and arts. A wealth of cultural, political, linguistic, and artistic events serve as springboard to further students' language competence and critical thinking skills. This course may offer abroad field experiences opportunities. This is a highly interactive course framed within the communicative approach and guided by the American Council on the Teaching Foreign Languages Standards, "The 5Cs" (Communication, Culture, Connections, Comparisons, Communities). Prerequisites: Proficiency equivalent to 311-312 and SPA 320: Introduction to the Spanish-Speaking Cultures or instructor's permission.

### **SPA 326 - Peoples of Spain: Cultural Perspectives**

**3 credits**

*Prerequisite(s): SPA 311 SPA 312 SPA 320*

This course focuses on Spain, its people, and their cultural diversity. Through a dynamic approach, this course introduces students to Spain's cultural history from early times to the present days with emphasis on the concept that language, culture, and civilization are ever-evolving. Topics range from the influence of the Roman Empire in Spain to the shaping of national identity, popular culture, and the European community. Students will expand their language competence as well as their cultural horizons. This course may offer abroad field experiences opportunities. This is a highly interactive course framed within the communicative approach and guided by the American Council on the Teaching Foreign Languages Standards, "The 5Cs" (Communication, Culture, Connections, Comparisons, Communities). Prerequisites: Proficiency equivalent to 311-312 and SPA 320: Introduction to the Spanish-Speaking Cultures or instructor's permission.

### **SPA 329 - Directed Study: Readings or Research**

**3 credits**

*Prerequisite(s): 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(s): SPA 312 or permission of the instructor*

A critical review of the latest grammar proposed by the Royal Spanish Academy.

### **SPA 420 - Advanced Spanish Through Literature and Film**

**3 credits**

*Prerequisite(s): SPA 312*

This literature and film course showcases salient texts and films from Latin America and Spain. Readings include poetry, theater, novels, and short stories. The integration of film and literature promotes the examination, interpretation, and analysis of socio-cultural contexts and development of higher order critical thinking skills. In addition, this course promotes the development of advanced listening, speaking, reading, and writing skills. This course is conducted entirely in Spanish.

### **SPA 429 - Advanced Directed Study and Research**

**1-3 credits**

*Prerequisite(s): 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**

### **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**

### **SPB 100-400 - Special Topics**

**1-3 credits**

*Prerequisite(s):* Permission of the department chair and Dean

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

### **SPB 101 - Introduction to Sport Business**

**3 credits**

An overview of different career opportunities available in sport business. Examines historical and current trends in the field as well as prepares the students for further professional study in facility and event management, sport marketing, sport communication, college athletic administration, international sport, sport tourism, professional sports, history of sport, national and international governing bodies, and campus recreation.

### **SPB 230 - Sport Facility and Event Management**

**3 credits**

*Prerequisite(s):* MAT 141, sophomore standing, and admission to the major or permission of department chair

This course is designed to promote an understanding of the management of sporting events and the venues in which they are housed. Topics include ownership and governance, scheduling, box office management, ancillary services and operations, facility contracts, budget development, television options and broadcasting issues, building sport facilities, tournament organization, and staffing. Field trips to facilities and actual event participation are planned as part of the course.

### **SPB 240 - Media Relations in Sport Business**

**3 credits**

*Prerequisite(s):* SPB 101 and sophomore standing, or permission of the department chair

A review of current communication techniques used in sport business, including printed approaches, personal approaches, TV and radio approaches, and Internet techniques. The areas covered include youth, amateur, and professional sport organizations; recreational, collegiate, and university sports; sports commissions; national and state sport governing bodies; and sport-related goods and services.

### **SPB 295 - Sport Business Apprenticeship**

**1 credit**

*Prerequisite(s):* SPB 101 and sophomore standing, or permission of the department chair

This course provides actual working experience in the area of sport business. The areas include youth, amateur, and professional sport organizations; recreational, collegiate, and university sports; sports commissions; national and state sport governing bodies; and sport-related goods and services. Students will have a chance to evaluate an area or field in sport business that interests them through work experience, observation, and discussions with the job site supervisor and other students. This course may be repeated up to three hours but may not be repeated at the same job site or area of interest.

### **SPB 330 - Social & Ethical Issues in Sport**

**3 credits**

*Prerequisite(s):* SPB 101

An examination of issues in sport and sport-related behaviors as they occur in social, cultural, and ethical contexts. Topics include right and wrong, societal values, social relations and conflict within the institution of sport, and sport as social phenomena.

### **SPB 350 - Risk Management in Sport**

**3 credits**

*Prerequisite(s): Junior standing and admission to the major or permission of department chair. Students in pre-law studies with junior standing may take with permission of the Sport Business department chair.*

Introduction to basic legal terminology and court procedures. This course is designed to help students develop "safety conscious" attitudes in the management of sport and recreation activities.

### **SPB 360 - Sport Marketing and Promotion**

**3 credits**

*Prerequisite(s): SPB 295, MKT 301, junior standing, and admission to the major or permission of department chair. Other Donald R. Tapia School of Business majors may take with junior standing and MKT 301.*

This class builds on the general principles of marketing by discussing the unique aspects of sport marketing and applying marketing concepts to sport as a product and the promotion of sports activities. Topics focus on the spectator as the product consumer and will include consumer analysis, market segmentation, product licensing and positioning, pricing, promotion, distribution, and sponsorship as they apply to sport.

### **SPB 380 - Sales in Sport**

**3 credits**

*Prerequisite(s): SPB 360, junior standing, or permission of department chair; SPB 360 can be taken as a corequisite.*

This course will completely immerse the student into the sales and sport environment. This includes but is not limited to ticketing, groups, signage, retail, telemarketing, cold calling, and fundraising for sport foundations. Developing sales campaigns and maximizing the skills and efforts of the sales staff will be included.

### **SPB 395 - Practicum in Sport Business**

**3 credits**

*Prerequisite(s): SPB 295 and junior standing, or permission of department chair. Other Donald R. Tapia School of Business majors may take with SPB 101 and senior standing.*

This course provides additional field experience in the area of sport business. The areas can include youth, amateur, and professional sport organizations; recreational, collegiate, and university sports; sport-governing bodies; and sport-related goods and services. This course is an elective for students wishing to gain additional experience in the sport industry.

### **SPB 410 - Sport Governance**

**3 credits**

*Prerequisite(s): Senior standing and admission to the major or permission of department chair*

Focuses on governance issues involved in the management of amateur (interscholastic, intercollegiate, recreational, Olympic, and Paralympic) and professional sport. Regulatory powers, strategic management, policy development, organizational structure, and sanctioning within the varying national governing bodies will highlight the course.

### **SPB 420 - Sport Finance**

**3 credits**

*Prerequisite(s): ACC 202, MAT 141, and MGT 325, senior standing, and admission to the major; or permission of department chair. Other Donald R. Tapia School of Business majors may take with all of the stated prerequisites excluding admission to the major.*

This course focuses on the financial status of varying sport industry sectors and strategies that an organization might use in controlling organizational costs, including how to implement and handle salary caps in the varying leagues. Ticket, group, sponsorship, food service, and broadcast sales as well as fund development will be a major emphasis in this class.

### **SPB 430 - Legal Issues in Sport**

**3 credits**

*Prerequisite(s): SPB 350 and senior standing or permission of department chair. Students in pre-law studies with senior standing may take with permission of the Sport Business department chair.*

An in-depth look at certain constitutional amendments and statutory and administrative laws that apply to the sport industry and impact the work setting. Class discussion surrounding current issues will constitute a major portion of this class. A legal research paper is expected.

### **SPB 449 - Professional Development Seminar**

**3 credits**

*Prerequisite(s): Senior standing, admission to the major, current enrollment in the last semester of coursework, and permission of department chair*

The main purpose of the course is complete immersion into the sport business industry to prepare the student for the internship and entry-level job placement. Analysis of management issues, concepts, and strategies as applied to sport organizations, internship selection, and a comprehensive section on current issues in sport business constitute the bulk of this course. A paper and presentation are required. Additional fee applies for ETS examination.

**SPB 495 - Internship Performance****6 credits**

*Prerequisite(s): All required courses for the sport business major, 2.5 GPA, and permission of department chair.*

*Corequisite(s): SPB 496.*

This course evaluates the student's on-site performance of their culminating field experience. The student is required to work full-time for a minimum of 12 weeks with an approved site supervisor in an approved sport business organization. The field experience is intended as a culminating experience of the sport business curriculum. It will expose students to organizational structure and function, help them gain additional work experience, enhance their employability skills, and expose them to other areas applicable to the specific area of sport business they have selected. This course is a graded experience. The duration of the internship is 12 weeks, 40 hours per week.

**SPB 496 - Internship Assignments and Colloquium****6 credits**

*Prerequisite(s): All required courses for the sport business major, 2.5 GPA, and permission of department chair.*

*Corequisite(s): SPB 495.*

This course is the corequisite for SPB 495 and is designed as the portion of the internship for which all paperwork including work logs, organizational analysis, internship portfolio, and the required colloquium presentation at the completion of the internship are graded. All assignments are discussed in the prerequisite course SPB 449. Special attention is paid toward the enforcement of professional writing, APA Style Manual application, and quality presentation skills.

**University Studies****SLU 100-400 - Special Topics****1-3 credits**

*Prerequisite(s): 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 101 - First Year Experience****1 credit**

This seminar course is designed to assist first year students with a positive transition to university life. It will introduce students to the history and culture of SLU, to the various departments, resources and services available, and it will foster the development of decision making using critical thinking skills and core values.

**SLU 105 - Introduction to American Culture and University Life****3 credits**

This course is intended for international students who are entering a U.S. college. It focuses on improving international students' cross-cultural competence and granting opportunities for analyzing complex social, moral, and academic issues that students will have to face while in the United States. In addition, it provides tools and strategies for students to analyze their own culture and compare it with new ones. As students learn more about themselves and others, the risk of cultural conflict and culture shock is decreased. This course is open only to international students.

**SLU 110 - Academic Learning Lab I****3 credits**

This course is designed to support the academic development of Bridge students through providing opportunities for: (1) early and structured introduction to Saint Leo Campus and online resources; (2) developing effective oral presentation and communication for academic purposes skills; (3) guided reflection on their language acquisition process and academic skills development.

## **SLU 112 - Academic Learning Lab II**

**3 credits**

*Prerequisite(s):* SLU 110

This project-based course is designed to support the academic development of the international students enrolled in the second-semester of Bridge Program course sequence. While working on a group writing project, the students will have the opportunities for: (1) active use of Saint Leo Campus, library, and online resources for academic purposes; (2) further development of academic writing skills; (3) effective presentation of the results of academic research in writing; (4) guided reflection on their language acquisition process and academic skills development.

## **SLU 115 - Student Development Issues**

**1 credit**

*Prerequisite(s):* *Permission of instructor*

The purpose of this course is to help students develop skills that relate to their personal development, interaction with individuals and groups, community development, and leadership issues. This course is primarily designed for students interested in being, or currently employed as, a resident assistant. It will focus on the development of the interpersonal and helping skills useful to any student.

## **SLU 120 - Pride Leadership**

**3 credits**

The Pride Leadership course enhances each student's personal development by fostering a higher level of integrity, excellence, and respect, as well as instilling students with a sense of community. Pride is the first course in the four-year PEAK leadership program, which integrates leadership development and institutional values. Upon the completion of the Pride Leadership course, students will have developed academic, personal, and life goals, and will have a heightened sense of responsibility, allowing these students to further develop their leadership skills.

## **SLU 125 - Choosing Wellness**

**3 credits**

This course offers a contemporary and proactive perspective of personal health: Choosing Wellness. Students explore the dynamic, interrelated dimensions of wellness, including physical, emotional, intellectual, spiritual and interpersonal wellness. Learning to be thoughtful consumers of health information, students critically analyze problems, issues, and successful practices surrounding course topics. Guided by their research, the Saint Leo core values and critical thinking, students will learn to make productive decisions, set goals, and implement strategies for lifelong wellness.

## **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 320 - Advanced Leadership**

**3 credits**

This course incorporates the core values of the institution, helping students to focus on their personal development and integrity as they examine various principles, values, and ethics of leadership. Upon completion of this course, students will have

developed an understanding of leadership principles that will allow them to positively effect change in their community. This class will look into diversity issues, including sexism, heterosexism, racism, and ableism.

### **SLU 425 - Internship**

**3-12 credits**

*Prerequisite(s): 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(s): 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.

## Chapter 6

### 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 Education Centers located in the states of California, Florida, Georgia, Mississippi, South Carolina, Texas, and Virginia.

Students enrolled in degree programs within the Division of Continuing Education and Student Services find the course schedules are developed to serve the needs of adult learners. They are able to enroll at Education Centers close to their place of residence or place of employment, or take courses over the Internet, allowing them to work toward their degrees in a timely and convenient manner.

Saint Leo University is committed to the delivery of high-quality academic degree programs and to personal attention to meet the needs of all students. Support services and degree program characteristics at the Education Centers include the following:

1. professionally staffed Education Centers;
2. clear, concise degree evaluations;
3. emphasis on complete degree programs;
4. individualized, goal-directed educational counseling; and
5. flexible and reliable scheduling of classes.

## California

### San Diego Education Center

### Naval Base Coronado Education Office

### Naval Base San Diego Education Office

### Pacific Beacon Office

### Navy College Office

#### Associate of Arts

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Accounting
  - Logistics
  - Management
  - Marketing
  - Tech Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security

**Bachelor of Science Degree**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

**Certificate in Homeland Security**

- Homeland Security Certificate

## Florida

### Gainesville Education Center

### Magnolia Parke Office

### Santa Fe Office

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
  - Marketing
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Elementary Education, B.A.
- Human Resource Management, B.A.
- Human Services, B.A.
- Middle Grades Education, B.A.
  - English
  - Social Science
- Psychology, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

#### **Bachelor of Social Work**

- Social Work, B.S.W.

#### **Master of Business Administration**

#### **Master of Education**

## **Key West Education Center**

#### **Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A. .  
with specializations in:
  - Logistics
  - Management
  - Marketing
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.

#### **Bachelor of Science**

Computer Information Systems, B.S.

## **Lake City Education Center**

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in
  - Management
  - Marketing
- Criminal Justice, B.A.  
with specializations in
  - Criminalistics
  - Homeland Security
- Elementary Education, B.A.
- Human Resource Management, B.A.
- Human Services, B.A.
- Middle Grades Education, B.A.
  - English
  - Mathematics
  - Social Science
- Psychology, B.A



#### **Bachelor of Science**

- Health Care Management, B.S.

## **Trenton Education Office**

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specialization in:
  - Management
- Criminal Justice, B.A.
- Elementary Education, B.A.
- Psychology, B.A.

## **Lakeland Education Center**

#### **Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Psychology, B.A.

#### **Bachelor of Science**

- Health Care Management, B.S.

#### **Master of Science in Criminal Justice**

## **Madison Education Center**

#### **Bachelor of Arts**

- Business Administration, B.A.  
with specialization in:
  - Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Elementary Education, B.A.

- Human Services, B.A.
- Psychology, B.A

**Bachelor of Science**

Health Care Management, B.S.

## Northeast Florida Education Center

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Elementary Education, B.A.
- Middle Grades Education, B.A.
  - English
  - Math
  - Social Science
- Human Services, B.A.
- Psychology, B.A

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

**Master of Education**

Education (M.ED.)

## Mayport Naval Station Education Office

**Associate of Arts**

- Business Administration, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security

**Bachelor of Science**

Computer Information Systems, B.S.

## Orange Park Education Office

## Palatka Education Office

## Saint Augustine Education Office

## Ocala Education Center

### Bachelor of Arts

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in
  - Management
  - Marketing
- Criminal Justice, B.A.
- Elementary Education, B.A.
- Human Services, B.A.
- Middle Grades Education, B.A.
  - English
  - Math
  - Social Science
- Psychology, B.A.

### Bachelor of Science

- Computer Information Systems, B.S.

### Master of Education

Education (M.ED.)

## Lake-Sumter Education Office (Leesburg)

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
- Criminal Justice, B.A.
- Elementary Education, B.A.

### Bachelor of Science

- Health Care Management, B.S.

## Citrus Education Office

### Bachelor of Arts

- Elementary Education, B.A.
- Psychology, B.A.

## Orlando Education Center

### Associate of Arts

- **Business Administration, A.A.**
- **Criminal Justice, A.A.**
- **Liberal Arts, A.A.**

### Bachelor of Arts

- **Accounting Major, B.A.**
- **Business Administration, B.A.**  
with specializations in  
Management
- **Criminal Justice, B.A.**  
with specializations in  
Homeland Security
- **Human Resource Management, B.A.**
- **Human Services, B.A.**

## Tallahassee Education Center

### Bachelor of Arts

- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Psychology, B.A.
- Sport Business, B.A.

## Eglin Education Office

### Bachelor of Arts

- Business Administration, B.A. \*  
with specialization in:
  - Logistics
- Criminal Justice, B.A. \*  
with specialization in:
  - Criminalistics
  - Homeland Security

## Tampa Education Center

### Associate of Arts

- Business Administration, A.A.
- Criminal Justice, A.A.
- Information Technology, A.A.

- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
- Criminal Justice, B.A.
- Psychology, B.A.
- Sociology, B.A.
- Social Work, B.S.W.

#### **Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

#### **Master of Accounting**

#### **Master of Business Administration**

## **MacDill Education Office**

#### **Associate of Arts**

- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
  - Technology Management
- Criminal Justice, B.A.
  - Homeland Security
  - Criminalistics
- Human Resource Management, B.A.
- Psychology, B.A.
- Sociology, B.A.

#### **Bachelor of Science**

- Computer Information Systems, B.S.

#### **Certificate**

- Homeland Security Certificate

## **Saint Petersburg Education Office**

#### **Bachelor of Arts**

- Business Administration, B.A.
- Psychology, B.A

## Adult Education Center at University Campus

### Associate of Arts

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

### Bachelor of Arts

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Elementary Education, B.A.
- Human Resource Management, B.A.
- Middle Grades Education, B.A.
  - English
  - Math
  - Science
  - Social Studies
- Psychology, B.A
- Religion, B.A.

### Bachelor of Science

- Computer Information Systems, B.S.
- Health Care Management, B.S.

### Bachelor of Social Work

Social Work, B.S.W.

## Brooksville PHSC Education Office

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Management
- Criminal Justice, B.A.
- Human Services, B.A.

## New Port Richey PHSC Education Office

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Middle Grades Education, B.A.
  - English
  - Math
  - Social Science
- Psychology, B.A.

**Bachelor of Science**

- Health Care Management, B.S.

**Bachelor of Social Work**

- Social Work, B.S.W.

## Spring Hill PHSC Education Office

**Bachelor of Arts**

- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
- Criminal Justice, B.A.
- Elementary Education, B.A.
- Middle Grades Education, B.A.
  - English
  - Math
  - Social Studies
- Psychology, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

**Bachelor of Social Work**

- Social Work, B.S.W.

## Georgia

### Gwinnett Education Center

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Project Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Human Services, B.A.
- Sociology, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

**Master of Business Administration**

**Master of Science in Criminal Justice**

## Marietta Education Center

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Project Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Human Services, B.A.
- Sociology, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

**Master of Science in Criminal Justice**

## Morrow Education Center

**Associate of Arts**

- Business Administration, A.A.



- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in
  - Management
  - Project Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Human Services, B.A.
- Sociology, B.A.

#### **Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

#### **Master of Science in Criminal Justice**

## **Savannah Education Center**

#### **Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Human Services, B.A.
- Psychology, B.A.
- Religion, B.A.

#### **Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

#### **Master of Arts in Theology**

#### **Master of Science in Criminal Justice**

#### **Master of Science in Human Services Administration**

# Mississippi

## Columbus Education Center

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Psychology, B.A.

# South Carolina

## Shaw Education Center

### Associate of Arts

- Liberal Arts, A.A.

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.

### Bachelor of Science

- Computer Information Systems, B.S.

### Certificate in Homeland Security

- Homeland Security Certificate

## Sumter Education Office

### Associate of Arts

- Liberal Arts, A.A.

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Management

- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Human Services, B.A.

#### **Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

## **North Charleston Education Center**

#### **Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Psychology, B.A.
- Religion, B.A.

#### **Bachelor of Science**

- Health Care Management, B.S.

#### **Master of Arts in Theology**

#### **Master of Business Administration**

## **Texas**

### **Naval Air Station Corpus Christi Education Center**

#### **Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### **Bachelor of Arts**

- Business Administration, B.A.  
with specializations in:

- Logistics
- Management
- Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.

## Virginia

### Fort Lee Education Center

**Associate of Arts**

- Liberal Arts, A.A.

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.

### South Hampton Roads Education Center

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
  - Marketing
  - Technology Management

- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Psychology, B.A.
- Religion, B.A.
- Sociology, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

**Master of Business Administration**

**Master of Science in Criminal Justice**

## Chesapeake Education Office

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Information Technology, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
  - Technology Management
- Criminal Justice, B.A.
- Human Resource Management, B.A.
- Human Services, B.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.
- Computer Science, B.S.  
with specializations in:
  - Information Assurance

**Master of Business Administration**

**Master of Arts in Theology**

**Master of Science in Criminal Justice**

## Naval Air Station Oceana Education Office

## Joint Expeditionary Base Little Creek-Fort Story Education Office

# Naval Station Norfolk Education Office

## Virginia Peninsula Education Center

### Fort Eustis Education Office

#### Associate of Arts

- Criminal Justice, A.A.
- Liberal Arts, A.A.

#### Bachelor of Arts

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Psychology, B.A.
- Sociology, B.A.

#### Bachelor of Science

- Computer Information Systems, B.S.

## Langley Education Office

#### Associate of Arts

- Business Administration, A.A.
- Liberal Arts, A.A.

#### Bachelor of Arts

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Management
  - Marketing
  - Project Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Psychology, B.A.
- Sociology, B.A.

#### Bachelor of Science

- Computer Information Systems, B.S.
- Health Care Management, B.S.

## Newport News Education Office

### Associate of Arts

- Business Administration, A.A.
- Criminal Justice, A.A.
- Information Technology, A.A.
- Liberal Arts, A.A.

### Bachelor of Arts

- Business Administration, B.A.  
with specializations in:
  - Logistics
  - Management
  - Project Management
  - Technology Management
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Human Services, B.A.
- Sociology, B.A.

### Bachelor of Science

- Computer Science, B.S.
- Computer Information Systems, B.S.
- Health Care Management, B.S.

### Master of Business Administration

### Master of Science Criminal Justice

## Student Services

### Career Planning

The Office of Career Planning Department assists students with all phases of career development from career guidance and job search training to resume advice, interview skills, and professional networking. Our department provides career counseling and job search resources to assist students and alumni with making informed career development decisions both face-to-face and aided by technology. One of our strongest technology platforms is LionsLINK. LionsLINK is the new career management interface provided by the University for all students, recent graduates, and alumni. Not only does LionsLINK bring employers with internships and employment opportunities within reach, but the program also supports our emerging Professional Mentor Network. This initiative is being supported by Career Planning and our Alumni Relations Department and it seeks to connect alumni to alumni and, importantly, alumni and other professionals to our current students. Please contact the Career Planning Office for more information about the Professional Mentor Network.

In addition to direct services we provide to students and alumni, the Career Planning staff maintains active participation in various regional and national professional associations. This activity enables us to better support the work of our faculty and academic advisors with labor market research insights, innovative educational programming, and best practices in transitioning successfully into the world of work.

For further information, please access the Career Planning Department website, <http://www.saintleo.edu> or call 352-588-8247.

Saint Leo University sponsors on-campus career fairs, held throughout the academic year. These networking events are 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 website, and/or referral services to local agencies.

## **Servicemembers Opportunity Colleges**

Saint Leo University is a current member of the Servicemembers Opportunity Colleges Degree Network System (DNS). The DNS is a group of institutions selected to provide servicemembers and their eligible family members the opportunity to complete college degrees without losing credit because of frequent changes in duty station. For example, many courses offered by member institutions have two-way guaranteed transferability to provide more flexibility and options in order to satisfy degree requirements. The SOC DNS Student Agreement issued to all eligible students at member institutions provides a complete evaluation of servicemember's prior learning, including courses from other colleges and universities, military training courses, military occupational experience, nationally-recognized exams, and other non-traditional credits, as well as clearly identifying requirements for completing the degree. Current SOC Degree Network System membership and participating degree information is available at <http://www.soc.asscu.org>.

Although Saint Leo University is currently a member of the SOC Degree Network System, membership or participating degrees may change at any time.



# Chapter 7

## The Center for Online Learning

Saint Leo University's Center for Online Learning (COL) was established in October 1998 to meet the needs of adult students and offer the best attributes of traditional classroom education along with today's cutting-edge computer technology. COL offers busy working adults the opportunity to earn an associate's or bachelor's degree entirely online at <http://online.saintleo.edu>. No conventional classroom attendance is required. COL provides students with the benefit of advancing their education without having to travel to a campus. Saint Leo's COL students receive the same associate's and bachelor's degrees as do their campus-based counterparts. The administrative staff, student services coordinators, enrollment counselors, and student advisors can be reached at The Center for Online Learning, Saint Leo University, 1120 E. Kennedy Blvd., Suite 214, Tampa, FL 33602. Toll-free: 877/856-2144. You may also e-mail your questions to the following addresses:

Application: <http://online.saintleo.edu>

Admission: [coladmission@saintleo.edu](mailto:coladmission@saintleo.edu)

Help Desk (eLion, Windows Live mail, and [my.Saintleo.edu](mailto:my.Saintleo.edu)): [helpdesk@saintleo.edu](mailto:helpdesk@saintleo.edu)

Help Desk (eCollege): 866/501-1636

Student ID: [id.cards@saintleo.edu](mailto:id.cards@saintleo.edu)

Update contact information: <http://my.saintleo.edu>. Log in. Click on eLion. Click on Students. Click on Information Change Screen.

Online help request: <http://www.saintleo.edu/resources/for-online-students/academic-services/online-learning-faqs.aspx>

## Center for Online Learning Degree Programs

### Associate of Arts

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.
- Information Technology, A.A.

### Bachelor of Arts

- Accounting Major, B.A.
- Business Administration, B.A.  
with specializations in:
  - Accounting
  - Logistics
  - Project Management
  - Management
  - Marketing
- Criminal Justice, B.A.  
with specializations in:
  - Criminalistics
  - Homeland Security
- Human Resource Management, B.A.
- Liberal Studies, B.A.
- Psychology, B.A.

- Religion, B.A.
- Sociology, B.A.

#### **Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Management, B.S.

#### **Minors**

- Accounting Minor
- Human Resource Management Minor
- Criminal Justice Minor
- Management Minor

## **Academic Regulations and Definitions**

Each of COL's courses uses a standard textbook and an online learning system. Participating online, students are expected to complete reading and homework assignments; submit assigned papers, projects, and essays; and take online quizzes and examinations. Conversations with classmates and professors use an asynchronous message board. All professors have office hours via chat sessions and are available by e-mail and telephone.

To register for classes with COL, new students may call 888/875-8265 and speak with any available student advisor. Continuing students can register via eLion through the University's website as well as speak with a student advisor.

One course is considered part time, two or more courses full time. Students must apply for admission prior to taking classes. Financial aid is available only to those students who have been admitted and have matriculated.

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 Explorations (General Education) curriculum. The goal of the University Explorations core curriculum is to provide undergraduate students with an understanding of the University's Benedictine-inspired values and Catholic traditions while focusing on the liberal arts and sciences and introducing undergraduate students to an understanding of the knowledge needed to succeed in college and in lifelong learning. Saint Leo University seeks to graduate students

- who exhibit skills in learning, writing, reading, critical thinking, technology applications, numerical applications, and adjustment to college life;
- who exhibit skills in dealing with fundamental human questions regarding the nature of human reality, the ways in which human beings come to know the world, and issues of human morality;
- who have learned to love learning, who understand the importance of the liberal arts as the basis for all learning, who find the curriculum relevant, and who are prepared to become lifelong learners; and
- whose employers will indicate a positive satisfaction level with these graduates and their preparation level for suitable employment and/or graduate studies.

## **Library**

Extensive information resources are available to all students through the Daniel A. Cannon Memorial Library. For online students, the library website (<http://saintleolibrary.cloudaccess.net/homepage.html>) and the Ask-a-Librarian feature are

designed to aid remote access to the library's resources and services. Online students may also call the reference desk at 800/359-5945 for person-to-person assistance from a reference librarian.

## Computer Specifications

Saint Leo University highly recommends that all students have:

- Pentium 4 or higher PC
- Windows XP or Windows 7
- Internet Explorer 7.0 or higher
- Video display 800 x 600 or greater
- 2 gigabyte of RAM or higher
- wired or wireless ethernet
- Internet service provider (broadband recommended)
- Sound card and speakers
- CD/DVD-ROM

## Software Requirements

- Microsoft Word 2010, Excel 2010, Access 2010, and PowerPoint 2010
- Adobe PDF 9.0
- Adobe Flash Player 10.0
- Java
- Alternate web browser in addition to Internet Explorer such as Firefox or Google Chrome

Please note that there may be software components accompanying textbook materials that are not MAC compatible. Students may experience problems using these tools as a result. Saint Leo University cannot be held responsible for students experiencing difficulty with software components that are not MAC compatible.

Technical support can be reached at 866/501-1636, 24 hours per day, 7 days per week.

## University Assessment Exams

All new students will be placed in MAT 003 and ENG 002 unless the prerequisites for placement into higher courses are met. Prerequisites for placement into higher courses can be met through transfer credit or Assessment scores. It is highly recommended that all new students take the English and Math Assessment exams.

The Assessment exam process is critical in determining students' abilities and knowledge. Assessment exams are designed to gauge students' aptitude and skill level in the given subject areas. Saint Leo University wants students to succeed in their academic pursuit. By accurately placing students in the appropriate courses, Saint Leo University is assisting in the achievement of that goal. College work requires a certain proficiency in English and Math necessary for further study in higher-level courses.

## Foundation Courses

Foundation courses are designed to provide students with the basic academic and personal skills needed to complete a college education. These courses provide a practical orientation to collegiate life, and they prepare students for the challenges and

opportunities associated with completing a four-year college education. Additionally, these courses provide basic instruction in such areas as learning, writing, reading, critical thinking, computer science, and mathematics. Generally, these Foundation courses are completed during a student's first year of college.

#### ENG 002 - Basic Composition Skills

This course does not satisfy a University Explorations (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 University Explorations (general education) requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students build a foundation for algebra. Topics include algebraic expressions, order of operations, linear equations, inequalities, introduction to graphing, polynomials, exponents, and factoring. Offered every term.

## Student Services, Student Advising, and Program Coordination

### my.Saintleo

Center for Online Learning students have access to the my.Saintleo portal. With a single login, students will be able to access eLion, e-mail, and the Daniel A. Cannon Memorial Library. The portal also offers access to the Pearson Learning (formerly eCollege) classroom. my.Saintleo features a personal calendar, contacts list, briefcase, and much more. my.Saintleo is located at <http://my.saintleo.edu>.

### eLion

The University provides Internet online registration services through the eLion system. Students will receive a login and password to the eLion system and are also provided an e-mail account that will be the formal mode of communication between the University and the student. Access to eLion is available through <http://my.saintleo.edu>.

## Student Advising

Students at the Saint Leo University Center for Online Learning (COL) can count on their personal student advisor to provide them with the guidance they need to achieve their educational goals. COL has professional student advisors charged with the responsibility of advising students and reviewing programs and courses. All are available to assist and support by telephone at 877/856- 2144, by e-mail, or by Live chat. See <http://www.saintleo.edu/resources/for-online-students/academic-services/advising/academic-advisors.aspx>.

## 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. More than 100 colleges and universities have received charters to establish chapters of Delta Epsilon Sigma. Delta Nu is the local chapter of Delta Epsilon Sigma.

## **Sigma Beta Delta**

Sigma Beta Delta, the international honor society in business, management, and administration, was founded in 1994. The Saint Leo chapter was established in 1994 as one of the founding chapters. Sigma Beta Delta was established to encourage and recognize scholarship and accomplishment among students of business, management, and administration and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Sigma Beta Delta espouses three principles: wisdom, honor, and meaningful aspirations. Sigma Beta Delta members are challenged to pursue wisdom throughout their lives, to accept honor as a constant companion throughout their lives, and to aspire to goals that will chart them on the path of wisdom and honor throughout their lives. Sigma Beta Delta inducts eligible students and qualified faculty based on their sustained scholastic and personal achievement in business, management, and administration and a dedication to the principles of wisdom, honor, and meaningful aspirations.

## **Learning Resource Center**

Online tutorial services are available 24/7/365 for all COL courses via a licensing agreement with Smarthinking. Online access information to Smarthinking is located in each COL classroom.

# Chapter 8

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# Administration

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Associate Athletic Director	Chris Lahey
Assistant Director of Athletics/Facilities	Michael Madagan
NCAA Faculty Athletic Representative	Dr. Carol G. Walker
Baseball Head Coach	Sean O' Connor
Basketball Head Coach (Men)	Lance Randall
Basketball Head Coach (Women)	Missy West
Soccer Head Coach (Men)	Keith Fulk
Soccer Head Coach (Women)	Ged O'Connor
Tennis Head Coach (Men and Women)	Chris Frusci
Volleyball Head Coach (Women)	Sam Cibrone, Jr.

Trainer, N.A.T.A./Assistant Athletic Director	Barbara Wilson
Golf Head Coach (Men)	Chris Greenwood
Golf Head Coach (Women)	Tommy Baker
Cross Country/Track Head Coach (Men and Women)	Melissa Mangen
Lacrosse Head Coach/Assistant Athletic Director	Bradley Jorgensen
Softball Head Coach	Erin Kinberger
Swimming Head Coach (Men and Women)	Paul Mangen

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Associate Vice President/Chief Information Officer	Steven Carroll
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Director, Information Systems	Linda Blommel
Director, Network and System Services	Ellen Sheridan
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Director, Health and Wellness Center	Teresa Dadez

## Center for Catholic/Jewish Studies

Executive Director TBA

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Associate Registrar	Lora Lavery-Broda
Assistant Registrar	Genny Sikes
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Assistant Director, Disability Services	Christine Georgallis
Regional Librarian	Viki Stoupenos
Regional Librarian	Steven Weaver

## **Adult Education Center at University Campus (includes PHSC Education Offices)**

Director	Laura "Beth" Lastra
Assistant Director	Brooke Paquette
Academic Advisor/Recruiter	Jennifer Booker
Academic Advisor/Recruiter	Derek Saunier
Assistant Professor of Criminal Justice	Dr. Timothy A. Powers

## **Center for Online Learning**

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Associate Director-Undergraduate Student Advising	Robert Seidler
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Associate Director of Undergraduate Admissions	Shardae Thorne
Associate Director of Undergraduate Admissions	Jennifer Maiolo-Ferran
Associate Director of Undergraduate Admissions	Mark Russum
Associate Director of Undergraduate Admissions	Stacy Grant
Associate Director of Undergraduate Admissions	Brett Terzynski

## **Columbus Education Center, Mississippi**

Director	Dew White
Academic Advisor	Harriett Drummond

## **Distance Learning Program**

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Assistant Director	Diana Fiermonte
Manager	Susan Boyd

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Assistant Professor of Management	Dr. Kenneth Moss

## **Gainesville Education Center, Florida**

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Assistant Director	Felton Sheffield
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Academic Advisor	Holly Fremen
Assistant Academic Advisor	Rosalba Vassalo
Associate Professor of Education and Associate Chair of Education	Dr. Joanne Roberts
Associate Professor of Education	Dr. Nancy Nussbaum-Ryan
Assistant Professor of Psychology	Dr. Lara Ault
Assistant Professor of Human Services	Dr. Nancy E. Wood
Assistant Professor of Business	Dr. Charles Oden

Regional Academic Director (Florida Region); Associate Professor of Criminal Justice Dr. Christine A. Sereni-Massinger

Associate Professor of Social Work

Susan Kurner-Johnson

## **Gwinnett Education Center, Georgia**

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Assistant Director

Ann Dabrowski

Assistant Director

De Etta Peter

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Associate Professor of Criminal Justice

Dr. Phillip Neely

Assistant Professor of Health Care Management

Dr. Rafael Rosado-Ortiz

## **NAS Corpus Christi Education Center, Texas**

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Academic Advisor/Recruiter

Grace Moreno

Academic Advisor

Alma Martinez

Assistant Professor of Business

Dr. John Bennett

## **Key West Education Center, Florida**

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Assistant Director

Dr. Paul Tontz

Assistant Professor of Business

Dr. Webster Baker

## **Lake City Education Center, Florida**

Director

TBA

Assistant Academic Advisor

Jessica Markham

## **Lakeland Education Center, Florida**

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Dietlinde Dial

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Denise Broadhurst

Academic Advisor

Michelle Allen

Associate Professor of Criminal Justice

Dr. Darrien Bush

## **North Charleston Education Center, South Carolina**

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Academic Advisor/Recruiter

Rene Gutierrez

Associate Professor of Management

TBA

Assistant Professor of Religion

Dr. Daniel Lloyd

## **Northeast Florida Education Center, Florida (includes Palatka, Orange Park, St. Augustine, and Mayport Offices)**

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Jessica Starkey

Assistant Director

James Barnette

Assistant Director

TBD

Academic Advisor

Julius Collins

Academic Advisor

TBD

Assistant Professor of Education

Dr. Alexandra Kanellis

## **Ocala Education Center, Florida (includes Lake-Sumter and Citrus Offices)**



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Assistant Director	Rena Thomas
Academic Advisor/Recruiter	TBA
Academic Advisor	Chantae Cook
Assistant Academic Advisor	Nathalie Ray
Instructor of Human Services	TBA
Assistant Professor of Education	TBA
Professor of Psychology	TBA

## **San Diego Education Center, California**

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Assistant Director	Monique Norton

## **Savannah Education Center, Georgia**

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Assistant Director	Lan Pham
Assistant Director	Stephanie Stinski
Academic Advisor	Joseph Sero
Academic Advisor	TBA
Assistant Professor of Management	TBA
Regional Academic Director (Central Region); Professor of Human Services	Dr. Susan Kinsella
Visiting Assistant Professor of Criminal Justice	TBA
Assistant Professor of Psychology	Dr. Scot Hamilton

## **Shaw Education Center, South Carolina**

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Academic Advisor/Recruiter	Fatima David
Assistant Professor of Business	Dr. Richard A.Weil
Associate Professor of Human Services	Dr. Katheryn Sullivan-Ham

## **South Hampton Roads Education Center, Virginia (includes Chesapeake, Little Creek, Norfolk, and Oceana Offices)**

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Associate Director, South Hampton Roads Center	TBA
Associate Director, Chesapeake	Charlene Cofield
Assistant Director, NAS Oceana	Nancy Rechkemer
Assistant Director, NS Norfolk	Connie Morgan
Academic Advisor	Robert Colbert
Academic Advisor	Elliott Seagraves
Academic Advisor	Dennis Weber
Academic Advisor	Mark Craft
Academic Advisor	Robert Batchelder
Assistant Academic Advisor	Richard Crothers
Assistant Academic Advisor	James Jones
Associate Professor of Management	Dr. Hakan Kislal
Assistant Professor of Theology/Religion	Dr. Michael McLaughlin
Assistant Professor of Health Care Administration	Dr. Christine Dedowitz-Gordon
Regional Academic Director (Virginia Region); Assistant Professor of Management	Dr. Pamela Lee
Assistant Professor of Theology	Dr. James T. Cross
Assistant Professor of Human Resource Management	Dr. Barry Hoy
Associate Professor of Criminal Justice	Dr. Ramona D. Taylor, Esq.
Professor of Sociology	Dr. Eileen O'Brien
Assistant Professor of Computer Information Systems	Dr. Okey Igbonagwam
Associate Professor of Criminal Justice	TBA

## Synchronous Learning

Director Tyler Upshaw

## Tallahassee Education Center, Florida (includes Eglin Office)

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Assistant Academic Advisor	Meshundria Turner

Assistant Academic Advisor, Eglin

Melissa Sheaks

Assistant Professor of Sport Business

Dr. Steven Carney

## **Tampa Education Center, Florida (includes MacDill and St. Petersburg Offices)**

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Associate Director

Edward Steele

Assistant Director

Michael Raimondi

Academic Advisor

Tabitha Raj

Assistant Director of Admission

Jimmy Surin

Academic Advisor, MacDill

Dr. David Skaer

Instructor of Criminal Justice

Robert Sullivan

## **Virginia Peninsula Education Center (includes Fort Eustis, Langley, and Newport News Offices)**

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William "Bud" Hayes

Associate Director, Langley

Mark Morgan

Associate Director, Fort Eustis

William "Frank" Staples

Associate Director, Newport News

Jennifer Markham

Assistant Director Newport News

Michael Godfrey

Senior Academic Advisor, Fort Eustis

Frances Volking

Senior Academic Advisor, Langley

TBA

Academic Advisor, Langley

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Assistant Academic Advisor, Newport News

Susan Koch

Assistant Professor of Accounting

Dr. Lamine Conteh

Assistant Professor of CIS

Dr. Kingsley C. Nwosu

Regional Academic Director (Virginia Region); Assistant Professor of Psychology

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Associate Professor of Business

Dr. Shannon O. Jackson

Professor of Biology

Dr. Robin F. Van Tine

Assistant Professor of Criminal Justice

Dr. Delmar Wright

Assistant Professor of Human Resource Management

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**Donald R. Tapia School of Business**

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**Student Government Union**

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MC 2278, P.O. Box 6665, Saint Leo, FL 33574-6665  
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Veteran students at regional Continuing Education Centers should contact the VA Certifying Official at their appropriate center.

## Education Centers

**Distance Learning Program**

Saint Leo University, 12203 Wichers Road, Saint Leo, FL 33574  
Telephone: 352/588-7580. Toll Free: 866/758-3571. Fax: 352/588-8196.  
Email: dl@saintleo.edu

## California



*San Diego Education Center, California (including Marine Corps Air Station Miramar, Naval Base Coronado, and Naval Base San Diego)*

Saint Leo University  
Naval Base Coronado  
South "R" Ave., Bldg. 650  
P.O. Box 357024  
San Diego, CA 92135-7024  
Telephone: 619/840-7890.  
Email: sandiego@saintleo.edu

Saint Leo University  
Naval Base San Diego  
Education Center, Bldg. 3280  
San Diego, CA 92136  
Telephone: 619/840-7890.  
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## Florida

### *Adult Education Center at University Campus*

Saint Leo University  
MC 2249, P.O. Box 6665, Saint Leo, FL 33574-6665  
Telephone: 352/588-7544.  
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### *Brooksville Education Office*

Saint Leo University  
PHSC North Campus  
11415 Ponce de Leon  
Brooksville, FL 34601  
Telephone: 352/797-5169.  
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### *Eglin Education Office*

Saint Leo University  
Eglin Education Center  
502 West D. Ave, Building 251, Room 127  
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### *Gainesville Education Office*

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3000 Northwest 83rd St., Bldg. S, Rm. 212  
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### *Gainesville Education Center*

Saint Leo University

4650 NW 39th Place, Suite B  
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*Key West Education Center*

Saint Leo University  
A-718 Essex Circle, P.O. Box 9033  
NAS Key West, FL 33040  
Telephone: 305/293-2847. Fax: 305/296-6443.  
Email: keywest@saintleo.edu

*Lake City Education Center*

Saint Leo University  
149 SE College Place  
Lake City, FL 32025-8703  
Telephone: 386/752-6866. Fax: 386/752-6776.  
Email: lakecity@saintleo.edu

*Lakeland Education Center*

Saint Leo University  
1044 West Griffin Rd., Bldg. 2 1st Floor  
Lakeland, FL 33805  
Telephone: 863/337-4900.  
Email: lakeland@saintleo.edu

*Lake-Sumter Education Office*

Saint Leo University  
9501 U.S. Highway 441  
Leesburg, FL 34478  
Telephone: 352/323-3671. Fax: 352/787-3271.  
Email: ocala@saintleo.edu

*Citrus Education Office*

Saint Leo University  
3800 S. Lecanto Hwy, Bldg. 1  
Lecanto, FL 34461  
Telephone: 352/746-6721.  
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*MacDill Education Office*

Saint Leo University, P.O. Box 6063  
8102 Condor St., Suite 116  
MacDill AFB, FL 33621-5408  
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Email: macdill@saintleo.edu

*Madison Education Center*

Saint Leo University  
325 NW Turner Davis Dr.  
Madison, FL 32340

Telephone: 850/973-3356.  
Email: madison@saintleo.edu

*Mayport Education Office*

Saint Leo University  
Bldg. 460, Box 280035  
Mayport, FL 32228  
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Email: mayport@saintleo.edu

*New Port Richey Education Office*

Saint Leo University  
PHSC West Campus  
10230 Ridge Rd.  
New Port Richey, FL 34654-5199  
Telephone: 727/816-3117.  
Email: PHSC@saintleo.edu

*Northeast Florida Education Center*

Saint Leo University  
5001 Saint Johns Ave., Box 28  
Palatka, FL 32177  
Telephone: 352/588-5750. Fax: 386/325-6522.  
Email: NEFL@saintleo.edu

*Ocala Education Center*

Saint Leo University  
3001 SW College Rd., Building 20  
Ocala, FL 34474  
Telephone: 352/671-3391. Fax: 352/873-5872.  
Email: ocala@saintleo.edu

*Orange Park Education Office*

Saint Leo University  
283 College Dr.  
Orange Park, FL 32065  
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Email: NEFL@saintleo.edu

*Saint Augustine Education Office*

Saint Leo University  
2990 College Dr.  
Saint Augustine, FL 32084  
Telephone: 352/588-6720. Fax: 904/824-7015.  
Email: NEFL@saintleo.edu

*St. Petersburg Education Office*

Saint Leo University  
St. Petersburg College Seminole Campus  
9200 113th St. North, Room 128  
Seminole, FL 33772

Telephone: 813/226-2778.  
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*Spring Hill Education Office*

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PHSC Spring Hill Campus  
450 Beverly Court  
Spring Hill, FL 34606  
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*Tallahassee Education Center*

Saint Leo University  
444 Appleyard Drive  
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*Tampa Education Center*

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1120 East Kennedy Boulevard, Suite 238  
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*Trenton Education Office*

Saint Leo University  
334 NW 11th Ave.  
Trenton, FL 32693  
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## Georgia

*Gwinnett Education Center*

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3555 Koger Blvd., Suite 105  
Duluth, GA 30096  
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*Marietta Education Center*

Saint Leo University  
1395 South Marietta Pkwy.  
Building 300, Suite 104  
Marietta, GA 30067  
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*Morrow Education Center*

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*Savannah Education Center*

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## Mississippi

*Columbus Education Center*

Saint Leo University  
Building 926, Suite 120  
680 Seventh Street  
Columbus AFB, MS 39710  
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## South Carolina

*North Charleston Education Center*

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North Charleston, SC 29406  
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Email: [northcharleston@saintleo.edu](mailto:northcharleston@saintleo.edu)

*Shaw Education Center*

Saint Leo University  
Building 501, Room 116  
398 Shaw Drive  
Shaw AFB, SC 29152  
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Email: [shaw@saintleo.edu](mailto:shaw@saintleo.edu)

*Sumter Education Office*

Saint Leo University  
Wise Drive Baptist Church  
2751 S Wise Drive  
Sumter, SC 29150  
Phone: 803/869-0028 Fax: 803/666-2446  
Email: [shaw@saintleo.edu](mailto:shaw@saintleo.edu)

## Texas

### *NAS Corpus Christi Education Center*

Saint Leo University  
Naval Air Station Corpus Christi  
10461 D. Street,  
Building 1731, Room 206  
Corpus Christi, TX 78419-5000  
Telephone: 361/937-1452 or 361/776-2808. Fax: 361/937-1440.  
Email: corpuschristi@saintleo.edu

## Virginia

### *Chesapeake Education Office*

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1434 Crossways Blvd, Suite 175  
Chesapeake, VA 23320  
Telephone: 757/227-4450 . Fax 757/227-4505.  
Email: chesapeake@saintleo.edu

### *Fort Eustis Education Office*

Saint Leo University  
US Army Education Center  
1500 Madison Ave., P.O. Box 4326  
Fort Eustis, VA 23604  
Telephone: 757/887-1166 or 0655. Fax: 757/887-0562.  
Email: forteustis@saintleo.edu

### *Fort Lee Education Center*

Saint Leo University  
700 Quarters Road, Building 12400, P.O. Box 5220  
Fort Lee, VA 23801  
Telephone: 804/861-9634. Fax: 804/861-1816.  
Email: fortlee@saintleo.edu

### *Langley Education Office*

Saint Leo University, P.O. Box 65519  
450 Weyland Rd., Bldg. 1027  
Langley AFB, VA 23665  
Telephone: 757/766-1812. Fax: 757/766-3049.  
Email: langley@saintleo.edu

### *Newport News Education Office*

Saint Leo University  
One Compass Way, Suite 160  
Newport News, VA 23606  
Telephone: 757/249-0390.  
Email: newportnews@saintleo.edu

### *Naval Air Station Oceana Education Office*

Saint Leo University

902 E Ave., Bldg. 531, Rm. 105  
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*Naval Station Norfolk Education Office*

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c/o Navy Campus Education Center  
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Norfolk, VA 23511-2321  
Telephone: 757/489-0969. Fax: 757/489-1232.  
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*South Hampton Roads Education Center*

*Joint Expeditionary Base Little Creek-Fort Story*

Saint Leo University  
1481 D St., Bldg. 3016  
JEB Little Creek-Fort Story  
Virginia Beach, VA 23459  
Telephone: 757/464-6449. Fax: 757/464-3472.  
Email: southhamptonroadscenter@saintleo.edu

Classes are also scheduled at classroom locations near several of these Centers.

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