SAINT LEO UNIVERSITY

Courage to be more.

# ACADEMIC CATALOG

## 2026-2027



UNDERGRADUATE

# Saint Leo University
# 2026-2027
# Undergraduate
# Academic Catalog

# Catalog Home

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

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

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

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

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

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

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

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

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

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

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# Chapter 1: The University

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

## Mission Statement

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

## Core Values

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

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

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

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

**Responsible Stewardship**—Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources for University and community development. We must

be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

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

## Catholic Identity Statement

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

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

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

## Commitment to Academic Excellence

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

## History of the University

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

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

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

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

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

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

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

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

## Accreditation and Affiliation Statement

Saint Leo University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, specialist, and

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

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

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

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

Additionally, the baccalaureate degree program in nursing at Saint Leo University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001; phone: (202) 887-6791.

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

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

## Academic Organization and Locations

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

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

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

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

**Florida**

Center for Adult Learning at University Campus

Diocese of Orlando (San Pedro Center)

Hernando County School District

Key West Education Center

MacDill AFB Education Office

Pasco-Hernando State College - North Campus (Brooksville)

Pasco-Hernando State College - West Campus (New Port Richey)

Pasco County Sheriff's Office

Tampa Education Center

**Georgia**

Savannah Education Center

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

# Majors/Minors/Specializations

## College of Arts, Sciences and Allied Services

**Associate of Arts**

- Liberal Arts, A.A.

### Criminal Justice

**Associate of Arts**

- Criminal Justice, A.A.

**Bachelor of Arts**

- Criminal Justice, B.A.
- Emergency Management, B.A. (Offered only online through WorldWide)

**Minor**

- Criminal Justice Minor
- Emergency Management Minor

**Command Office Management School**

- Command Officer Management School (COMS)

### Education

**Bachelor of Arts**

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

**Minor**

- Education Minor

### Interdisciplinary Studies

**Bachelor of Arts**

- Contemporary Studies, B.A. (Online only)
- Medical Humanities, B.A.

- Veteran Studies, B.A. (Offered only through WorldWide)

**Minor**

- Environmental Studies Minor
- Global Studies Minor
- Interdisciplinary Inquiry in the Arts Minor
- Medical Humanities Minor
- Women's and Gender Studies Minor

## English, Music, and the Arts (University Campus Only)

**Bachelor of Arts**

- English, B.A.
- Music, B.A.

**Minor**

- Art Minor
- Creative Writing Minor
- Cultural Studies Minor
- English Minor
- Journalism Minor
- Literature Minor
- Music Ministry Minor
- Music Minor
- Professional Writing Minor
- Spanish Minor

## Natural and Applied Sciences (University Campus Only)

**Bachelor of Science**

- Biology, B.S.

**Minor**

- Biology Minor
- Chemistry Minor

### Philosophy and Religion

**Bachelor of Arts**

- Religion, B.A. (Offered only through Worldwide)
- Religious Studies, B.A. (University Campus Only)

**Minor**

- Ethics and Social Responsibility Minor
- Philosophy Minor
- Religion Minor
- Religious Studies Minor (University Campus Only)

### Social Sciences

**Bachelor of Arts**

- History, B.A.
- International Studies, B.A.
- Political Science, B.A.
- Psychology, B.A
- Sociology, B.A. (Offered only through Worldwide)

**Minor**

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

## Tapia College of Business & Technology

### Accounting, Economics and Finance

**Bachelor of Science**

- Accounting, B.S.
- Economics, B.S. STEM (Offered only at University Campus)

**Minors**

- Accounting Minor
- Economics Minor (Offered only at University Campus)
- Finance Minor (Offered only at University Campus)

## Communication and Marketing

**Bachelor of Arts**

- Communication, B.A.
- Marketing, B.A. (Offered only at University Campus)

**Minor**

- Communication Studies Minor
- Digital Communications Minor
- Digital Media Influencer Minor
- Graphic Design Minor
- Marketing Minor

## Management and Business Administration

**Associate of Arts**

- Business Administration, A.A.

**Bachelor of Arts**

- Business Administration, B.A.
- Human Resource Management, B.A. (Offered only through WorldWide)
- Management, B.A. (Offered only at University Campus)

**Minor**

- Human Resource Management Minor (Offered only through WorldWide)
- International Business Minor
- Management Minor

### Sport Business

**Bachelor of Arts**

- Sport Business, B.A.

**Minor**

- Event Management Minor (Offered only at University Campus)
- Marketing and Sales in Sport Minor (Offered only at University Campus)

### Computer Science and Information Systems

**Associate of Arts**

- Cybersecurity, A.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Computer Science, B.S.
- Cybersecurity, B.S.
- Software Engineering, B.S.

**Minors**

- Computer Programming Minor
- Information Security Minor
- Information Systems Minor

### Artificial Intelligence, Robotics and Data Science

**Bachelor of Science**

- Robotics and Artificial Intelligence, B.S.

### Mathematics

**Minors**

- Mathematics Minor

Saint Leo University - Programs Requirements

- University Explorations

## College of Health Professions

**Bachelor of Science**

- Health Care Administration, B.S.
- Nursing, B.S.N.
-

**Bachelor of Social Work**

- Social Work, B.S.W.

**Minors**

- Health Care Administration Minor
- Social Work Minor

For more information on Graduate Degree programs, please see Graduate Degree Programs

## Academic Freedom Policy for Students

Academic freedom is the right to 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.

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

## Academic Honor Code

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

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

A. Cheating:

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

- Forging academic documents.
- Copying computer programs.

B. Plagiarism:

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

C**.** Artificial Intelligence (AI):

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

D. Complicity:

- Helping another student commit an act of academic dishonesty.

E. Misrepresentation:

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

**ADJUDICATION**

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

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

**REPORTING PROCESS**

Faculty must report any in-class sanction issued to a student using the Academic Honor Code Reporting System in eLion. Sanctions should be levied according to the seriousness of the offense. An instructor may issue an in-class sanction of either

1) assigning a zero for the assignment or

2) allowing a resubmission of the assignment with a reduced grade.

An instructor may not issue an F for the course. If the instructor believes the violation warrants a sanction of failure for the course, the appropriate Academic Standards Committee will hold a hearing. The student will have the opportunity to appeal the allegation and/or the in-class sanction within 5 days of receipt of the notification. If the student appeals the allegation and/or sanction, a hearing will be scheduled with the appropriate Academic Standards Committee.

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

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

Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing and include a copy of the faculty member's report. A student cannot avoid a sanction by withdrawing from the course and is not permitted to withdraw from a course while the allegation is under investigation. The Committee will hold a 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 Office Academic Affairs within 5 days of receipt of the notification of the official report, who may issue an appellate decision on behalf of the University. The final authority rests with the Office of Academic Affairs.

**SANCTIONS**

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

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

## Appellate Process

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

Generally, the most effective resolution of a student's question will come from the University administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the College offices, Education Center offices, the Division of Student Affairs, or the Office of Finance and Accounting.

Students attending Education Centers make their initial contact with their Student Advisor, Student Success Coach, or the Center Director, who will provide coordination with the appropriate University Campus offices.

The University's first objective is to accommodate a student's request, provided that 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 with sufficient information 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.

**After an initial appeal process has been completed at the College level;** if the appeal is not resolved to the student's satisfaction, students may appeal to the Division for Academic Affairs for a final appeal review. Appeals to the Division for Academic Affairs must be sent in writing (via Email to academic.appeals@saintleo.edu) within 15 days of the last contact with a University employee.

Student appeals to the Division for Academic Affairs are emailed to: **academic.appeals@saintleo.edu**. As a minimum, the written appeals should include:

- The reason for the student's appeal
- Why the student believes the decision rendered at the College level was insufficient (including supporting documentation)
- What outcome or action the student believes is appropriate given the circumstances
- Any additional information the student feels supports their argument

The Division for Academic Affairs will make a **final, non-appealable** decision within 10 business days. The student will be notified of the decision in writing.

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

## Grade Point Average

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

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

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

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

## Grade Changes

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

## Grade Appeal Procedures

The following procedures shall be adhered to reference grade appeals:

1. When a student elects to dispute a course grade, 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 by the instructor, the student may proceed to the next step.
2. The appeal must be submitted in writing to the instructor's Dean for a University Campus student, or to the Center Director or Graduate Director for an off-campus, online student, or graduate student. The written appeal shall include all originals or copies of the work upon which the grade was based, a syllabus for the course, and a listing of all materials that were to have been graded for the course. The written appeal

must also include the course grade the student believes he or she earned and the basis for such belief.

3. Upon receipt of the written appeal and corresponding materials upon which the grade was based, the following action will be taken:

    1. for appeals filed by University Campus students, the instructor's Dean will assign a full-time faculty member in the appropriate discipline to assess the appeal.

    2. for appeals filed by off-campus and online students, the student's Center Director will forward the appeal packet to the University Campus Dean who is responsible for the course discipline. The Dean will handle the appeal as noted in sub-section a above.

4. A full-time faculty member will conduct a thorough assessment of the appeal, including communication with the student if necessary. The list of all materials that were to have been graded for the course must be submitted to the original faculty member for review. If the reviewing faculty member determines there is clear and convincing evidence to support a grade change, the recommendation will be forwarded to the Division for Academic Affairs. Although the student filed the appeal for the purpose of being awarded a higher grade, the reviewing faculty member could determine that the instructor's original grade was in fact liberal; therefore, the recommendation would be to lower the grade. Should the reviewing faculty member find no clear and convincing evidence to support a grade change, he or she will forward the finding to the Dean, who will in turn notify the student in writing with copies to the Division for Academic Affairs and the Dean or Center Director who initiated the faculty review.

5. Upon receipt of a recommendation for a grade change from a reviewing faculty member, the Division for Academic Affairs will evaluate the recommendation and make a final determination concerning the student's grade. The student and instructor will be notified in writing. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the Division of Academic Affairs through the Registrar's office. All written grade appeals will be completed within sixty days from the date of receipt unless the Division for Academic Affairs grants an extension.

6. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the Division for Academic Affairs. Upon reviewing the appeal and faculty review, the Division for Academic Affairs will make a final, **non-appealable decision**. The student and instructor will be notified of the decision in writing.

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

## Academic Suspension Appeal Process

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

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

All students who have been suspended from the University, must appeal to the Division of Academic Affairs to be reinstated to the University.

As a minimum, the written appeals should include:

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

Appeals for off-campus students:

**Education Center students:** Center Directors will assist students and forward the appeal packet to the Division for Academic Affairs via email to: academic.appeals@saintleo.edu

**Online Students:** A representative from WorldWide Student Success or the student's Student Success Coach will assist students and forward the appeal packet to the Division for Academic Affairs via email to: academic.appeals@saintleo.edu

The Division for Academic Affairs will review the appeal and render a decision in writing within 10 days. The student will be notified of the decision in writing (by eMail and U.S. Mail). The decision of the office of the Vice President of Academic Affairs is **final and non-appealable.**

## 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 are maintained by the Division of Student Affairs. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

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

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

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

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

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

Educational records do not include records of instructional, administrative, and staff personnel, which are the sole possession of the maker and are not accessible or revealed to any individual; records of the security department as they pertain to law enforcement; student health or psychological records; and employment records or alumni records that do not relate to the

person as a student. A licensed physician selected by the student may review health records. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Division for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with 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 people 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 record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he or she may place a statement in his or her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

## External Complaint Procedures by State

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

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

## SARA Procedures for Complaints

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

## State Procedures for Complaints

**Florida**

The Florida Department of Education (FDOE) serves as the single repository of education data from school districts, community colleges, universities, and independent postsecondary institutions. While the FDOE's Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary, educational institutions, Saint Leo University is not under the jurisdiction or purview of the Commission except as otherwise provided in law and is not required to obtain licensure. See §1005.06, Florida Statutes. The FDOE Office of Articulation is the office available to assist students with complaints. For information on how to file a complaint with the Florida Department of Education, Office of Articulation, please call 850/245-0427 or send an email to articulation@fldoe.org.

**In Other States**

Information on the State of Florida and the University's accrediting bodies has been described above. For other states, students are also welcome to use the links provided below.

For California residents enrolled in a Saint Leo online program, contact the California Department of Consumer Affairs, Consumer Information Center: https://www.dca.ca.gov/consumers/complaints/oos_students.shtml

For Georgia, contact the Nonpublic Postsecondary Education Commission. Address: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; telephone 770/414-3300

https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form

For Mississippi, contact the Mississippi Commission on College Accreditation: http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf

For South Carolina, contact the South Carolina Commission on Higher Education: https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Licensing/Complaint_Procedures_and_Form.pdf

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

**Department of Veteran Affairs:**

**GI Bill®** School Feedback Tool: https://www.benefits.va.gov/GIBILL/Feedback.asp

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill

If you have an issue or complaint about a school or training facility that's eligible to receive **GI Bill®** benefits, you can submit feedback to the Department of Veteran Affairs. You may submit a

complaint if your school or employer is failing to follow the Principles of Excellence guidelines or if you have any other concerns or issues you'd like to raise.

## Official Transcripts

The Registrar maintains student academic records and provides all official transcripts. Requests must include the student's signature (required by the Family Educational Rights and Privacy Act of 1974). Official transcript request charges are the responsibility of the requester. For more information on ordering official transcripts, please visit the website at www.saintleo.edu/registrar.

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

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

**Unofficial Transcripts:**

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

Questions about transcripts? Email transcripts@saintleo.edu

## Course Audit

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

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

## Academic Residence Requirements

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

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

## Student Honor Societies

| Program/Focus | Honor Society Name | UC Only | WW Only | UG Only | GRAD Only | Contact |
|---|---|---|---|---|---|---|
| Biology | Tri Beta (Beta Beta Beta) | | | | | Laura.altfield@saintleo.edu |
| Business | Delta Mu Delta | | | | | Patrick.murphy@saintleo.edu (Ryan)<br>Doris.vankampen@saintleo.edu |
| Computer Science | Upsilon Pi Epsilon | | | | | Katrina.weicht@saintleo.edu |
| Criminal Justice | Alpha Phi Sigma | | | | | Moneque.walker-pickett@saintleo.edu<br>(UC, WW and GRAD) |
| Education | Kappa Delta Pi | | | **X** | | Carol.mcleish@saintleo.edu |
| English | Sigma Tau Delta | | | | | Allyson.marino@saintleo.edu |
| History | Phi Alpha Theta | | | | | marlen@tiscareno@saintleo.edu |
| International Studies | Sigma Iota Rho | | | | | Daniel.dubois@saintleo.edu |
| Mathematics | Pi Mu Epsilon | | | | | Jacci.white@saintleo.edu |
| Political Science | Pi Sigma Alpha | | | | | Francis.orlando@saintleo.edu |
| Psychology | Psi Chi | | | | | Tammy.zacchilli@saintleo.edu |
| Public Safety | Omicron Sigma Sigma | | | | | Ernest.vendrell@saintleo.edu |

| Program/Focus | Honor Society Name | UC Only | WW Only | UG Only | GRAD Only | Contact |
|---|---|---|---|---|---|---|
| Social Sciences | Pi Gamma Mu | | | | | Karen.hannel@saintleo.edu |
| Social Work | Phi Alpha | | | | | Cindy.lee@saintleo.edu |
| Sociology | Alpha Kappa Delta | | | | | Janis.prince@saintleo.edu |
| Theater | Alpha Psi Omega | | | | | Pamela.decius@saintleo.edu |
| Theology/Religion | Theta Alpha Kappa | | | | | Randall.woodard@saintleo.edu |
| Catholic College | Delta Epsilon Sigma | | | **X** | | Valerie.wright@saintleo.edu |
| Greek Life Honors | Alpha Alpha Epsilon (Order of Omega) | **X** | | | | |
| Leadership | Omicron Delta Kappa | **X** | | | | Francis.orlando@saintleo.edu |
| Online Studies | Omega Nu Lambda | | **X** | | | Laura.cheek@saintleo.edu (Nancy)<br>Sheri.bias@saintleo.edu |

*Rev. Feb. 2024 Cleveland/Cheek*

**To reach out for more details on eligibility, membership, and involvement, find the current Saint Leo University advisor for each honor society on EngageLeo at: https://saintleo.campuslabs.com/engage/organizations?categories=11463**

**Alpha Alpha Epsilon**

Order of Omega is a national Greek Life honor society that recognizes the top 3% of Saint Leo University Greek Life students of junior and senior status who go beyond the expectations through academics, leadership, and service.

**Alpha Kappa Delta**

Alpha Kappa Delta is the International Sociology Honor Society. The name, Alpha Kappa Delta, represents the first three letters of three Greek words: anthropon (mankind), katamanthanein

(to investigate thoroughly or to conduct research) and diakonesein (for the purpose of service). Membership is open to all Saint Leo University students—regardless of location. Students must have completed at least 37.5 percent of credits required for a baccalaureate degree, have an overall GPA of at least 3.3 and a Sociology GPA of at least 3.3 based on courses completed at Saint Leo University to be eligible for membership. Visit https://alphakappadelta.org/

**Alpha Phi Sigma**

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 regardless of location. Students who have an overall GPA of 3.2 and a Criminal Justice GPA of at least 3.2 may be eligible for membership. Alpha Phi Sigma was granted membership into the Association of College Honor Societies in 1980. Visit https://alphaphisigma.org/

**Alpha Psi Omega**

Alpha Psi Omega National Theatre Honor Society is a nationally recognized society promoting the love and involvement in theatre. The chapter at Saint Leo University has been established to first and foremost stimulate interest in theatre and all that is involved with theatre. It teaches us that theatre isn't just beneficial for theatre-related majors, but for anybody and everybody. Theatre can teach many lessons that can be utilized in everyday life such as talking in front of an audience, creative problem solving, and different empathy skills. Alpha Psi Omega also allows students to be rewarded for their participation in theatre activities. This chapter of Alpha Psi has just recently been brought back to life here at Saint Leo and welcomes anyone with an interest in the arts to join. Visit https://www.alphapsiomega.org/

**Delta Epsilon Sigma**

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. Visit https://www.deltaepsilonsigma.org/

**Delta Mu Delta**

Delta Mu Delta is an international honor society that recognizes academic excellence in Baccalaureate, Master's, and Doctorate business administration programs at Association of Collegiate Business Schools and Programs (ACBSP)-accredited schools. It was founded on November 18, 1913 by five New York University professors who believed that exceptional business students should be given recognition. Delta Mu Delta recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of its members and the business community through lifetime membership. For more information, visit https://deltamudelta.org/

**Kappa Delta Pi**

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." Visit https://www.kdp.org/home

**Omega Nu Lambda**

Omega Nu Lambda is a national collegiate honor society exclusively for online students. It was founded with the purpose of enhancing the online student experience by acknowledging academic achievements, offering scholarship opportunities, and creating community with other Omega Nu Lambda members across the United States. The eligibility requirements for the Iota Chapter, founded at Saint Leo University in 2020, include: Student must be enrolled as an undergraduate or graduate online or education center student; Student must complete 15 credit hours of online courses with a GPA of 3.2 or better for undergraduate and 3.65 or better for graduate students. For more information, visit https://www.omeganulambda.org/

**Omicron Delta Kappa**

Omicron Delta Kappa, the National Leadership Honor Society, recognizes and encourages superior leadership and exemplary character. ΟΔΚ encourages collaboration among members across the five pillars of leadership celebrated by ΟΔΚ: academics and research, athletics, service to campus and community, communications, and creative and performing arts. Our society includes undergraduate and graduate students, faculty, staff, and alumni who demonstrate excellence in leadership. Visit https://odk.org/

**Omicron Sigma Sigma**

Omicron Sigma Sigma (The Order of the Sword and Shield) was established in 2010 at the campuses of St. John's University in New York. The Society has grown steadily since that time. As outlined on their Website, the Society is the first and only academic and professional honor society dedicated exclusively to homeland security, intelligence, emergency management, and all protective security disciplines. The mission of the Society is to promote critical thinking, high scholarship and professional development; to further enhance the ethical standards of the protective security professions; and to cultivate a high order of personal living. In addition to its academic purpose, the Society is strongly committed to helping communities prepare for safety and emergency conditions and sponsors many types of informational events throughout the year. The Saint Leo University Chapter was started in May of 2019. Membership criteria includes completion of ½ of the total number of credits required for their overall program, including completion of ½ of all credits in the Homeland Security, Intelligence, Emergency

Management, or Protective Studies A.S., B.S., Minor, Master's, Doctoral, or Certificate Program. In addition, students must have achieved an overall 3.25 (undergraduate) or a 3.50 (graduate) cumulative GPA or higher (on a scale of 4.0) for all credits, including transfer credits, or be in the top 20% of their class standing. http://www.securityhonorsociety.org/home.html

**Phi Alpha**

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. Graduate students are eligible when they are enrolled in a graduate program in social work, have completed 9 semester hours of required social work graduate courses or at least 37.5% of the total hours/credits required for the graduate degree, whichever is later achieved, and rank in the top 35% of their class. For community college transfer students, Saint Leo has an alumni chapter of Phi Theta Kappa (PTK), the international honor society of two-year colleges. https://www.phialpha.org/individual-membership.html

**Phi Alpha Theta**

Phi Alpha Theta is a professional society whose mission is to promote the study of history through encouraging research, good teaching, publication, and the exchange of learning and ideas among historians. We seek to bring students and teachers together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways. All are welcome-- you do not need to be a history major to join! For more information, visit https://www.phialphatheta.org/

**Pi Gamma Mu**

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. Visit https://pigammamu.org/

**Pi Mu Epsilon**

Pi Mu Epsilon is the National Honor Society of Mathematics. Saint Leo University became a member of this organization in 2020 and was the 405th member of the organization. We are called the Florida Mu chapter. Pi Mu Epsilon is an organization that promotes mathematics as well as recognizes students who excel in their pursuit of mathematics. To be selected as a member of this organization, a student must earn a grade point average of at least 3.0 on a 4-

point scale in their mathematics courses and their work in their undergraduate degree program. Visit https://pme-math.org/

**Pi Sigma Alpha**

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. Visit https://pisigmaalpha.org/

**Psi Chi**

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. Visit https://www.psichi.org/

**Sigma Iota Rho**

Sigma Iota Rho is an honor society led by the Saint Leo International Studies program. This group is for students interested in understanding the modern world and meeting like-minded students, faculty, and professionals. The purpose of Sigma Iota Rho is to promote and reward scholarship and service among students and practitioners of international studies, international affairs, and global studies and to foster integrity and creative performance in the conduct of world affairs. Join Sigma Iota Rho and find your place in the World! Visit https://www.sigmaiotarho.org/

**Sigma Tau Delta**

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. Visit https://www.english.org/

**Theta Alpha Kappa**

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. Visit https://thetaalphakappa.org/

**Tri Beta (Beta Beta Beta)**

Beta Beta Beta is the national honor society for 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. Visit https://www.tribeta.org/

**Upsilon Pi Epsilon**

Upsilon Pi Epsilon (UPE) is the first, and only international honor society established to recognize academic excellence at both the undergraduate and graduate levels in the Computing and Information Disciplines. Organized at Texas A&M University, College Station, Texas, in 1967, the society now consists of chapters in various colleges and universities throughout North America and overseas. Saint Leo University's Omicron Chapter was established in fall, 2015. Its membership consists of outstanding scholars, chosen not only for their academic achievement in a computing science program, but also for distinguishing themselves as true professionals by

meeting the standards and achieving the goals of the society, which include: The recognition of outstanding talent in the field of computing science; the promotion of high scholarship in computing science; the establishment and maintenance of high standards in computing science; the representation of computing science in interdisciplinary communications, and the encouragement of individual contributions to society through computing science. UPE is a member of the Association of College Honor Societies and has received endorsements from the two largest computer organizations in the world, the Association for Computing Machinery (ACM) and the IEEE Computer Society (IEEE-CS). Visit https://upe.acm.org/

## 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 service members 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.aascu.org/.

Although Saint Leo University is currently a member of the SOC Degree Network System, membership or participating degrees may change at any time.

## Accessibility Services

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

## Equal Employment Opportunity (EEO) Statement

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

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

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

The office of Accessibility Services and the Section 504 may be contacted at 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 our students and faculty, at all locations and online. Library acquisitions are carefully selected to support the curriculum and to provide information resources in a variety of formats. Online and center-based students are encouraged to utilize the library's resources and services, including online Chat and InterLibrary Loan. Students can also avail themselves of the library's YouTube channel anytime, where video help and tutorials are located.

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 print book collections, eBooks, electronic, audiovisual, and instructional materials collections, as well as an extensive periodicals collection. The electronic resources complement and enhance traditional print and non-print information resources. Computer workstations for accessing the library's online catalog and multiple research databases are located throughout the building. Additionally, the library houses a student computer lab with a full suite of software for courses and The Hugh Culverhouse Computer Instruction Center classrooms (CCIC1 and CCIC2) are equipped for collaboration and seminars The library also houses three other flexible classroom spaces, some with video (Zoom) teleconferencing capabilities, and several group study rooms with glass whiteboards. The University Archives and Special Collections are also housed in the library building.

Library faculty regularly conduct classes in critical thinking, using Artificial Intelligence to support academic skills, information retrieval and library research skills to promote

Information Literacy and lifelong learning online and in person. Because many students will use the library's resources from a distance, an online orientation to the library and its resources, as well as a large selection of help videos on YouTube are available to all students wherever they are located. The online orientation includes video tutorials on the use of OCLC discovery search, research databases, Internet search engines, and other selected reference sources, as well as general information literacy topics, including AI.

The library website offers remote access to the library's resources and services no matter your location, along with a live chat feature for anyone who needs assistance. For off-campus students enrolled at Saint Leo University Worldwide Education Centers, the website provides easy access to the library's resources and services, including reference and research help, writing assistance and tips, the information retrieval system, approximately 500,000 eBooks, and multiple research databases that include many thousands of full-text journal, newspaper, and magazine articles. The large print collection is available to students at all locations and online; students may use InterLibrary loan services to request materials housed at the Daniel A. Cannon Memorial Library, including print journal articles which can be scanned and emailed, and print books, which can be loaned through the mail, or (if only a chapter or two is needed), selectively scanned and emailed.

In addition to serving as the gateway to academic research for both distance learners and University Campus students, the library website also includes a calendar that students can use to schedule on-site, online, or telephone library and writing support, and the ability to call, email, chat or text for research assistance The website also features course- specific LibGuides and links to selected reference sources available on the Internet. Online request forms are also available to further aid students with document delivery and interlibrary loan services, while a toll-free number to the reference desk (800) 359-5945 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 personnel and resources of the Daniel A. Cannon Memorial Library, University Library Services also provides online librarians for Saint Leo University Worldwide students and faculty not located at University Campus, serving students in all of the University's undergraduate and graduate online and center-based programs. Even if you are taking courses at a distance, the library can support your research, writing, and information needs.

The library is dedicated to serving all students and faculty, at all locations. There are library faculty available to provide general assistance with all aspects of the writing process, from the first idea generated to the final bibliography . Additionally, the Daniel A. Cannon Memorial Library establishes cooperative agreements with local libraries and host institutions for use of library resources by students enrolled online and in Saint Leo University 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 (TBLC) and a participant in Ask-A-Librarian, Florida's largest collaborative online reference service,

extending hours of service late into the evening throughout the week. The library is also an active member of the Florida Library Information Network, ICUF Libraries, OCLC, and LYRASIS.

## 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 the 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 is managed by the Department of Information Technology, including the issuing of passwords, and 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's 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 the Department of Information Technology or the division that granted the account. Faculty, students, staff, and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends or nonauthorized individuals to use accounts, either locally or through the Internet, is a violation of these guidelines. It is recommended that account holders change their 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 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 is committed to ensuring that all students have access to technology to support their educational pursuits. While the University maintains several computer laboratory facilities with full academic software, hardware and printing capabilities, we recognize students utilize personal devices. Below are the minimum configurations for a device to meet compliance requirements for use on the university network. If your laptop does not meet compliant requirements or you need a laptop, the Department of Information Technology does offer a rental program to students that qualify, to learn more, please visit the **Laptop Rental Program** page (https://www.saintleo.edu/student-experience/support/department-of-information-technology/laptop-rental-program).

Saint Leo University highly recommends that all students have the following minimum configuration for personal laptops:

### Hardware Requirements

- Dual Core or higher processor
- 8 GB of RAM or higher or mac OS version 11 Big Sur
- 256 GB of hard drive disc space or higher
- Wi-Fi enabled
- Ethernet network port

### Software Requirements

- Windows 10 or higher or Mac OSX version 10.8.5 Mountain Lion

- Office 365 (students are eligible to have a free Office 365 Account) this includes Word, Excel, PowerPoint, OneDrive with 1TB of cloud storage and Access*

*Access is only available to be installed on Window based computers.

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.

### Browser

Latest version of Chrome, Firefox or, Safari

## Textbooks and Materials Fees

Saint Leo uses Barnes and Noble College as its book vendor. Financial aid students can buy their books using their anticipated financial aid credit (if their financial aid award exceeds term tuition charges). 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 with the subject of the e-mail being "Use your STUDENT ALLOCATION to order your books online." Students who purchase their books by credit card can do so when registration opens.

The University offers an equitable access program for course materials through Barnes and Noble College called the Course Materials Connection Program or CMC. Students participating in the program are charged $30.00 per credit hour for the course materials required in each course they are enrolled in. Students who choose not to participate can opt out of the program and purchase from the bookstore off the opt out term textbook list. (Financial Aid can be used to cover the fees both in the program and if opted out of it.) Online students can access the textbook website at https://saintleo.bncollege.com/. All students are initially enrolled in the program, unless they complete the form to Opt Out.

## Laptop Rental Program

Saint Leo University is committed to ensuring that all students have access to technology to support their educational pursuits. University Campus students including transfer students, Part-Time students, and commuters may be eligible for the Department of Information Technology (DoIT) Laptop Rental Program.

Requirements:

- Must be enrolled in a Saint Leo University Undergraduate Program at our main campus
- Must be enrolled full-Time

Availability for Rental Laptops is on a first come, first served basis. A laptop rental is a non-refundable $50 fee per term. All available laptops meet the Saint Leo University Compliant Device Requirements above.

## Application for Graduation

Students must submit a formal application for graduation through the Degree Conferral Application, located in the eLion student portal. Dues are required for degree completion, even if the student chooses not to participate in the Commencement exercises.

The Degree Conferral Application will become available on the eLion student portal when undergraduate students reach senior standing (i.e. completion of 90 credits), and graduate level students complete 21 credits in their program. In order to provide time for a thorough review of the applicant's degree audit and student record, the application must be submitted no later than two semesters/terms prior to the anticipated completion date.

## Awarding of Degrees

Degrees are awarded at the end of each 8-week term (i.e. Spring 1, Spring 2, Summer 1, Summer 2, Fall 1 and Fall 2). The conferral date is determined upon completion of all degree/program requirements, including the resolution of all incomplete coursework, and the receipt and posting of all transfer credit. The conferral date will be consistent with the last day of the term in which a student satisfies all requirements. Students who have not submitted their Application for Graduation by the stated deadline within the graduation cycle, or who have not resolved all outstanding requirements, will have their anticipated graduation date moved to the next available cycle. Degrees will not be awarded retroactively.

## Commencement Exercises and Participation Eligibility

University-wide commencement ceremonies will be held annually at the completion of the spring semester (date to be announced each year, pending venue availability). Any student who has fulfilled the requirements of Saint Leo University for receipt of a doctoral, masters, bachelor's, or associates degree, meets the participation eligibility requirements outlined as part of this policy, and has satisfied all financial obligations, are invited to participate in commencement. Participation in the commencement exercises is optional. Candidates may participate in one commencement ceremony per degree awarded.

Bachelor's and associate degree candidates who have 6 or fewer credits remaining to complete the degree at the close of the spring semester may participate in the spring commencement ceremony prior to the completion of their final requirements. Ineligible students with more than 6 credits remaining will be invited to participate in the following year's ceremony.

Graduate degree candidates expected to graduate in spring, and the following summer will be invited to participate in the current year's ceremony. Fall graduates will be invited to participate in the following year's ceremony.

Doctoral degree candidates expected to graduate in spring must defend their dissertation by April 1 to participate in the current year's ceremony. All other candidates expected to graduate in summer or fall, or who have not met the April 1 defense deadline, will be invited to participate in the following year's ceremony.

Students must include their desire to participate in the commencement ceremony on their original Application for Graduation. Changes to participation status after initial submission may occur, at the request of the student and upon review of eligibility criteria. Students who wish to change their Commencement participation intentions after submission of their application should email commencement@saintleo.edu.

The deadline for submission of the Application for Graduation to include participating in the immediate year's ceremony is April 1. All Applications for Graduation submitted after April 1 each year will be directed to participate in the following year's ceremony.

## Admissions Policies and Procedures

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

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

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

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

## Appeal of Admission Decision

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

### Student Financial Assistance

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

## Student Affairs

The Division of Student Affairs assists, nurtures, and supports students and their peer communities through programs and services that encourage intellectual, interpersonal, and spiritual development. The staff is strongly committed to the total development—mind, body, and spirit—of each student within our university community. This is accomplished through the development of a healthy and positive community that enables each student to develop social and interpersonal skills, foster leadership skills, explore career opportunities, cultivate sound ethical and moral principles, deepen spiritual commitments, and formulate a philosophy of life that embraces our Benedictine-inspired values of community, respect, excellence, personal development, responsible stewardship, and integrity.

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

### Student 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 Campus students can participate in the formulation and application of institutional policy, affecting both academic affairs and student affairs, through standing committees, the Student Government Union, and numerous ad hoc committees and organizations. Any students concerned with an academic issue should contact the department director, College Dean, or Center Director. All issues concerning student life should be directed to the Vice President for Student Affairs.

### 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 the Additional Resources section of the following website https://www.saintleo.edu/student-experience/on-campus/residence-life/housing.

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

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

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

### Personal Abuse

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

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

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

## Office of University Ministry

### Mission and Purpose

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

All members of the Saint Leo Community are always welcome to join any specifically "Catholic" activity that University Ministry offers. In fact, many 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 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 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 Engagement to involve our friends and neighbors in the mission and activities of Saint Leo University.

## University Ministry Services

- Ensures the worship and ritual life for the University Community—Catholic Mass, memorials, and special events of a religious and patriotic nature.
- Trains and mentors young adults for lay leadership in the Catholic Church or in other Christian Churches through the Ministry Mentor Program.
- Offers retreats and other experientially based opportunities for spiritual and personal growth—deeper awareness of God, self, and others and integrating the mind-body-spirit connection.
- Provides and encourages Bible study, lectio divina, prayer groups, and faith communities.
- Trains and educates liturgical ministers (readers, Eucharistic ministers, ministers of hospitality) to take an active role in Sunday Liturgy and at other schools' Masses.
- Trains and educates student singers and musicians through student choir and band, to make Campus Liturgies and "Praise and Worship Nights" a joyful expression of faith.
- Invites speakers to talk about contemporary issues in religion and/or in social justice.
- Offers sacramental confession, spiritual direction, and pastoral counseling.
- Provides sacramental preparation for marriage and for the other sacraments through the Order of Christian Initiation for Adults (OCIA), including Baptism, Confirmation, and First Holy Communion.
- Offers pastoral care in cases such as times of illness (including hospital visits), during personal crises and other traumatic events, on the occasion of a divorce or death in the family, and in the case of serious illness or death of a friend.
- Offers the Invocation at all "home" athletic events and provides special retreats and prayers for the various athletic teams.
- Supports efforts to affirm and protect life from conception to natural death with our pro-life "Imago Dei" group.
- Through "Project Rachel," provides support and guidance for those who are suffering remorse after having had an abortion.
- Collaborates with Counseling Services, to provide emotional support as needed.

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

## Center for Catholic-Jewish Studies

It is the mission of the Center for Catholic-Jewish Studies to build mutual respect, understanding, and appreciation among Jews, Catholics, and all people of good will by providing opportunities for interreligious 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 soccer, basketball, baseball, tennis, lacrosse, golf,cross country, and track and field. The University offers competition for women in soccer, indoor volleyball, beach volleyball, basketball, softball, tennis, golf, lacrosse, cross country, acrobatics and tumbling, track and field, and flag football.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Athletes must earn at least 9 credit hours per term and earn a minimum of 24 credits per year. All student-athletes 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 16 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 (English, math, or natural or physical science), four additional years of English, Math, Natural or Physical Science, Social Science, foreign language, comparative Religion or Philosophy. The compliance office at the University will handle transfers on a case-by-case basis.

The athletic facilities include the Marion Bowman Activities Center that features a gymnasium with two basketball courts and three volleyball courts, and a student-athlete 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 out outdoor basketball court. There is an intramural/practice field which houses beach volleyball courts. 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:

**Intramurals:** Intramural sports are a wonderful way to make new friends, develop your mind and body, and learn new skills. Participate in structured leagues and an array of activities, including basketball, flag football, softball, volleyball, ultimate frisbee, soccer and dodge ball.

**Fitness Center:** The fitness floor is a 7,000 sq foot space. The fitness Floor contains all the latest cardio, plate loaded, free weights, sectorized and HIIT Equipment. The fitness floor is in the Wellness Center. There are also three group exercise rooms in the Wellness Center.

**Lakefront:** Take the canoes, kayaks, or paddleboards out on the water; hang out on the dock or even fish. Bring a group of friends down and take advantage of the various lawn games we have available. Enjoy the picturesque view while benefiting from a little peace and quiet from your busy day at the lakefront.

**Pool:** The Wellness Center has a resort style pool with an infinity edge and two lanes. Stop in to work on your tan or play water basketball. The pool is open from 8 am every day till sunset.

### 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 efforts and activities are consistent with the University's values, strategic objectives, policies, and procedures.

# Academic Year 2026-2027 Calendar

***Revised: July 13, 2026***

# Summer 2026 May – August 2026

## May 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **May 25, 2026** | **Memorial Day**<br>*University Closed / No Classes* | **Holiday** |

## July 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Friday | **Jul 3, 2026** | **Independence Day (Observed)**<br>*University Closed / No Classes (7/4 falls on Saturday)* | **Holiday** |

## August 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Sunday | **Aug 23, 2026** | **Summer 1 University Campus Semester: Classes End** | **Academic** |
| Sunday | **Aug 23, 2026** | **Summer 2 Term & WorldWide Summer 1 Semester: Classes End** | **Academic** |
| Wednesday | **Aug 26, 2026** | **Summer 2 Term & Summer Semester ALL: Final Grades Due** | **Academic** |

# Fall Semester August – December 2026

## August 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **Aug 10, 2026** | **University Campus Faculty Return**<br>*First official day* | **Faculty & Staff** |
| Tuesday | **Aug 11, 2026** | **Human Resources – New Faculty Benefits Orientation**<br>*Saint Francis Hall 102 \| 8:30 a.m. – 11:00 a.m.*<br>*Lunch Provided* | **Faculty & Staff** |
| Thursday | **Aug 13, 2026** | **Canvas & BibliU Faculty Kickoff**<br>*Student Community Center (SCC) Boardrooms \| 9:00 a.m. – 12:00 p.m.*<br>*Hosted by the Center for Teaching and Learning (CTLE)* | **Faculty & Staff** |
| Thursday | **Aug 13, 2026** | **College of Health Professions (CHP) College Meeting**<br>*TCBT \| 12:45 p.m. – 2:00 p.m.*<br>*Reference schedule or contact coordinator for department meetings, if any.* | **Faculty & Staff** |
| Friday | **Aug 14, 2026** | **Faculty Senate and Staff Council Meeting** | **Faculty & Staff** |

| Day | Date | Event | Category |
|---|---|---|---|
| | | *Tapia College of Business and Technology (TCBT) TECO Hall \| 9:00 a.m. – Noon* | |
| Saturday | **Aug 15, 2026** | **Holy Day of Obligation: Assumption of Mary Mass**<br>*Abbey Church \| 10:00 a.m.* | **Religious** |
| Monday | **Aug 17, 2026** | **Academic Chairs/Directors Retreat (All day event)**<br>*Wellness Center \| Mind, Body, Spirit Studio - 202 \| 8:00 a.m. – 5:00 p.m.* | **Faculty & Staff** |
| Tuesday | **Aug 18, 2026** | **Tapia College of Business and Technology (TCBT) College Meeting**<br>*TCBT TECO Hall \| 10:00 a.m. – 12:00 p.m.*<br>*Reference schedule or contact coordinator for department meetings, if any.* | **Faculty & Staff** |
| Tuesday | **Aug 18, 2026** | **College of Arts, Sciences, and Allied Services (CASAS) College Meeting**<br>*TCBT TECO Hall \| 1:00 p.m. – 2:30 p.m.*<br>*Reference schedule or contact coordinator for department meetings, if any.* | **Faculty & Staff** |
| Thursday | **Aug 20, 2026** | **A Reimagined Community Day ~ Celebration/Social**<br>*Kirk Hall Breezeway \| 11:00 a.m. – 1:00 p.m.*<br>*Bookstore and One-Stop Shop (name TBD) Ribbon Cutting*<br>*Celebration of Community move into the Kirk and Tapia buildings.* | **Faculty & Staff** |
| Thu – Sun | **Aug 20–23, 2026** | **New Student Weekend** | **Campus Event** |
| Thursday | **Aug 20, 2026** | **International Students – Arrival / Move-In** | **Campus Event** |
| Thursday | **Aug 20, 2026** | **International Orientation (All day)** | **Campus Event** |
| Friday | **Aug 21, 2026** | **New Student Move-In**<br>*Wellness Center \| 8:00 a.m.* | **Campus Event** |
| Friday | **Aug 21, 2026** | **Commuter Student Check-In**<br>*Wellness Center \| 1:00 p.m.* | **Campus Event** |
| Friday | **Aug 21, 2026** | **New Student Welcome Ceremony**<br>*Bowman Activity Center (Gym) \| 3:00 p.m.*<br>*Faculty Line-up 2:30 p.m.* | **Campus Event** |
| Friday | **Aug 21, 2026** | **Class Photo**<br>*Lacrosse Field \| 4:00 p.m.* | **Student** |
| Friday | **Aug 21, 2026** | **Mandatory Hall Meeting**<br>*Residence Halls \| 8:00 p.m.(residential students only)* | **Student** |
| Friday | **Aug 21, 2026** | **Karaoke Night**<br>*Benedict's \| 9:00 p.m.* | **Campus Event** |
| Saturday | **Aug 22, 2026** | **New Student Orientation** | **Campus Event** |
| Saturday | **Aug 22, 2026** | **Continental Breakfast**<br>*Dining Hall \| 8:00 a.m.* | **Campus Event** |
| Saturday | **Aug 22, 2026** | **Orientation Session #1**<br>*Bowman \| 9:00 a.m.* | **Campus Event** |
| Saturday | **Aug 22, 2026** | **Lunch**<br>*Dining Hall \| 12:00 p.m.* | **Campus Event** |
| Saturday | **Aug 22, 2026** | **Orientation Session #2**<br>*Bowman \| 1:00 p.m.* | **Campus Event** |
| Saturday | **Aug 22, 2026** | **The Roar Welcome Fest**<br>*Kirk Lawn \| 7:00 p.m.* | **Campus Event** |

| Day | Date | Event | Category |
|---|---|---|---|
| Sunday | **Aug 23, 2026** | **Mass**<br>*Saint Leo Abbey \| 10:00 a.m.* | **Campus Event** |
| Sunday | **Aug 23, 2026** | **Lion's Lagoon**<br>*Wellness Center \| 2:00 p.m.* | **Campus Event** |
| Sunday | **Aug 23, 2026** | **Sunday Night Worship**<br>*Kirk Lawn \| 7:00 p.m.* | **Campus Event** |
| Sunday | **Aug 23, 2026** | **Community & Service Day** | **Campus Event** |
| Monday | **Aug 24, 2026** | **Fall 1 Term & Fall 1 Semester: Classes Begin**<br>*Mandatory Attendance* | **Academic** |
| Mon – Sat | **Aug 24–29, 2026** | **Welcome Week** | **Campus Event** |
| Monday | **Aug 31, 2026** | **Fall 1 Term & Fall 1 Semester: Last Day to Add / Drop** | **Academic** |

## September 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Thursday | **Sep 3, 2026** | **Holy Spirit Mass / Opening School Year Mass**<br>*Abbey Church \| 11 a.m. \| Classes follow a modified schedule* | **Religious** |
| Monday | **Sep 7, 2026** | **Labor Day**<br>*University Closed / No Classes* | **Holiday** |

## October 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **Oct 5, 2026** | **Fall 1 Term: Last Day to Withdraw from Courses Without Failure** | **Academic** |
| Fri – Sun | **Oct 16–18, 2026** | **Fall Family Festival** | **Campus Event** |
| Sunday | **Oct 18, 2026** | **Fall 1 Term: Classes End** | **Academic** |
| Monday | **Oct 19, 2026** | **Community Town Hall (Tentative)**<br>*Wellness Center \| 2:30 p.m. and 4:30 p.m.* | **Faculty & Staff** |
| Monday | **Oct 19, 2026** | **Fall 1 University Campus Semester: Mid-Term Grades Due** | **Academic** |
| Monday | **Oct 19, 2026** | **Fall 2 Term: Classes Begin**<br>*Mandatory Attendance* | **Academic** |
| Monday | **Oct 19, 2026** | **University Campus Registration for Spring**<br>*Seniors / Honors / Athletes* | **Registration** |
| Wednesday | **Oct 21, 2026** | **Fall 1 Term: Final Grades Due** | **Academic** |
| Saturday | **Oct 24, 2026** | **Admissions Open House** | **Campus Event** |
| Monday | **Oct 26, 2026** | **Fall 2 Term: Last Day to Add / Drop** | **Academic** |
| Monday | **Oct 26, 2026** | **University Campus Registration for Spring – Juniors** | **Registration** |

## November 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Sunday | **Nov 1, 2026** | **Holy Day of Obligation: All Saints Day Mass**<br>*Abbey Church \| 10:00 a.m. and 5:00 p.m.* | **Religious** |
| Monday | **Nov 2, 2026** | **University Campus Registration for Spring – Sophomores** | **Registration** |
| Monday | **Nov 9, 2026** | **Fall 1 Semester: Last Day to Withdraw from Courses Without Failure** | **Academic** |
| Monday | **Nov 9, 2026** | **University Campus Registration for Spring – Freshmen** | **Registration** |
| Tuesday | **Nov 10, 2026** | **Feast of Saint Leo / Mass**<br>*Abbey Church \| 10 a.m.* | **Religious** |
| Wednesday | **Nov 11, 2026** | **Veterans Day Observation**<br>*No Classes / University Closed* | **Holiday** |
| Saturday | **Nov 14, 2026** | **Open House** | **Campus Event** |
| Monday | **Nov 16, 2026** | **University Campus Registration for Spring – New FTIC / Transfer** | **Registration** |
| Mon – Fri | **Nov 23–27, 2026** | **Thanksgiving Break**<br>*University Closed – Wed 11/25, Thu 11/26, Fri 11/27* | **Holiday** |
| Monday | **Nov 30, 2026** | **Classes Resume** | **Academic** |
| Monday | **Nov 30, 2026** | **Fall 2 Term: Last Day to Withdraw from Courses Without Failure** | **Academic** |

## December 2026

| Day | Date | Event | Category |
|---|---|---|---|
| Mon – Fri | **Dec 7–11, 2026** | **Fall 1: Final Exam Schedule – University College**<br>*Fall 1 Final Week 16 Modified Schedule* | **Academic** |
| Tuesday | **Dec 8, 2026** | **Immaculate Conception Mass (Observed)**<br>*Abbey Church \| 10 a.m. and 5:00 p.m.* | **Religious** |
| Friday | **Dec 11, 2026** | **Fall 1 University Campus Semester: Last Day** | **Academic** |
| Saturday | **Dec 12, 2026** | **Residence Halls Close**<br>*11 a.m.* | **Campus Event** |
| Sunday | **Dec 13, 2026** | **Fall 2 Term & Fall 1 Semester: Classes End** | **Academic** |
| Wednesday | **Dec 16, 2026** | **Fall 2 Term & Fall 1 Semester: Final Grades Due** | **Academic** |
| Wed – Fri | **Dec 23 – Dec 31** | **Christmas Break**<br>*University Closed / No Classes* | **Holiday** |
| Friday | **Dec 25, 2026** | **Christmas Day**<br>*University Closed / No Classes* | **Holiday** |

# Spring Semester January – May 2027

## January 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Friday | **Jan 1, 2027** | **New Year's Day**<br>*University Closed / No Classes* | **Holiday** |
| Friday | **Jan 1, 2027** | **Holy Day of Obligation: Solemnity of the Blessed Virgin Mary, Mother of God Mass**<br>*Abbey Church \| 10 a.m.* | **Religious** |
| Monday | **Jan 4, 2027** | **University Campus Faculty Return**<br>*First official day* | **Faculty & Staff** |
| Monday | **Jan 4, 2027** | **Human Resources – Orientation / Benefits**<br>*8:30 a.m.* | **Faculty & Staff** |
| Tuesday | **Jan 5, 2027** | **Faculty Senate and Staff Council Meeting**<br>*9:00 a.m. – Noon* | **Faculty & Staff** |
| Tuesday | **Jan 5, 2027** | **Community Day (Tentative)**<br>*2:00 p.m. \| Marion Bowman Activities Center* | **Campus Event** |
| Wednesday | **Jan 6, 2027** | **Faculty Development Day**<br>*1:00 p.m. – 4:00 p.m.* | **Faculty & Staff** |
| Thursday | **Jan 7, 2027** | **College/School Meetings & Department Meetings**<br>*10 a.m. – Noon & 1–3 p.m.* | **Faculty & Staff** |
| Thursday | **Jan 7, 2027** | **International Students – Arrival / Move-In** | **Campus Event** |
| Friday | **Jan 8, 2027** | **New Student Orientation** | **Campus Event** |
| Friday | **Jan 8, 2027** | **New Students – Arrival / Move-In** | **Campus Event** |
| Saturday | **Jan 9, 2027** | **Returning Students – Arrival** | **Campus Event** |
| Monday | **Jan 11, 2027** | **Spring 1 Term & Spring 1 Semester: Classes Begin**<br>*Mandatory Attendance* | **Academic** |
| Monday | **Jan 18, 2027** | **Martin Luther King Jr. Day**<br>*Holiday / No Classes / Offices Closed* | **Holiday** |
| Tuesday | **Jan 19, 2027** | **Spring 1 Term & Semester: Last Day to Add / Drop** | **Academic** |
| Friday | **Jan 29, 2027** | **Anniversary of the Abbey Church Consecration, Mass**<br>*Abbey Church \| 10 a.m.* | **Religious** |

## February 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Wednesday | **Feb 10, 2027** | **Feast of St. Scholastica: Mass**<br>*Abbey Church \| Noon and 5:00 p.m.* | **Religious** |
| Wednesday | **Feb 10, 2027** | **Ash Wednesday Mass**<br>*Abbey Church \| 12:00 p.m. and 5:00 p.m.* | **Religious** |
| Monday | **Feb 15, 2027** | **President's Day**<br>*University Closed / No Classes* | **Holiday** |
| Tuesday | **Feb 16, 2027** | **Community Town Hall (Tentative)**<br>*Wellness Center \| 2:30 p.m. and 4:30 p.m.* | **Faculty & Staff** |

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **Feb 22, 2027** | **Spring 1 Term: Last Day to Withdraw from Courses Without Failure** | **Academic** |
| Fri – Sun | **Feb 26–28, 2027** | **Alumni / Family Weekend** | **Campus Event** |
| Saturday | **Feb 27, 2027** | **Open House / Lions Bash** | **Campus Event** |

## March 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Sunday | **Mar 7, 2027** | **Spring 1 Term: Classes End** | **Academic** |
| Monday | **Mar 8, 2027** | **Spring 2 Term: Classes Begin**<br>*Mandatory Attendance* | **Academic** |
| Monday | **Mar 8, 2027** | **University Campus Registration for Summer & Fall – Seniors / Honors / Athletes** | **Registration** |
| Wednesday | **Mar 10, 2027** | **Spring 1 Term: Final Grades Due** | **Academic** |
| Saturday | **Mar 13, 2027** | **Admitted Student Day** | **Campus Event** |
| Mon – Fri | **Mar 15–19, 2027** | **Spring Break**<br>*University Campus Only* | **Holiday** |
| Monday | **Mar 15, 2027** | **Spring 1 University Campus Semester: Mid-Term Grades Due** | **Academic** |
| Monday | **Mar 15, 2027** | **Spring 2 Term: Last Day to Add / Drop** | **Academic** |
| Monday | **Mar 15, 2027** | **University Campus Registration for Summer & Fall – Juniors** | **Registration** |
| Sunday | **Mar 21, 2027** | **Solemnity of the Death of Saint Benedict, Mass**<br>*Abbey Church \| 10 a.m.* | **Religious** |
| Sunday | **Mar 21, 2027** | **Palm Sunday – Mass**<br>*Abbey Church \| 10 a.m. and 7:00 p.m.* | **Religious** |
| Monday | **Mar 22, 2027** | **Classes Resume – University Campus** | **Academic** |
| Monday | **Mar 22, 2027** | **University Campus Registration for Summer & Fall – Sophomores** | **Registration** |
| Thursday | **Mar 25, 2027** | **Holy Thursday – Mass**<br>*Abbey Church \| 7:00 p.m.* | **Religious** |
| Friday | **Mar 26, 2027** | **Good Friday – Liturgy: The Celebration of The Passion of The Lord**<br>*Abbey Church \| 3:00 p.m. \| University Closed / No Classes* | **Religious** |
| Saturday | **Mar 27, 2027** | **Holy Saturday – Mass**<br>*Abbey Church \| 8:30 p.m.* | **Religious** |
| Sunday | **Mar 28, 2027** | **Easter Sunday – Mass**<br>*Abbey Church \| 7:00 p.m.* | **Religious** |
| Monday | **Mar 29, 2027** | **University Campus Registration for Summer & Fall – Freshmen** | **Registration** |

## April 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Thursday | **Apr 1, 2027** | **A Celebration of Academic Excellence**<br>*Classes follow a modified schedule* | **Campus Event** |
| Monday | **Apr 5, 2027** | **Spring 1 Semester: Last Day to Withdraw from Courses Without Failure** | **Academic** |
| Saturday | **Apr 10, 2027** | **Admitted Students Day** | **Campus Event** |
| Monday | **Apr 12, 2027** | **University Campus Registration for Summer & Fall – New FTIC / Transfer** | **Registration** |
| Monday | **Apr 19, 2027** | **Spring 2 Term: Last Day to Withdraw from Courses Without Failure** | **Academic** |
| Mon – Fri | **Apr 26–30, 2027** | **Spring 1: Final Exam Schedule – University College**<br>*Spring 1 Final Week 16 Modified Schedule* | **Academic** |
| Friday | **Apr 30, 2027** | **Senior Send Off (Alumni Engagement)** | **Campus Event** |

## May 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Saturday | **May 1, 2027** | **Residence Halls Close for Non-Graduates**<br>*11 a.m.* | **Campus Event** |
| Sunday | **May 2, 2027** | **Spring 2 Term & Spring 1 Semester: Classes End** | **Academic** |
| Monday | **May 3, 2027** | **Senior Days** | **Campus Event** |
| Monday | **May 3, 2027** | **Baccalaureate Mass**<br>*Abbey Church \| 5:00 p.m.* | **Commencement** |
| Monday | **May 3, 2027** | **Doctoral Hooding Ceremony**<br>*Marion Bowman Activities Center \| 2:00 p.m.* | **Commencement** |
| Monday | **May 3, 2027** | **Doctoral Program 'Receptions'**<br>*Department Areas \| 4:00 p.m.* | **Commencement** |
| Monday | **May 3, 2027** | **Roaring with Pride – Lion's Graduate Reception**<br>*Wellness Center \| 6:30 p.m.* | **Commencement** |
| Tuesday | **May 4, 2027** | **Commencement**<br>*Florida State Fairgrounds \| 9:30 a.m. & 2:30 p.m. Ceremonies* | **Commencement** |
| Wednesday | **May 5, 2027** | **Residence Halls Close for Graduating Seniors**<br>*12:00 p.m. / Noon* | **Campus Event** |
| Tuesday | **May 5, 2027** | **Spring 2 Term & Spring 1 Semester: Final Grades Due** | **Academic** |
| Monday | **May 10, 2027** | **Faculty Senate and Staff Council Meeting**<br>*9:00 a.m. – Noon* | **Faculty & Staff** |
| Monday | **May 10, 2027** | **Faculty Meeting**<br>*1:30 p.m. – 3:30 p.m. \| Check-In 1:00 p.m.* | **Faculty & Staff** |
| Thursday | **May 13, 2027** | **University Campus: Faculty Last Official Day** | **Faculty & Staff** |
| Monday | **May 17, 2027** | **Community Town Hall (Tentative)**<br>*Wellness Center \| 2:30 p.m. and 4:30 p.m.* | **Faculty & Staff** |

# Summer Session May – August 2027

## May 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **May 3, 2027** | **Summer 1 Term & Summer 1 Semester: Classes Begin**<br>*Mandatory Attendance* | **Academic** |
| Monday | **May 10, 2027** | **Summer 1 Term & Semester: Last Day to Add / Drop** | **Academic** |
| Monday | **May 31, 2027** | **Memorial Day**<br>*University Closed / No Classes* | **Holiday** |

## June 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **Jun 14, 2027** | **Summer 1 Term: Last Day to Withdraw from Courses Without Failure** | **Academic** |
| Sunday | **Jun 27, 2027** | **Summer 1 Term: Classes End** | **Academic** |
| Monday | **Jun 28, 2027** | **Summer 2 Term: Classes Begin**<br>*Mandatory Attendance* | **Academic** |

## July 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **Jul 5, 2027** | **Independence Day (Observed)**<br>*University Closed / No Classes (7/4 falls on Sunday)* | **Holiday** |
| Tuesday | **Jul 6, 2027** | **Summer 2 Term: Last Day to Add / Drop** | **Academic** |
| Wednesday | **Jul 7, 2027** | **Summer 1 Term: Final Grades Due** | **Academic** |
| Monday | **Jul 19, 2027** | **Summer 1 Semester: Last Day to Withdraw from Courses Without Failure** | **Academic** |

## August 2027

| Day | Date | Event | Category |
|---|---|---|---|
| Monday | **Aug 9, 2027** | **Summer 2 Term: Last Day to Withdraw from Courses Without Failure** | **Academic** |

# Modified Class Schedules

## 2026 Fall 1: Mass of the Holy Spirit

University College
Modified Class Schedule
Saint Leo Abbey Church (11 a.m.)
Thursday, September 3, 2026 | 11:00am - 12:00pm

| Original Start Time | Original End Time | New Start Time | New End Time |
|---|---|---|---|
| 8:00 AM | 9:20 AM | 8:00 AM | 8:50 AM |
| 9:30 AM | 10:50 AM | 9:00 AM | 9:50 AM |
| 11:00 AM | 12:20 PM | 10:00 AM | 10:50 AM |
| **Mass of the Holy Spirit - Abbey Church** | | **11:00 AM** | **12:00 PM** |
| 12:30 PM | 1:50 PM | 1:15 PM | 2:05 PM |
| 2:00 PM | 3:20 PM | 2:15 PM | 3:05 PM |
| 3:30 PM | 4:50 PM | 3:15 PM | 4:05 PM |

**Classes above will be 50 minutes in length.**

## 2027 Spring 1: Academic Excellence Day

University College |
Modified Class Schedule
Locations to be announced.
Thursday, April 1, 2027 | 1:00pm - 5:00pm

| Original Start Time | Original End Time | New Start Time | New End Time |
|---|---|---|---|
| 8:00 AM | 9:20 AM | 8:00 AM | 8:30 AM |
| 9:30 AM | 10:50 AM | 8:40 AM | 9:10 AM |
| 11:00 AM | 12:20 PM | 9:20 AM | 9:50 AM |
| 12:30 PM | 1:50 PM | 10:00 AM | 10:30 AM |
| 2:00 PM | 3:20 PM | 10:40 AM | 11:10 AM |
| 3:30 PM | 4:50 PM | 11:20 AM | 11:50 AM |
| **Academic Excellence** | | **1:00pm** | **5:00pm** |

**Classes will be 30 minutes in length.**

**Rev. 07/13/26 |Reference: SCHMOD**

# Final Exam Schedules

**2026 Fall 1: Final Exam Schedule University College**
**Monday, December 7, 2026- Friday, December 11, 2026**

| Week 16<br>Final Exam Time Slot ==> | 8am-10:00am | 10:10am-12:10pm | 1:10pm-3:10pm | 3:20pm-5:20pm | 6pm-8:00pm |
|---|---|---|---|---|---|
| Monday | M/W/F<br>8am or 8:30am | M/W/F<br>11am or 11:30am | M/W/F<br>2pm or 2:30pm | M/W/F<br>4pm or 4:30pm | Monday<br>5pm or later |
| Tuesday | T/R<br>8am or 8:30am | T/R<br>11am | T/R<br>2pm or 2:30pm | T/R<br>4:30pm | Tuesday<br>5pm or later |
| Wednesday | M/W/F<br>9am or 9:30am | M/W/F<br>12:30pm | M/W/F<br>3pm or 3:30pm | *RESERVED* | Wednesday<br>5pm or later |
| Thursday | T/R<br>9:30am | T/R<br>12:30pm | T/R<br>3:30pm | *RESERVED* | Thursday<br>5pm or later |
| Friday | M/W/F<br>10am or 10:30am | M/W/F<br>1:30pm | *RESERVED* | *RESERVED* | |

Times listed in chart are based on start times of class in regular schedule.

Course sections defined as "ONLINE" for the semester, or without traditional meeting pattern, will not be allocated a physical space for the modified schedule; final exam activity is assumed ONLINE as well.

RESERVED time blocks can be used if conflicts arrive for instructors or students, or in the case of student special exceptions to abide by policy of no more than 2 exams in one day. Students and instructors must contact the Registrar's Office to request the use of a "RESERVED" time block.

*Classes without final exams are still required to have some type of activity or contact during Week 16.*
*Students may have in-class/on ground final exams for other classes scheduled.*
*It is highly suggested to meet or have activity/contact during the time periods allotted for final exams to avoid any conflict.*

Rev. 07/13/26 |Reference: SCHM00

**2027 Spring 1: Final Exam Schedule University College**
**Monday, April 26, 2027 - Friday, April 30, 2027**

| Week 16<br>Final Exam Time Slot ==> | 8am-10:00am | 10:10am-12:10pm | 1:10pm-3:10pm | 3:20pm-5:20pm | 6pm-8:00pm |
|---|---|---|---|---|---|
| Monday | M/W/F<br>8am or 8:30am | M/W/F<br>11am or 11:30am | M/W/F<br>2pm or 2:30pm | M/W/F<br>4pm or 4:30pm | Monday<br>5pm or later |
| Tuesday | T/R<br>8am or 8:30am | T/R<br>11am | T/R<br>2pm or 2:30pm | T/R<br>4:30pm | Tuesday<br>5pm or later |
| Wednesday | M/W/F<br>9am or 9:30am | M/W/F<br>12:30pm | M/W/F<br>3pm or 3:30pm | *RESERVED* | Wednesday<br>5pm or later |
| Thursday | T/R<br>9:30am | T/R<br>12:30pm | T/R<br>3:30pm | *RESERVED* | Thursday<br>5pm or later |
| Friday | M/W/F<br>10am or 10:30am | M/W/F<br>1:30pm | *RESERVED* | *RESERVED* | |

Times listed in chart are based on start times of class in regular schedule.

Course sections defined as "ONLINE" for the semester, or without traditional meeting pattern, will not be allocated a physical space for the modified schedule; final exam activity is assumed ONLINE as well.

RESERVED time blocks can be used if conflicts arrive for instructors or students, or in the case of student special exceptions to abide by policy of no more than 2 exams in one day. Students and instructors must contact the Registrar's Office to request the use of a "RESERVED" time block.

*Classes without final exams are still required to have some type of activity or contact during Week 16.*
*Students may have in-class/on ground final exams for other classes scheduled.*
*It is highly suggested to meet or have activity/contact during the time periods allotted for final exams to avoid any conflict.*

Rev. 07/13/26 |Reference: SCHM00

# Chapter 2: Campuses, Centers, and Degree Programs

## University Campus

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

This section contains information that applies only to University Campus students and supplements The University section. Online Learning students and Saint Leo University WorldWide students should also consult Undergraduate Policies and Procedures, University Explorations, and 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, Legal Affairs, Academic Affairs, and Assessment and Institutional Research, Business Affairs, University Brand Marketing and Communications, Saint Leo WorldWide, Business Development, and ROTC.

Across from Saint Francis Hall is Saint Edward Hall. The offices of Graduate Studies in Public Safety Administration, the Registrar's Office, and the University's Student Financial Support Center are located on the first floor. The rest of the building houses faculty offices and classrooms.

Life on the Saint Leo University campus is sunny Florida skies, palm trees, and plenty of green space across our 215-acre campus. You'll enjoy the breathtaking views of Lake Jovita and the open green spaces throughout our campus that can be seen from many of our residence halls. Classrooms, laboratories, and other essential facilities are all within a short walking distance from the residence halls via landscaped, oak tree-lined paths.

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 there are recreation and cardiovascular equipment, and a large-screen television. On the east side of campus are 11 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, and 3+1 Accelerated Degree Program students who are identified at the time of admission and accepted into the Academic Excellence Housing community. Roderick Hall houses mostly first year students. Roderick Hall offers suite-style living for both men and women. All rooms have a private bathroom and a private entrance. Our upper-class students are located in Apartments 1 - 6. Apartments 1 - 4 are located 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. 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, the Esports Team Arena, 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.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Natural and Applied 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 are Kirk Hall and the Donald R. Tapia College of Business building, housing state-of-the-art classrooms, and faculty offices.

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's collections, research stations, several student computer labs, classrooms, a small makerspace, and the University's Special Collections and Archives. The Hugh Culverhouse Computer Instruction Center classrooms and the Video Teleconferencing Classroom are located on the lower level.

University Safety is found at the main entrance of University Campus.

The Career Services is located on the second floor of the Student Activities Building.

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 Hall, with its open-air ceiling into the first floor, which houses the campus mail center, bookstore, FUZ Fusion Eatery, convenience store, large lounge area, and a series of meeting rooms.

Benedict's Coffeehouse, located at the east end of Kirk Lawn, offers a relaxing place to meet between classes or take a break with friends. The coffeehouse features indoor seating as well as an outdoor patio. Visitors are encouraged to experience the sights and sounds of the campus, while enjoying a hot or cold Starbucks beverage, from the shade of a magnificent oak tree.

The Student Activities Building houses the offices of the Division of Student Affairs, Student and Family Involvement and Student Government Union as well as other student organizations on the first floor. The second floor hosts the Vice President for Student Affairs, Accessibility Services, Career Services including the Clothing Closet and Center for Global Engagement. The clock tower houses a Saint Jude chapel used for small-group liturgies. Connecting these three buildings is a beautiful open-air plaza.

The Marion Bowman Activities Center is the location of the Department of Intercollegiate Athletics. The main gymnasium is used for intercollegiate sports, lectures, and other educational and social activities. An athletic training room, a fitness center with cardio, weight equipment, and a group fitness room are also located in the facility for our student-athletes. Athletic fields provide venues for soccer, baseball, lacrosse, and softball. Numerous courts are also available for tennis, beach volleyball, and outdoor basketball.

Benedictine Hall on the west side of campus includes nursing program classrooms, labs, and simulation space in addition to university offices.

The Recreation Department operates out of the Wellness Center located on the west side of campus. The Wellness Center is home to resort-style pool, fitness floor, health center, and a large multi-purpose gymnasium overlooking the lake.

The lakefront at Lake Jovita provides opportunities for canoeing, kayaking, paddle boarding, and rowing which is coordinated through the Recreation Office. The pavilion, cookouts, beach volleyball court, and bonfires can be coordinated through the Student and Family Engagement.

## Special Academic Areas of Study

### Honors Program

The Saint Leo University Honors Program is an academic community of outstanding students from across University Campus. The program provides a challenging, yet supportive environment in which students develop as thought leaders both inside and outside the classroom. An essential part of that development is the ability to engage in productive dialogue on the most urgent questions of 21st-century global citizenship. This includes thoughtfully listening to the experiences of others, critically analyzing one's own beliefs, and carefully gathering relevant evidence to make informed decisions. 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. Overall, Honors graduates are ready to make an immediate and significant contribution to their communities, and to participate in contemporary societal conversations about how to realize a more just and equitable world.

The Honors Program adopts an interdisciplinary approach to general education, recognizing that the key issues at stake extend beyond traditional disciplinary bounds. Faculty from across the university teach within the program. Because Honors emphasizes the relevance of ideas within everyday experience, all courses contain some form of experiential learning in which students have the opportunity to integrate their academic work with practical application. This includes service to the campus and local communities, participation in guided trips led by faculty, self-directed experiences, virtual experiences, etc. as relevant to the specific course content.

There are two pathways through the Honors Program: Honors Scholars and Honors Fellows. Honors Scholars is a track designed for those who join the Honors Program with less than 40 credit hours completed. The Honors Scholars track fully satisfies the general education requirements of the University. Honors Fellows is a track designed for students who transfer into the program with an associate degree from another institution, or with greater than 40 credit hours already completed at Saint Leo. Honors Fellows are required to complete the 300-level and 400-level Honors coursework but meet their general education requirements through University Explorations. Honors Fellows are also able to take any of the available Honors courses and apply those courses toward their University Explorations requirements, as detailed below.

Honors Scholars:

All Honors Scholars participate in a two-semester first-year seminar sequence. The seminars are generally team-taught and emphasize the analytical and creative skills required to be successful in Honors. While focusing on key issues pertaining to global citizenship, the specific topics for the seminars rotate regularly depending upon student interest and the ever-changing needs of the global community. The collaboration of multiple faculty on a single topic demonstrates the advantages of a collaborative approach to learning and problem-solving to the students.

After the first-year seminar sequence, Honors Scholars complete five Honors courses, with at least one course in each of the following four areas of study: Ideas and Expression, Nature, Community and Identity, and Global Responsibility. Like the first-year seminar sequence, the specific topics within each of these areas rotate regularly. Ideas and Expression explores the variety of ways in which human beings respond to the world through speech, the written word, technology, numbers, and the creative arts. Nature studies how we observe, know, and value the natural world and environment. Community and Identity examines social structures and their relationship to questions of human identity, culture, and community. Global Responsibility debates global issues of equity, justice, and sustainability by engaging multiple cultural, social, political, economic, and environmental perspectives.

As a capstone to their time in the Honors program, Honors students complete either a self-designed Honors project under the supervision of a faculty mentor, or an experiential, professional experience with a faculty mentor or external internship site. The hallmark of an Honors project, whether students choose to complete a research-based project or an experiential project, is that it serves to clearly benefit the Saint Leo community in some way. This can be through an informative presentation about a topic of concern to the community or

advancements made through an internship, a service project that enacts positive change, a creative work that expresses a critical idea, etc.

In addition to the required Honors courses, Honors Scholars complete the following courses from the Foundations section of University Explorations: ENG121, ENG122, MAT131 or higher, an AI-based course, and COM140. There are Honors-designated sections of ENG121 and ENG122. These are strongly encouraged but not required.

For Honors Scholars, successful completion of the Honors Program, including the senior project, satisfies all general education requirements for graduation.

The full Honors Scholars curriculum consists of the following courses:

Foundations:

ENG 121 or ENG121H (3)

ENG 122 or ENG122H (3)

IDS 120 or IDS 125

MAT 131 or higher (3)

COM 140 (3)

Honors Coursework:

HON 160 - First Year Seminar I (3)

HON 161 - First Year Seminar II (3)

Students complete 15 additional Honors credits, taking at least one course from each of the following four special-topics course categories:

HON 260 - Ideas and Expression (3)

HON 261 - Nature (3)

HON 360 - Community and Identity (3)

HON 361 - Global Responsibility (3)

Students also complete:

1. HON 498 —Honors Research Methods (1) and
2. HON 499 —Senior Honors Project (3)

OR

1. HON 401 —Foundations of Experiential Learning (1) and
2. HON 450 —Senior Honors Capstone Internship (3)

Honors Fellows:

Honors Fellows are required to complete all the general education requirements of University Explorations. In addition, they are required to complete the following courses:

HON 360 —Community and Identity (3)

HON 361 —Global Responsibility (3) and either

1. HON 498 —Honors Research Methods (1)
2. HON 499 —Senior Honors Project (3)

OR

1. HON 401 —Foundations of Experiential Learning (1) and
2. HON 450 —Senior Honors Capstone Internship (3)

Honors Fellows may apply HON360 Community and Identity and HON361 Global Responsibility - as well as any other Honors courses they choose to take - to their University Explorations requirements, using the correspondence detailed below.

Honors-University Explorations Correspondence:

The following correspondences apply between the Honors Program and University Explorations:

HON 160 First Year Seminar I -Examined Life (formerly the Reflective and Spiritual Life)

HON 161 First Year Seminar II - Examined Life (formerly the Reflective and Spiritual Life)

HON 260 Ideas and Expression - The Creative Life

HON 261 Nature - Science in a Changing World

HON 360 Community and Identity - Human Mosaic

HON 361 Global Responsibility - Human Adventure

Honors Apprenticeships:

All freshmen Honors students have the option of taking HON 101: Honors Freshmen Apprenticeship. This optional 1-credit course enables freshmen Honors students to 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 Honors Director or Associate Director makes available a list of all apprenticeship opportunities at the start of each semester. 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. Students may take the course more than once.

Admissions Requirements:

For Honors Scholars, the minimum requirements for admission are an unweighted high school cumulative GPA of 3.5 and an SAT score of 1260 or the ACT equivalent of 26. Students who meet only one of the two requirements may apply to the Honors Program by writing to the Honors Director or Associate Director and completing an assigned essay.

For Honors Fellows, students 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 eligible for admission by writing to the Honors Director or Associate Director and completing an assigned essay. Current University Campus students with a minimum cumulative GPA of 3.5 may also write to the Honors Director or Associate Director and apply by completing an assigned essay.

To graduate from the Honors Program, students must meet all University graduation requirements and earn a minimum cumulative GPA of 3.25 within their Honors courses.

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.

The Honors Program is available at University Campus only. Students who change residency to another location are not eligible to remain in the program.

For further information and application forms, contact the Honors Program by email at Honors@saintleo.edu.

## 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
- B.S. Cybersecurity + M.S. Cybersecurity
- B.S. Robotics & Artificial Intelligence + M.S. Computer Science

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 1260+ or ACT score of 26+ 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 3.5 also qualify.

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

Visit www.saintleo.edu/3plus1-accelerated-degree-programs 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 countries such as 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 and the Center for Global Engagement Office in the Student Activities Building or online.

## 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 academic internship (all students qualify for internships provided through Career Services and are found on the Handshake Career Portal). 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 in the 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 Career Services.

## Pre-Professional Preparation

Basic pre-professional courses leading to graduate study or 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, 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 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 and consider declaring the Legal Studies Minor.

## Military Science

Army Reserve Officers' Training Corps (ROTC)

Location/Phone: CWY 405 (USF), 813/974-4065

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

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

E-mail: armyrotc@arotc.usf.edu or jlivingston1@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 Commissioned Officers in the U.S. 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 U.S. 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 (PMS) 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, uniforms, a monthly stipend, and an allowance each semester for textbooks. Scholarships are awarded on a competitive basis in all academic majors. The scholarship pays for full tuition, books, lab and other mandatory fees, and certain other academic expenses. All Advanced Course and scholarship students receive a monthly subsistence payment of $420.

Additional skills training at the Airborne School, Air Assault School, and the Mountain Warfare School is available to both Basic and Advanced Course students during semester breaks. Additional skills training is also available during the academic year, including 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 CST - Basic Camp at Fort Knox, Kentucky, during the summer between the student's sophomore and junior year.

Advanced Course: The Advanced Course consists of four semesters of classroom instruction of three hours each week, leadership lab, physical fitness, field training exercises, and CST - Advance Camp. This course is designed to prepare the student to be a leader within the Army, stationed at one of the many US-based or overseas installations around the world.

Job Opportunities: The newly commissioned officer competes for a commission in the Active Component, Reserve Component, or National Guard. Prior to commissioning, the student may request to serve in a number of career fields, including aviation, engineering, medical, infantry, 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 CST - Advance Camp, maintaining and graduating with a minimum of a 2.0 GPA, successful completion of the Army Combat Fitness Test (ACFT), remaining in compliance with the Army height and weight standards, and other requirements of the United States Army.

## Other Academic Issues

### Course Load and Overload

The typical full-time course load is 5 courses or 15 credits, but full-time University Campus students may enroll in 12 to 18 credits during the fall and spring semesters. To be classified as full-time, a campus undergraduate student must take at least 12 credit hours in a fall or spring semester. Course credit load is calculated based on the combination of all term 1 (16-weeks or 8 weeks) and term 2 (8-weeks) classes, as determined at the close of the publicized Add/Drop period in a 16-week semester. For example, Campus undergraduate students who have 9 credits in 20XXFA1 and 3 credits in 20XXFA2 will have their load calculated as a combined 12 credits, yielding full-time status. Full-time students will be assessed the full-time tuition charges for the entirety of the semester and have access to applicable financial aid.

Load status cannot be changed after the close of the publicized Add/Drop Period in a 16-week semester, even if students have pre-registered for courses in term 2. Students who drop below full-time status (below 12 credits) during the publicized Add/Drop Period in a 16-week

semester will be re-billed as part-time students; status changes could have implications on financial aid, residential housing, athletic eligibility, and student health insurance. Full-time students who withdraw from courses after the publicized Add/Drop Period in a 16- week semester will not have their status changed to part-time and will be responsible for full-time tuition charges.

University Campus students are expected to register for their term 2 courses in accordance with the publicized Add/Drop period for the 16-week semester. Students will only be permitted to change their term 2 course selection if their load status remains unchanged. Students will not be permitted to add a term 2 course after the publicized Add/Drop period of a 16-week semester if the additional course credits change their status from parttime to full-time, or from full-time to overload; students will not be able to drop their term 2 courses if the removal of course credits changes their status from overload to full-time, or full-time to parttime; students will only be permitted to swap their term 2 course selection if their load status (i.e. full-time) remains unchanged. Term 2 course registration changes can only be processed by an advisor or student success coach. University campus students who intentionally need to make load status changes after the publicized Add/Drop deadline will need to complete a petition to the Registrar's Office.

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 overload rate posted annually on the website, for 18 or more credits taken during any semester (https://www.saintleo.edu/tuition-financial-aid/tuition)

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.

## Online Learning (OL) Internet-Based Courses

Saint Leo offers Internet-based courses through the Center for Online Learning. Online courses must be taken in conjunction with on-ground courses. These courses are designed primarily to meet the needs of adult learners. A Saint Leo WorldWide student is permitted to take up to two OL courses in a given term. A Saint Leo WorldWide student may take three OL 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 an OL course. University College undergraduate students who have not yet completed 30 credits are not allowed to enroll in OL courses. University College undergraduate students who have completed 30-59 credits and wish to enroll in an OL course must have the written approval of their School Dean. University College undergraduate students may not enroll in more than one OL course per 15-

week semester and no more than two OL courses per 8-week summer term. To enroll in an OL 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, Center for Adult Learning at University Campus (formerly East Pasco Education), 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

## 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 members of the graduating class who best embodies the qualities of character, scholarship, service, leadership, and general excellence for which Saint Leo University stands.
- The **Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities has been of the highest order.
- The **Thomas B. Southard Leadership Award Sabre** is awarded to the Army ROTC graduate who best demonstrates leadership achievement in both CST - Advance Camp at Fort Knox, KY and Saint Leo University ROTC classes and labs. The military sabre is donated by the Alumni Office.

## Center for Academic Vision & Excellence

The Center for Academic Vision & Excellence (CAVE) embodies the mission of Saint Leo University by providing academic and learning support for undergraduate students. Through multiple learning services, the CAVE helps to contribute towards student success and growth efforts that are made by Saint Leo University.

The CAVE offers academic resources, workshops, classroom presentations, writing assistance, peer-assisted learning (PAL) coaching, small group tutoring, peer-tutoring, and faculty supported Directed Learning Activities (DLAs), Supplemental Instruction (SI) in select courses, computers, and indoor and outdoor study areas, conveniently located on the 1st floor of Kirk Hall. Tutoring and PAL coaching appointments can be scheduled, or drop-in hours are available.

Students of Saint Leo University are encouraged to use the CAVE as a space where learning dialogue can take place and minds work together to achieve academic success and assert academic integrity.

For further information, please contact the Center for Academic Vision & Excellence at cave@saintleo.edu or 352-588-8307.

## Student Affairs

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

## Accessibility Services

Saint Leo University is committed to a policy that provides equal opportunity for full participation of all qualified individuals with disabilities in accordance with the ADA. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate academic accommodation and services are coordinated through the Office of Accessibility Services, which is in the Student Activities Building. In accordance with federal regulations, the Office of Accessibility Services is the only authority in the University that may determine and approve accommodations under ADA. Students with disabilities who require accommodation should contact the office as soon as possible. Students seeking accommodation are responsible for providing the Office of

Accessibility Services with recent documentation of their disabilities at the time they are requesting services. Students may access the Policy and Procedure Manual by contacting the office. The Office of Accessibility Services can be reached by phone: 352-588-8464 or email: adaoffice@saintleo.edu

## Career Services

The Career Services 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 Handshake, our career portal. Handshake is the career management interface provided by the University for all students and alumni.

For further information, please access the Career Services Department website, https://www.saintleo.edu/academics/success-resources/career-services/students or call 352-588-8246.

Career Services sponsors on-campus and virtual career fairs, held throughout the academic year, as well as workshops, employer spotlights and more. These networking events are open to all students and alumni.

## Counseling Services

Counseling and Prevention Services is located in the Wellness Center, Suite 215 and is accessible by calling (352) 588-TALK 24/7. Counseling Services is open Monday through Friday, 8 a.m. to 5 p.m., with evening hours available on an individual, as-needed basis.

Counseling and Prevention 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 Counseling Services website can be accessed at https://www.saintleo.edu/counseling-services. Self-help resources are available to all University students on the Counseling Services and Prevention 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 "Accessibility Services ")

## Student Health Center

The Student Health Center is located in the Wellness Center and serves all University Campus students and those online students who live nearby. The phone number is (352) 588-8347. The Health Center provides services for routine medical matters similar to a general practitioner and referrals are available to all students Monday through Friday from 8 a.m. to 5 p.m. In the event the Health Center is closed, all health fee paying students receive free 24/7 telehealth services with an MD. See the email each student received from Recuro Health. For an emergency afterhours where the student needs to be seen in person, please go to the nearest Urgent Care or Emergency Room and then follow up with student health during working hours. For emergencies, contact University Safety at (352) 588-8432.

**Health Insurance**. Saint Leo University mandates that all traditional, full-time, undergraduate students attending University Campus carry health insurance. To that end, all full-time, traditional students at University Campus are automatically enrolled in the student health insurance policy for a fee. The health insurance and fees 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 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/student-health-insurance or at the Cashiers Office.

**Absences.** When a student is treated in the Health Center or referred to outside specialists, he or she is offered a Verification of Health Center Visit slip. This is not intended as an excuse for missing class. Responsibility for class attendance and completion of assignments rests with the student. Students are encouraged to communicate directly with their instructors in matters of absence from class. Verification of Health Center Visit slips will not be issued at any time other than during the Health and Wellness Center visit. The Health 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 Vice President of Student Affairs at (352) 588-8206.

**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 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 are 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) tests 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.
    2.

4. Hepatitis B and Meningitis Vaccination Requirements for Student Housing. Students must provide documentation in accordance with Florida Statute 1006.69 in regard 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 Affairs offices and services, University policies, and the faculty, staff, administration, and other members of the student body. Participation in the orientation program sets students on a path toward academic and personal success at Saint Leo University. Specialized orientation programs are also offered to specific populations such as graduate students, veterans, and honors students.

## 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 Director of Residence Life. The residence halls are staffed by live-in professional staff members who are specifically trained and dedicated to the service of students and the promotion of their growth as individuals. Assisting the professional staff are undergraduate Resident Assistants (RAs) and Graduate Assistants (GAs), 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 Student Code of Conduct, which is available electronically to students each academic year on the Saint Leo University web page (http://www.saintleo.edu/sites/default/files/2023-08/Student-Code-of-Conduct-Final-23-24.pdf)

### Student and Family Engagement

The Office of Student and Family Engagement strives to create meaningful learning opportunities that teach and challenge students to be life-long learners; value excellence within themselves and others; seek out their personal best; live life with a sense of integrity; respect and celebrate the uniqueness and commonalities of all individuals; and foster community and stewardship. Student and Family Engagement oversees the areas of Student Government Union (SGU), Campus Activities Board (CAB), Clubs and Organizations, Student Events and Programs, Greek Life, Orientation, Parent and Family Relations, and Community Service. Co-curricular activities sponsored by the Office of Student Activities are open to all University College students paying the activities fee at the main campus. For more information, please visit our website at http://www.saintleo.edu/student-experience/support/student-affairs/student-and-family-engagement

### Meal Plans

The University provides food service on University Campus during the fall and spring semesters, and resident students enrolled at University Campus are required to be on a meal plan as determined by their housing assignment. In addition to the Dining Hall, Dining Services offers additional options at Benedict's Coffeehouse, a We proudly Serve Starbucks® location, and FUZ - Saint Leo University Fusion Eatery in the Student Community Center.

## 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 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 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. Since reception of the Sacrament of Confirmation is usually a prerequisite for the Sacrament of Marriage in the Catholic Church, some participate in 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 join the RCIA program, re-examine at their Catholic faith, and make an adult faith commitment.

Our student choir and band give students the opportunity to share and develop their choral and instrumental skills at Sunday Mass, "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.

Saint Jude Chapel, located in the Student Activities Building, offers a quiet place for prayer and reflection.  Masses are offered in the Saint Leo Abbey Church.

# Chapter 3: Division of Saint Leo University WorldWide

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

Click location name to display programs offered

**Florida**

- Center for Adult Learning at University Campus
- Diocese of Orlando (San Pedro Center)
- Pasco-Hernando State College - North Campus (Brooksville)
- Pasco-Hernando State College - Spring Hill Campus
- Pasco-Hernando State College - West Campus (New Port Richey)
- Key West Education Center
- Tampa Education Center
- MacDill AFB Education Center
-

**Georgia**

- Savannah Education Center

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

# Majors/Minors/Specializations

# Saint Leo University

## College of Arts, Sciences and Allied Services

**Associate of Arts**

- Liberal Arts, A.A.

### Criminal Justice

**Associate of Arts**

- Criminal Justice, A.A.

**Bachelor of Arts**

- Criminal Justice, B.A.
- Emergency Management, B.A. (Offered only online through WorldWide)

**Minor**

- Criminal Justice Minor
- Emergency Management Minor

**Command Office Management School**

- Command Officer Management School (COMS)

### Education

**Bachelor of Arts**

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

**Minor**

- Education Minor

### English, Music and the Arts

**Bachelor of Arts**

- English, B.A.
- Music, B.A.

**Minor**

- Art Minor
- Creative Writing Minor
- Cultural Studies Minor
- English Minor
- Journalism Minor
- Literature Minor
- Music Education Minor
- Music Ministry Minor
- Music Minor
- Professional Writing Minor
- Spanish Minor
- Theatre Minor
- Veteran Studies Minor

## Interdisciplinary Studies

**Bachelor of Arts**

- Contemporary Studies, B.A.
- Medical Humanities, B.A.
- Veteran Studies, B.A. (Offered only through WorldWide)

**Minor**

- Environmental Studies Minor
- Global Studies Minor
- Interdisciplinary Inquiry in the Arts Minor
- Medical Humanities Minor
- Women's and Gender Studies Minor

## Mathematics

**Bachelor of Science**

- Computational Mathematics, B.S. (University Campus Only)

**Minor**

- Data Analytics Minor
- Mathematics Minor

## Natural and Applied Sciences

**Bachelor of Science**

- Biology, B.S.

**Minor**

- Biology Minor
- Chemistry Minor

## Philosophy and Religion

**Bachelor of Arts**

- Religion, B.A. (Offered only through Worldwide)
- Religious Studies, B.A. (University Campus Only)

**Certificate**

- Certificate in Theology

**Minor**

- Ethics and Social Responsibility Minor
- Philosophy Minor
- Religion Minor
- Religious Studies Minor (University Campus Only)

## Social Sciences

**Bachelor of Arts**

- History, B.A.
- International Studies, B.A.
- Political Science, B.A.

- Psychology, B.A
- Sociology, B.A. (Offered only through Worldwide)

**Minor**

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

## Donald R. Tapia College of Business and Technology

### Accounting, Economics and Finance

**Bachelor of Science**

- Accounting, B.S.
- Economics, B.S. STEM (Offered only at University Campus)
- Finance, B.S. (University Campus Only)

**Minor**

- Accounting Minor
- Economics Minor (Offered only at University Campus)
- Finance Minor

### Communication and Marketing

**Bachelor of Arts**

- Communication, B.A.
- Marketing, B.A. (Offered only at University Campus)

**Minor**

- Communication Studies Minor
- Digital Communications Minor

- Digital Media Influencer Minor
- Graphic Design Minor
- Marketing Minor

## Management and Business Administration

**Associate of Arts**

- Business Administration, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only at University Campus)
- Business Administration, B.A. (Offered only through Worldwide)
- Human Resource Management, B.A. (Offered only through WorldWide)
- Management, B.A. (Offered only at University Campus)

**Bachelor of Science**

- Business Analytics, B.S. STEM (Offered only at University Campus)

**Minor**

- Business Administration Minor (Open to Non-business Majors Only)
- Business Analytics Minor (Offered only at University Campus)
- Entrepreneurship Minor
- Human Resource Management Minor (Offered only through WorldWide)
- International Business Minor
- Management Minor

**Reduced-Hour Bachelors**

- Business Analytics, Reduced-Hour Bachelor. STEM (Offered only through Worldwide) *PENDING

## Sport Business

**Bachelor of Arts**

- Sport Business, B.A.

**Minor**

- Event Management Minor (Offered only at University Campus)

- Marketing and Sales in Sport Minor (Offered only at University Campus)
- Sport Communication & Broadcasting Minor (Offered only at University Campus)

### Artificial Intelligence, Robotics and Data Science

**Bachelor of Science**

- Robotics and Artificial Intelligence, B.S.

**Minor**

- Artificial Intelligence Minor

### Computer Science and Project Management

**Associate of Arts**

- Cybersecurity, A.A.

**Bachelor of Science**

- Computer Information Systems, B.S.
- Computer Science, B.S.
- Cybersecurity, B.S.
- Software Engineering, B.S.

**Minor**

- Computer Programming Minor
- Information Security Minor
- Information Systems Minor

## College of Health Professions

### Exercise and Sport Science

**Bachelor of Science**

- Exercise and Sport Science, B.S.

### Health Care Administration

**Bachelor of Science**

- Health Care Administration, B.S.

**Minor**

- Health Care Administration Minor

## Nursing

**Bachelor of Science in Nursing (BSN)**

- Nursing, B.S.N.

## Social Work

**Bachelor of Social Work**

- Social Work, B.S.W.

**Minor**

- Social Work Minor

Saint Leo University > Programs

**Requirements**

- University Explorations

## Graduate Degree Programs

*Master of Accounting*

*Master of Business Administration*

Accounting Specialization

Data Analytics Specialization

Health Care Management Specialization

Human Resource Management Specialization

Cybersecurity Management Specialization

Marketing Specialization

Sport Business Specialization

*Master of Science in Criminal Justice*

*Master of Science in Cybersecurity*

*Master of Science in Criminal Justice*

Critical Incident Specialization

Forensic Science Specialization

Behavioral Studies Specialization

Corrections Specialization

Legal Specialization

Criminal Investigations Specialization

*Master of Education*

Educational Leadership Specialization

Exceptional Student Education Specialization

Instructional Leadership Specialization

Reading Specialization

*Master of Science in Instructional Design*

*Education Specialist (Ed.S.)*

Educational Leadership

Higher Education Leadership

*Master of Social Work*

Advanced Clinical Practice Specialization

*Master of Arts in Theology*

Undergraduate Certificate in Theology

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

## Online Learning Degree Programs

The Center for Learning Center provides adults an opportunity to earn associate's and bachelor's degrees completely online. The next section lists minors, majors, and specializations offered by the University. The final section outlines the academic programs offered by the University, including those offered for Online Learning. For a list of Center for Online Learning Degree Programs, please see Online Learning Center.

## Saint Leo University WorldWide Centers and Their Degree Programs

For a list of Education Centers and their degree programs, please see the Saint Leo University WorldWide.

# Saint Leo University Worldwide

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

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

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

1. Professionally staffed Education Centers;

2. Clear, concise degree evaluations;

3. Emphasis on complete degree programs;

4. Individualized, goal-directed educational counseling; and

5. Flexible and reliable scheduling of classes.

### Florida

- ***Center for Adult Learning at University Campus***
- ***Diocese of Orlando (San Pedro Center)***
- ***Pasco Hernando State College - North Campus (Brooksville)***
- ***Pasco Hernando State College - West Campus (New Port Richey)***
- ***Pasco Hernando State College - Spring Hill Campus***
- ***Key West Education Center***
- ***Tampa Education Center***
    - ***MacDill AFB Education Center***

### Georgia

- ***Savannah Education Center***

## Center for Adult Learning at University Campus

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- with specializations in:
    - Management
    - Marketing
    - Technology Management
- Criminal Justice, B.A. with specializations in:
    - Criminalistics
    - Homeland Security
- Educational Studies, B.A. with specialization in:

    - Education & Children
    - Education & Adolescents
- Elementary Education, B.A.
- Human Resource Management, B.A. (Offered only through Worldwide)
- Middle Grades Education, B.A.
    - English
    - Social Sciences
- Psychology, B.A with specializations in:
    - General
    - Clinical/Counseling
    - Developmental
    - Research & Measurement
- Religion, B.A. (Offered only through Worldwide)

**Bachelor of Science**

- Accounting, B.S.
- Computer Information Systems, B.S.
- Cybersecurity, B.S.
- Health Care Administration, B.S.

**Bachelor of Social Work**

Social Work, B.S.W.

**Other Programs**

**Minors**

- Accounting Minor
- Computer Programming Minor
- Health Care Administration Minor
- Human Resource Management Minor (Offered only through WorldWide)
- Criminal Justice Minor
- Information Security Minor

- Information Systems Minor
- Management Minor
- Marketing Minor
- Psychology Minor
- Religion Minor
- Sociology Minor

**Master of Science**

- Criminal Justice, M.S.
- with specializations in:
    - Behavioral Studies
    - Corrections
    - Criminal Investigations
    - Critical Incident Management
    - Forensic Science
    - Legal Studies
    -

The East Pasco Education Center offers associate, bachelor, and master's degrees through both live instruction and Internet based learning opportunities. In addition to on-site classes, instruction may be offered at affiliated teaching locations. Please contact the East Pasco Education Center (EastPasco@Saintleo.edu) for additional details.

Affiliated Teaching Locations:

* Pasco County Sheriff's Office
* Hernando County School District

## Brooksville PHSC Education Office

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide) with specializations in:
    - Management
- Criminal Justice, B.A.

The Brooksville (PHSC) Education Office offers bachelor's degrees through both live instruction and Internet based learning opportunities. In addition to on-site classes, instruction may be offered at affiliated teaching locations. Please contact the Brooksville (PHSC) Education Office (PHSC@saintleo.edu) for additional details.

## Pasco Hernando State College - West Campus (New Port Richey)

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide) with specializations in:
    - Management
    - Marketing
    - Technology Management
- Criminal Justice, B.A.
- Elementary Education, B.A.
- Human Resource Management, B.A. (Offered only through Worldwide)
- Middle Grades Education, B.A.
- Psychology, B.A with specializations in:
    - General
    - Clinical/Counseling
    - Developmental
    - Research & Measurement

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Administration, B.S.

**Bachelor in Social Work**

- Social Work, B.S.W.

The **Center for Adult Learning** offers bachelor's degrees through both live instruction and Internet based learning opportunities. Classes may be offered at affiliated teaching locations.

Please contact the Center for Adult Learning (CenterforAdultLearn@saintleo.edu) for additional details.

## Pasco Hernando State College - (Spring Hill Campus)

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- with specializations in:
    - Management
    - Marketing
- Criminal Justice, B.A.
- Elementary Education, B.A.
- Human Resource Management, B.A. (Offered only through WorldWide)
- Middle Grades Education, B.A. with specializations in:
    - English
    - Social Science
- Psychology, B.A with specializations in:
    - General
    - Clinical/Counseling
    - Developmental
    - Research & Measurement

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Administration, B.S.

**Bachelor of Social Work**

- Social Work, B.S.W.

The **Center for Adult Learning** offers bachelor's degrees through both live instruction and Internet based learning opportunities. Classes may be offered at affiliated teaching locations.

Please contact the Center for Adult Learning (CenterforAdultLearn@saintleo.edu) for additional details.

## Key West Education Center

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- 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. (Offered only through Worldwide)
- Middle Grades Education, B.A. with specializations in:
    - English
    - Social Science
- Psychology, B.A

**Bachelor of Science**

- Accounting, B.S.
- Computer Information Systems, B.S.

**Graduate Degrees**

- Master of Business Administration M.B.A.

## Tampa Education Center

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.

- Cybersecurity, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- with specializations in:
    - Logistics
    - Management
    - Marketing
    - Project Management
- Criminal Justice, B.A.
- Elementary Education, B.A.
- Human Resource Management, B.A. (Offered only through Worldwide)
- Middle Grades Education, B.A. .
    - English
    - Social Science
- Psychology, B.A
- with specializations in:
    - General
    - Clinical/Counseling
- Secondary Education, B.A. with specializations in:
    - English
    - Social Science

**Bachelor of Science**

- Accounting, B.S.
- Computer Information Systems, B.S.
- Computer Science, B.S.
- Cybersecurity, B.S.
- Health Care Administration, B.S.

- 

**Certificate Programs**

- Command Officer Management School (COMS) Program (Undergraduate and Graduate Certificate)
- Undergraduate Certificate in Theology

**Master of Arts in Theology (cohort)**

**Master of Business Administration with online specializations in:**

- Accounting
- Cybersecurity Management
- Data Analytics
- Finance
- Human Resource Management
- Management
- Marketing
- Project Management
- Supply Chain Global Integration Management

**Master of Science in Accounting**

**Master of Science in Criminal Justice with specialization in:**

- Legal Studies

**Master of Science in Cybersecurity**

The Tampa Education Center offers associate, bachelor, and master's degrees through both live instruction and Internet based learning opportunities. In addition to on-site classes, instruction may be offered at affiliated teaching locations. Please contact the Tampa Education Center (tampa@saintleo.edu) for additional details.

## MacDill AFB Education Center

**Associate of Arts**

- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- with specializations in:
    - Logistics
    - Management
    - Marketing
    - Project Management
    - Technology Management
- Criminal Justice, B.A.
    - Criminalistics
    - Homeland Security
- Human Resource Management, B.A. (Offered only through Worldwide)
- Psychology, B.A with specializations in:
    - Clinical/Counseling
    - General

**Bachelor of Science**

- Computer Information Systems, B.S.
- Health Care Administration, B.S.

## Savannah Education Center

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- with specializations in:
    - Logistics
    - Management

- Criminal Justice, B.A.
- with specializations in:
    - Criminalistics
    - Homeland Security
- Human Resource Management, B.A. (Offered only through Worldwide)
- Psychology, B.A
- with specializations in:
    - Clinical/Counseling
    - Developmental
    - General
- Religion, B.A. (Offered only through Worldwide)

**Bachelor of Science**

- Accounting, B.S.
- Computer Information Systems, B.S.
- Health Care Administration, B.S.

**Master of Business Administration with online specializations in:**

- Accounting
- Cybersecurity Management
- Data Analytics
- Finance
- Health Care Management
- Human Resource Management
- Management
- Marketing
- Project Management
- Supply Chain Global Integration Management

**Master of Science in Criminal Justice with online specializations in:**

- Corrections

- Critical Incident Management
- Forensic Science
- Legal Studies

## Online Learning

Saint Leo University's Online Learning (OL) Center 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. OL offers busy working adults the opportunity to earn an associate or bachelor's degree entirely online at http://online.saintleo.edu. No conventional classroom attendance is required. OL provides students with the benefit of advancing their education without having to travel to a campus. Saint Leo's OL students receive the same associate and bachelor's degrees as their campus-based counterparts. The administrative staff, student services coordinators, enrollment counselors, and undergraduate student advisors can be reached at the Saint Leo University, Online Learning Center, 1403 N. Howard Ave., Tampa, FL 33607. **Undergraduate Student Advising Toll-free: (877) 856-2144** and **Graduate Student Advising Toll-free:(877) 882-3612**. You may also e-mail your questions to the following addresses:

Student Advising (Undergraduate, Online) Email: StudentAdvising@saintleo.edu

Student Advising (Graduate, Online) Email: GraduateAdvising@saintleo.edu

Application: http://www.saintleo.edu

Admission: WWAdmission@saintleo.edu

Help Desk (eLion: my.Saintleo.edu and Windows Live mail: helpdesk@saintleo.edu

Student ID: id.cards@saintleo.edu

Update contact information: http://my.saintleo.edu.

Log in. **Click** *Information Change Screen*. Update Information and Save.

# Chapter 4: Online Learning Degree Programs

Reference website for most up-to-date offerings

http://www.saintleo.edu/find-your-program

**Associate of Arts**

- Business Administration, A.A.
- Criminal Justice, A.A.
- Cybersecurity, A.A.
- Liberal Arts, A.A.

**Bachelor of Arts**

- Business Administration, B.A. (Offered only through Worldwide)
- with specializations in:
    - Logistics
    - Project Management
    - Management
    - Marketing
    - Project Management
    - Technology Management
- Communication, B.A.
    - Communication Studies
- Criminal Justice, B.A. with specializations in:
    - Criminalistics
    - Homeland Security
- Educational Studies, B.A. with specializations in:
    - Early Childhood Development & Education
    - Education & Children
    - Education & Adolescents

- Elementary Education, B.A.
- Emergency Management, B.A. (Offered only online through WorldWide)
- Human Resource Management, B.A. (Offered only through WorldWide)
- International Studies, B.A.
- Medical Humanities, B.A. with specialization in:
    - Health Humanities
- Middle Grades Education, B.A. with specializations in:
    - English
    - Social Sciences
- Psychology, B.A with specializations in:
    - Clinical/Counseling
    - General
- Religion, B.A. (Offered only through Worldwide)
- Sociology, B.A. (Offered only through Worldwide) with specializations in:
    - Applied and Clinical Sociology
    - Diversity and Inequality
- Veteran Studies, B.A. (Offered only through WorldWide)

**Bachelor of Science**

- Accounting, B.S.
- Computer Information Systems, B.S.
- Computer Science, B.S.
- Health Care Administration, B.S.
- Cybersecurity, B.S.
- Software Engineering, B.S.

**Minors**

- Accounting Minor
- Computer Programming Minor
- Health Care Administration Minor

- Human Resource Management Minor (Offered only through WorldWide)
- Criminal Justice Minor
- Information Security Minor
- Information Systems Minor
- Management Minor
- Marketing Minor
- Psychology Minor
- Religion Minor
- Sociology Minor

## Academic Regulations and Definitions

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

To register for undergraduate online classes, new students may call **(877) 856-2144** and speak with any available student advisor. Returning 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 eligible students who have been admitted and have matriculated.

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

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

- who exhibit skills in learning, writing, reading, critical thinking, technology applications, numerical applications, and well-adjusted to life

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

## Library

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

## Computer Specifications

Saint Leo University is committed to ensuring that all students have access to technology to support their educational pursuits. While the University maintains several computer laboratory facilities with full academic software, hardware and printing capabilities, we recognize students utilize personal devices. Below are the minimum configurations for a device to meet compliance requirements for use on the university network. If your laptop does not meet compliant requirements or you need a laptop, the Department of Information Technology does offer a rental program to students that qualify, to learn more, please visit the **Laptop Rental Program** page (https://www.saintleo.edu/laptop-provisioning-rentals-program).

### Recommended Minimum Laptop Configuration for Personal Computers or Laptops

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

### Software

- Windows 1 or higher or Mac OSX version 10.8.5 Mountain Lion

- Office 365 (students are eligible to have a free Office 365 Account). This includes Word, Excel, PowerPoint, OneDrive with 1TB of cloud storage and Access*.
- *Access is only available to be installed on Window based computers.
- Adobe PDF 9,0
- Alternate web browser in addition to Internet Explorer such as Firefox

### Browser

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

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

## University Placement Tests

It is required that all new students take the English and Math placement tests. Placement tests must be completed prior to starting classes or before student completes 12 credit hours. All new students will be placed in MAT 110 and ENG 110, which do not meet the minimum requirements for University Explorations, unless one of the following criteria for placement into higher courses are met:

1. Placement into a higher-level English or Mathematics course, as a result of the score on the placement test;
2. Completion of college-level English and/or Mathematics credit from Advanced Placement, Dual Enrollment, International Baccalaureate (IB), Cambridge AICE/GCE, or another regionally accredited post-secondary institution, as documented by official transcripts;
3. Completion of the SAT/ACT tests and submission of official score reports;

The placement test process is critical in determining students' abilities and knowledge. Placement tests are designed to gauge students' aptitude and skill level in the given subject areas. Saint Leo University wants students to succeed in their academic pursuits. 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. By completing the required Placement Tests, students will be advised more accurately through their pathway to degree completion.

## Foundation Courses

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

ENG 110 - How to Write Well

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

MAT 110 - Introductory Algebra with Applications

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

## Student Services and Student Advising

### portal.saintleo.edu

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

### eLion

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

### Student Advising

Saint Leo University Online Learning (OL) students can count on their personal student advisor to provide them with the guidance they need to achieve their educational goals. Online Learning 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 and email:

Undergraduate Student Advising at (877) 856-2144 (Email: StudentAdvising@saintleo.edu) and Graduate Student Advising at (877) 882-3612 (Emai: GraduateAdvising@saintleo.edu). Also, by Live Chat. www.saintleo.edu/worldwide-student-advisors

### WorldWide Student Life

Online and education center students are invited to get involved and join clubs and associations without ever having to leave the comfort of their home. Meetings are 100% virtual and facilitated by advisors, faculty members, guest professionals, and students. All activities have a professional, educational, or personal development focus and provide you with the opportunity to interact conveniently in a live virtual setting. Current students can access the list of remote clubs available, membership applications, news, meeting recordings, and events through EngageLeo, found in OKTA.  Questions? Email: wwstudentlife@saintleo.edu

## Honor Societies

Please student-honor-societies to navigate to the University section of the catalog containing complete information.

## Academic Resources

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

# Chapter 5: Student Affairs

## Student Affairs

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

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

## Accessibility Services

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

## University Safety and Emergency Management

At Saint Leo University our mission statement is simple: Provide a safe and secure environment for our students, faculty, staff, and visitors. University Safety takes that statement seriously. We are staffed with trained and professional officers who are certified in their field by the State of Florida. They patrol the campus twenty-four hours a day, seven days a week, on foot, mountain bikes, patrol car, and golf carts.

We are proud of the fact that Saint Leo University has an extremely low crime rate which allows our students to focus on their top priority: Being a student!

Please stop by and visit our office or stop one of the officers for a chat. We believe that you will find our University Safety personnel to be friendly, caring, and attentive to your concerns. If we can be of assistance, please do not hesitate to call upon us. Visit the Campus Safety web site: https://www.saintleo.edu/student-experience/on-campus/safety-security or call: (352) 588-8432.

## Career Services

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

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

Specifically:

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

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

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

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

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

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

## Counseling & Prevention Services

Counseling Services is located on the second floor of the Wellness Center, (352) 588-TALK (8255). The Center is open Monday through Friday, 8 a.m. to 5 p.m. (ET), with evening hours available on an individual, as-needed basis. (352) 588-TALK (8255) is answered 24/7 by a licensed counselor.

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 Counseling Services website can be accessed at https://www.saintleo.edu/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

## Dining Services

Dining Services work hard to design meal programs to meet individual needs. Our goal is to make sure that you will not have to worry about finding something great to eat at convenient times. Dining on campus provides a social experience essential to campus life. It provides opportunities to gather with friends, take study breaks, hang out, relax, and unwind after a hard day of classes and activities.

## Leadership Development

The L.E.A.D. Scholars program is committed to the leadership development of incoming freshman students. Incoming freshmen apply for the scholarship and then are selected based on their leadership involvement both in high school and in their respective communities. This scholarship program is a four-year process in which students are involved until they graduate. The program exists to support and stimulate leadership development throughout a student's

career at Saint Leo University. By embracing the Benedictine values held by the University, the program strives to foster an environment that encourages excellence, personal development, self-respect, respect for others, community, integrity, and responsible stewardship, as well as to develop well-rounded students. By taking advantage of the leadership opportunities offered, such as taking courses, attending workshops, and getting involved on campus, students will develop leadership skills that they can utilize for the rest of their lives.

## Lions Care

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

1. Foster a caring and safer University community
2. Engage University community members as active participants, not as idle bystanders, in assisting other community members.
3. Provide campus based and community resources, and
4. Provide appropriate referral and reporting mechanisms to address concerns.

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

## Meal Plans

The University provides food service on University Campus during the fall and spring semesters, and resident students enrolled at University Campus are required to be on a meal plan as determined by their housing assignment. In addition to the Dining Hall, Dining Services offers additional options at Benedict's Coffeehouse, a We Proudly Serve Starbucks location, and FUZ-the Fusion Eatery in the Student Community Center.

## Center for Global Engagement (CGE)

In support of the Saint Leo University mission statement, the mission of the Center for Global Engagement is to assist, nurture, and support the International and study abroad students and their peer communities through planning, developing, implementing, and evaluating programs and services that facilitate intellectual, interpersonal, and spiritual development. The ultimate

mission of the CGE is to assist the university in achieving its goal to be a university of international consequence.

## Office of Military Affairs and Services

Saint Leo University has a long and proud history of educating our nation's men and women in uniform. Since 1973, we have been a leading institution of higher education for military members, veterans, and military spouses for both traditional and online programs to help them attain a college degree and find gainful employment following their military service. As a university, we understand that you have many choices when it comes to attending college during and after your military service. We are honored to assist in your transition to the civilian workforce and meet your goals for higher education.

We also understand that balancing college life, military, career, family, and personal responsibilities can be extremely challenging; therefore, Saint Leo University would like to assist you in achieving your personal, educational, and career goals. It is a proud heritage in which we all share, as one university community, committed to continuing to serve those who currently serve or have served our nation. http://saintleo.edu/student-experience/military-and-veterans/omas

## Orientation

All first year and transfer students in the University College are required to attend orientation programs. These programs are designed to acquaint students with University Campus, academic programs, Student Affairs offices and services, University policies, and the faculty, staff, administration, and other members of the student body. Participation in the orientation program sets students on a path toward academic and personal success at Saint Leo University.  Specialized orientation programs are also offered to specific populations such as Graduate Students, Veterans, and Honors Students.

## 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 Director of Residence Life. The residence halls are staffed by live-in professional staff members who are specifically trained and dedicated to the service of students and the promotion of their growth as individuals. Assisting the professional staff are undergraduate Resident Assistants (RAs) and Graduate Assistants (GAs), 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 Student Code of Conduct, which is available electronically to students each academic year on the Saint Leo University web page https://www.saintleo.edu/sites/default/files/2023-08/Student-Code-of-Conduct-Final-23-24.pdf

## Student and Family Engagement

The Office of Student and Family Engagement strives to create meaningful learning opportunities that teach and challenge students to be life-long learners; value excellence within themselves and others; seek out their personal best; live life with a sense of integrity; respect and celebrate the uniqueness and commonalities of all individuals; and foster community and stewardship. Student and Family Engagement oversees the areas of Student Government Union (SGU), Campus Activities Board (CAB), Clubs and Organizations, Student Events and Programs, Greek Life, Orientation, Parent and Family Relations, and Community Service. Co-curricular activities are open to all University College students paying the activities fee. For more information, please visit our website at https://www.saintleo.edu/student-experience/support/student-affairs/student-and-family-engagement

## Student Health Center

The Student Health Center is located in the Wellness Center and serves all University Campus students and those online students who live nearby. The phone number is (352) 588-8347. The Health Center provides services for routine medical matters similar to a general practitioner and referrals are available to all students Monday through Friday from 8 a.m. to 5 p.m. In the event the Health Center is closed, all Health Fee paying students receive free 24/7 telehealth services with an M.D. See the email each student received from Recuro Health. For an emergency after hours where the student needs to be seen in person, please go to the nearest Urgent Care or

Emergency Room and then follow up with Student Health during working hours. For emergencies, contact University Safety at (352) 588-8432.

**Health Insurance.** Saint Leo University mandates that all traditional, full-time, undergraduate students attending University Campus carry health insurance. To that end, all full-time, traditional students at University Campus are automatically enrolled in the student health insurance policy for a fee. The health insurance and fees 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/student-health-insurance or at the Cashier's Office.

**Absences.** When a student is treated in the Health Center or referred to outside specialists, he or she is offered a Verification of Health Center Visit slip. This is not intended as an excuse for missing class. Responsibility for class attendance and completion of assignments rests with the student. Students are encouraged to communicate directly with their instructors in matters of absence from class. Verification of Health Center Visit slips will not be issued at any time other than during the Health Center visit. The Health Center may recommend 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 Vice President of Student Affairs, (352) 588-8206.

**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 Center.

## Student Success

### Academic Case Management/Coaching

Student Success supports all students from matriculation through graduation, promoting academic excellence and personal development. Student Success provides educational guidance, support, and assistance using a variety of advocate and coaching techniques to create personalized interventions, coaching, and support services (both academic and non-academic) for all students. Student Success partners with many other departments on campus to identify and resolve system level issues that may create barriers to student retention, persistence, and graduation. All University Campus students are assigned a Student Success Coach based on their College.

**Academic Advising Online Learning**

Saint Leo University Online Learning (OL) students can count on their personal student advisor to provide them with the guidance they need to achieve their educational goals. Online Learning 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: Undergraduate at (877) 856-2144 and Graduate at (877) 882-3612, by e-mail, or by Live Chat. See https://www.saintleo.edu/worldwide-student-advisors

**Academic Vision & Excellence**

The center for Academic Vision & Excellence provides free academic support programs and services to equip students with the tools necessary to achieve academic success. Services include content tutoring, Supplemental Instruction (SI), Peer-Assisted Learning (PAL) Coaching, Placement Testing, and test proctoring for students registered through the Office of Accessibility Services. Programs include academic success workshops, midterm and final exam programming, and other programs hosted by student staff throughout the semester. The Center for Academic Vision & Excellence works closely with Faculty to supplement classroom learning. There is also a computer lab and a study area for student use. Visit the center for Academic Vision & Excellence in LionsSHARE courses for more information.

# Chapter 6: Undergraduate Policies and Procedures

## Academic Procedures and Definitions

A Saint Leo University education is grounded in 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 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 academic performance.

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

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

## Majors

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

Some students enter the University with a clear idea of what they want to study. However, most students are undecided about which major they should choose, and national studies show that even those who enter college with majors already chosen often change their minds. To help students select a major that meets their interests and their talents, students work closely with their Student Success Coach/Faculty Advisor/Center Advisor. With their success coach/advisor, students confirm their major when they reach 60 completed credits.

Many students will begin their major as early as their first term 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. Students

who enter a license-bearing or STEM-related program should not delay their decision beyond the start of their sophomore year in order to complete the required professional courses in a four-year period.

Intensive study in a major usually begins about halfway through an undergraduate's collegiate career. To declare or change to another major, students should consult with their academic advisor or department chair of the desired major.

For the bachelor's degree, students may seek multiple majors, minors, and/or specializations, at the discretion of their academic advisor or student success coach's guidance and recommendation. Students pursuing multiple majors should be aware that each additional major requires a minimum of 15 unique credit hours that cannot overlap with another major's requirements. As a result, completing multiple majors may extend the time needed to earn their degree. Specific policies may exist regarding major, minor, or specialization programs that cannot be pursued simultaneously.

Students cannot earn a degree with Saint Leo University in the same major, minor, or specialization in subject area in which they earned a degree or credential at another institution.

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

Candidates for undergraduate degrees must obtain a cumulative grade point average of at least 2.000 and a major grade point average of at least 2.000. Additional majors and any minors also require at least a 2.000 program GPA. Additional program-specific requirements may also apply, including cumulative GPAs higher than 2.00.

## Second Bachelor's Degrees

A person who has earned a bachelor's degree from Saint Leo University may earn a second bachelor's degree in a major different from that of the first degree by meeting the following requirements:

1. If a student has already earned a baccalaureate or graduate degree and wishes to obtain a second degree, he or she must meet the admission criteria for that second degree and go through the admission process again.
2. A minimum of 30 additional undergraduate credits must be completed successfully in-residence at Saint Leo University.
3. All graduation requirements for the major of the second degree must be met satisfactorily.
4. Coursework completed successfully as part of the first degree program may be used to satisfy the graduation requirements of the second major/degree program.
5. No course already taken in the first degree program may be repeated in the second degree program.

**Students carrying a second major do not automatically receive a second degree.

If the student returns and pursues a new major under their existing degree program, and completes all required coursework, they do not earn another bachelor's degree and are not degree-seeking. Financial aid is only available to students that are active in degree-seeking programs. For example, if a student only wants to obtain a secondary major notation on their transcript, they may complete the required coursework necessary to obtain the additional major. The student will be a non-degree seeking student. No additional degree or diploma will be issued when those requirements have been successfully completed.

If the student returns and pursues a new major under a new degree program, and completes all required coursework and residency requirements, they will earn another bachelor's degree and diploma. For example, if a student wants to earn a second degree and diploma, they will need to complete the required courses necessary to obtain the additional major and complete any additional requirements, such as meeting the residency requirement of no less than 30 credit hours. They will be considered degree-seeking students. An additional degree and diploma will be issued when those requirements have been successfully completed.

## Second Associates Degrees

Saint Leo University may award a specialized associates degree (i.e. Business Administration, Criminal Justice, or Cybersecurity) to students having already completed an undergraduate degree, as long as the specialty major is distinct from any previously awarded credential . Students would not be eligible for the associate of arts in Liberal Arts program if they previously completed any bachelor's degree program.

Students are strongly advised to verify they meet the criteria for financial aid, V.A. benefits, and can fulfill the 25% residency requirement for completion including, but not limited to, any possible limitations in eligible courses that can be applied to the selected associates degree program.

A person who has earned an undergraduate degree from Saint Leo University may earn an additional associates degree in a major different from that of any previous degrees by meeting the following requirements:

1. If a student has already earned an undergraduate or graduate degree and wishes to obtain a second associates degree, he or she must meet the admission criteria for the additional degree and go through the admission process again.
2. A minimum of 15 additional undergraduate credits must be completed successfully in-residence at Saint Leo University.
3. All graduation requirements for the major of the additional associates degree must be met satisfactorily.
4. Coursework completed successfully as part of the initial undergraduate degree program may be used to satisfy the requirements of the additional associates degree program.

5. No course already taken in the first degree program may be repeated in the additional degree program.

*Students should consult Student Financial Services and Veteran Financial Services to verify the criteria for financial aid and other tuition benefits with respect to pursuit of additional undergraduate degrees.

## Minors

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

## Specializations

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

## Electives

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

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

### Technology-Assisted Learning

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

# Degree Requirements

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

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

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

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

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

### 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. (University Campus Only)
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 academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major
10. All transfer credits must be received and posted.
11. Apply for degree.

## Associate of Arts Degree in Cybersecurity

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

1. Complete all academic credits required.
2. Complete SLU-125 Choosing Wellness. (University Campus Only)
3. Complete the required Associate of Arts in Cybersecurity general education program. See Cybersecurity, A.A.
4. Complete all the requirements of the Cybersecurity major for the associate degree. See Cybersecurity, 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 academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major
10. All transfer 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. 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. Enable learners to understand and relate intellectually and emotionally to the world around them
3. Prepare learners to select appropriate courses for further self-improvement and growth
4. Introduce learners who are unsure of a major to a broad array of disciplines
5. 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. Provide learners with the basic, foundational, intellectual tools needed to complete a bachelor's degree sometime in the future

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

1. Complete a minimum of 60 academic credits
2. Complete SLU-125 Choosing Wellness. (University Campus Only)
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 academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major
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 degree in criminal justice, students must meet the following requirements:

1. Complete a minimum of 60 academic credits
2. Complete SLU-125 Choosing Wellness. (University Campus Only)
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 academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major
9. All transfer credit must be received and posted
10. Apply for degree

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

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

1. Complete a minimum of 120 academic credits
2. Complete SLU-125 Choosing Wellness. (University Campus Only)
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
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 academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major
11. All transfer credit must be received and posted
12. 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 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 golf, 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 in 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's Degree Courses

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

| | | |
|---|---|---|
| AU | Audit | 0.00 |

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

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

## Standard Undergraduate Grading Scale

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

| | |
|---|---|
| A | 94-100% |
| A- | 90-93% |
| B+ | 87-89% |
| B | 84-86% |
| B- | 80-83% |
| C+ | 77-79% |
| C | 74-76% |
| C- | 70-73% |
| D+ | 67-69% |
| D | 60-66% |
| F | <60% |

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

## Incomplete Work

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

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

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

## Repeated Courses

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

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

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

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

### Academic Honesty Violations

(See also "Academic Honor Code ")

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

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

## Academic Sanctions

***Note: For programs in teach-out, students remain bound to the academic policies of their matriculated catalog.*

Sanctions are issued after each fall and spring semester for University Campus students. Education center and online students will be reviewed for academic sanctions at the close of each term for which they have a class end (8-week and/or 16-week, depending on program).

To maintain good academic standing at the University, students must achieve the minimum cumulative grade point averages appropriate to progress toward their degree and must complete coursework at a regular and sustained pace. Minimum cumulative GPAs are as follows:

| Credit Hours Completed | Required Minimum Cumulative GPA |
|---|---|
| 1-30 | 1.65 |
| 31-59 | 1.75 |
| 60-89 | 1.90 |
| 90 or greater | 2.00 |

A 2.000 cumulative GPA is also required for students to graduate. Students who have not achieved a 2.000 cumulative GPA at the time of degree completion will be unable to have their degrees awarded.

## Academic Warning

Students whose cumulative GPA falls below the required threshold for good academic standing will be placed on **Academic Warning**. This status is meant to serve as a notice that we believe in your potential and want to partner with you as you work toward improving your academic performance. Students should also be aware that continued academic difficulty may lead to additional university actions, including possible restrictions on certain activities such as intercollegiate athletics, student government, campus media, student clubs, or Greek and service organizations. Advisors and student success coaches will work with students facing **Academic Warning** to develop an academic success plan prior to the start of

the subsequent term/semester, which will encourage students to engage with resources and other university support teams that will help students get back on track.

## Academic Probation

Students will be placed on **Academic Probation** when they have previously received an Academic Warning (regardless of the semester) and have not yet reached the cumulative GPA required to maintain good academic standing. **Academic Probation** is designed to be a compassionate signal that we see your potential and want to actively support you as you work toward your academic goals.

**Academic Probation** is not meant to discourage you—it is an opportunity to reconnect with your strengths, reflect on what you need, and partner with the many caring professionals in the university community who are ready to help you succeed. While on probation, you are strongly encouraged to meet regularly with your academic advisor/student success coach, seek tutoring or develop an academic action plan, and use the university's support services, all of which exist to help you regain momentum.

Because we want to ensure you have the time and space you need to focus on your coursework, students on **Academic Probation** are temporarily restricted from certain roles or activities. Based on modality, this may include holding or running for office, participating in selected organizations or events, pledging a Greek organization, being considered for honors, and competing in intercollegiate athletics. [NCAA defines "academically ineligible" as a student-athlete not meeting progress towards degree. NCAA defines "progress toward degree" requirements as 1) earning at least 24 credits each academic year; 2) earning at least 9 credits every semester; 3) maintaining a 2.00 cumulative GPA.] These pauses are intended to protect your academic progress, not to penalize you.

To help you get back on track, students on **Academic Probation** should consider repeating failed courses during the next term or semester in which they are offered, striving to earn a grade of C or higher, and must register for courses with the guidance of their advisor/student success coach. Our commitment is to walk alongside you during this period, offering encouragement, guidance, and the resources you need to return to good academic standing.

## Academic Suspension

Students will face **Academic Suspension** from the University when (1) they were previously placed on Academic Probation (regardless of the semester) and did not achieve the required cumulative GPA to maintain good academic standing; or (2) they fail to achieve a term GPA of at least 1.00 at the conclusion of any term/semester.

Campus students suspended for academic reasons will not be permitted to return for the full subsequent semester (fall or spring). Education Center and Online students suspended for academic reasons will be expected to serve their suspension one term after the issuing of the sanction; students registered for the term immediately following the term in which the sanction resulted will be permitted to remain registered. For example, students who earn a suspension

following the result of final grades in courses from Fall I will be permitted to remain registered and finish coursework in Fall II, but be expected to sit out in Spring I. In the event of an academic suspension, a student may appeal the decision.

## Appeals

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

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

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

## Reinstatement

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

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

## Good Standing

Students who were issued a sanction in a previous term/semester, but who have improved their academic performance to achieve **Good Standing** (as defined by the credit and GPA criteria outlined in the table above) during the academic performance review period, will have their previous sanction notated as "lifted" on their official academic transcript, and all restrictions removed.

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

## Academic Term

The University operates under the following academic terms:

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

## Academic Advising

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

- Assessing and responding to the personal and social issues associated with adjustment to University life
- Developing an appreciation for and a constructive orientation toward the character and rigors of academic work
- Accessing and using academic student support services

- Understanding and using academic assessment results
- Becoming familiar with academic and student life policies and procedures
- Exploring career options and interests, in conjunction with the Career Planning Department
- Making informed decisions concerning their academic program and course schedules

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

## Registration

During each academic term, continuing students are expected to meet with their advisors to select courses and register for the next semester or term. In some cases, time is set aside to enable students to plan schedules effectively and to provide students with intensive personalized advising. All new students, except those matriculating through Education Centers or the Online Learning Center, register during orientation periods. Change of registration, including pass/fail elections, changes of course credit hours, changes from credit to audit and vice versa, must be approved by the advisor or student success coach.

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

The University offers degree programs on its University Campus, externally through Education Centers, and online through the 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.

For University Campus undergraduate students, registration for any courses in the 16-week semester or 8-week terms within the semester will not be permitted after the publicized Add/Drop Period in a 16-week semester (as found on the Academic Calendar).

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 an eighty-dollar 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 219, 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. Passing grades are excluded from the calculation.

### Graduation with Honors

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

| | |
|---|---|
| Summa cum laude | 3.95 and above |
| Magna cum laude | 3.85 and above |
| Cum laude | 3.65 and above |

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

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

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

## Admissions Policies and Procedures

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

Students with disabilities requiring special services should identify themselves and their needs to the Office of Accessibility Services, University Enrollment Management - University Campus

Enrollment, Center for Online Learning Enrollment, Education Center Enrollment as soon as possible after receiving notification of their admission to the University.

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

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

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

## Transfer Credit Policies

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

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

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

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

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

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

regionally and nationally accredited institutions, but the final decision on acceptance of transfer credits and degrees earned at Saint Leo will be determined by the receiving institution.

## Traditional Transfer Credit

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

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

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

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

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

Students who have completed an associate of arts degree are not expected to complete the entire University Exploration (general education) courses for we recognize that the completion of an AA already provides students with a basis in the liberal arts. Students holding an associate of arts degree in liberal arts will have University Explorations requirements met with the exception of the University Exploration Foundation courses, an artificial intelligence course, and a religion course (unless already completed).

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 for an artificial intelligence course and a religion course (unless transferred in) for a degree from Saint Leo University. Such students may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of a minimum of 25 percent of the total required credit at Saint Leo University, half of which must be in the major.

No quality points are awarded for transfer credit.

Permission to enroll in courses at another institution of higher education will be granted to students only in one of the following situations: (a) if the course the student wishes to take is not offered by Saint Leo University, (b) if the student is in senior status and is required to take a particular course for graduation that is not scheduled to be offered during that student's senior year, or (c) if the student has met residency requirements but no longer has access to a Saint Leo

University Center. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the University and, where appropriate, would be applicable to the student's degree requirements. The student must meet with his or her academic Dean, Regional Education Center Director, or OL Director, as appropriate, to request such an approval. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to his or her Center at Saint Leo University.

## Nontraditional Transfer Credit

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

### 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. In addition to the University's Program Evaluation/Degree Audit, a Student Agreement (SA) is also completed, which shows previous college courses, nontraditional learning, MOS and military training courses, and national exams.

### 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 retraining 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-Academic Coursework

The University recognizes credit recommendations established by the American Council on Education (ACE) and published in The National Guide to Educational Credit for Training Programs. Credit recognized from the National College Credit Recommendation Service (NCCRS) is also acceptable. ACE offers credit recommendations for certifications and some corporate training programs - search for your employers and training programs.

Saint Leo University will review and evaluate non-academic coursework for credit once a student has been enrolled at the university. The assessment will determine if academic credit can be granted and for the number of credits that may be accepted. Many students consider non-academic coursework through an ACE recommended third party; credit may be awarded for non-academic coursework, if a passing score was achieved and the individual course has an associated ACE credit recommendation.

- A total of 15 credits of undergraduate non-academic coursework may be accepted at the 100-200 level, with determination by the registrar. Undergraduate courses at the 300-400 upper-level will be evaluated by the department chair and determined if they meet Saint Leo course expectations; credit transfer recommendations will be communicated to the registrar's office to apply to student records. Students should consult their success coach or academic advisor for assistance in seeking non-academic coursework opportunities, such as Sophia Learning, Straighterline, etc.

## College-Level Examinations

College-Level examinations will be capped at a combined maximum of 30 credits, awarded through exams including CLEP, DSST (DANTES), Advanced Placement (AP), International Baccalaureate (IB), Cambridge AICE/GCE, and CAPE.

## International Students

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

## Special/Transient Students (Non-degree Seeking)

Transient enrollment means a degree seeking student is enrolled at a second regionally-accredited school with the intention of transferring credits back to Saint Leo University. 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 applicable to the student's degree requirements. The student should review their program requirements with their success coach/advisor to determine the appropriate courses and complete a transient form for review and approval. Approval must be obtained by the success coach/advisor and/or chair; chair approval is required for University Campus students. The completed form must be sent to the Registrar's Office prior to starting the courses at the second institution.

The student must have an official transcript issued from the second school to the Registrar's Office at Saint Leo University. For the credits to be considered for evaluation, the student must: (a) have an approved transient form on file for courses listed on transcript; (b) satisfy the residency requirement for their degree program at Saint Leo - for a bachelor's degree, students may not exceed 90 semester hours of transfer; (c) earn the minimum passing grade for the Saint Leo equivalent course.

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 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

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

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

considered and are required to submit a written appeal as part of the readmission process. Conditions for readmission may be specified.

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

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

## Limited Access Programs

Some undergraduate programs have limited access with special admission criteria. Undergraduates seeking entrance to limited access degree programs must meet program requirements in addition to requirements for admission to the University. Saint Leo University has the following undergraduate programs as limited access: Nursing, B.S.N. The admissions requirements for these degree programs may be found in the College of Health Professions sections of this catalog.

## 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. 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 on the financial aid web section at www.saintleo.edu/tuition-financial-aid for detailed information.

It is recommended that a Free Application for Federal Student Aid (FAFSA) be filed annually to be considered for financial assistance.

## Federal Financial Aid Sources

- **Direct Loan Program.** All eligible students may receive a Direct Unsubsidized Loan regardless of financial need. Interest accrues on unsubsidized loans while a student is enrolled in school and during grace periods. When a borrower of any Direct Loan ceases to be enrolled on at least a half-time basis, a six-month grace period begins; then the loan goes into repayment on principal and interest.
- 
- **Parent PLUS Loan.** To help meet educational expenses, Parents of dependent students may borrow through the Federal Parent PLUS Loan. This is a low-interest, long-term loan that is approved based on creditworthiness. Parents of dependent students may borrow up to the difference between educational costs and the student's financial aid.

## Institutional Scholarship and Grant Aid

It is recommended that a Free Application for Federal Student Aid (FAFSA) be filed annually to be considered for financial assistance including:

- **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 Student Financial Services based on specified criteria. Students receiving endowed scholarships are requested to acknowledge this assistance by communicating appreciation to the donor. Endowed and donor scholarships may be used to replace previously awarded Saint Leo grant funds.
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- **Saint Leo Merit and Other Institutional Scholarships and Grants.** Saint Leo extends scholarships and grant aid to students who meet specific criteria on the basis of academic merit, leadership, or other accomplishments. Students who are awarded institutional aid of any kind must maintain full-time academic status (12 credit hour minimum per semester) and meet standards of satisfactory academic progress in order to remain eligible to maintain any aid deemed renewable.

## Additional Sources

- **State Scholarships.** Applicants should check with their state scholarship agency regarding their eligibility for state aid.
- **Alternative Loans.** Student Financial Services encourages all students eligible for federal loans to maximize their eligibility before borrowing any alternative loans. However, if you must borrow an alternative loan, we recommend that you review many alternative loan lenders and research their policies and loan terms to decide which lender is best for you. 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/tuition-financial-aid/aid/loans#toc-private-loans). 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 their ability to pay all direct and indirect costs of attendance. Indirect costs include expenses not covered by tuition, including housing, meals, books, fee charges, travel, personal living expenses, and living expenses when school is not in session, and the student is unable to return home. 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 Student Financial Services.

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

## How Financial Aid Awards and Amounts Are Determined

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

## Financial Aid Application Process

*New University Campus Students:*

1. Apply for admission. Admission to the University is required in order to receive financial aid. 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 October 1 at the FAFSA website (studentaid.gov). Filing for federal aid is free—it is unnecessary to pay for assistance with filing the FAFSA. Accurate income tax information should be used and is accessible on the FAFSA website through the IRS data retrieval tool.
2. 
3. Apply early. Financial aid funds are limited. Filing your FAFSA after October 1 but before January 1 increases the opportunity to receive scholarships and grant funds. The FAFSA can be filed before official admission notification. Filing for financial aid does not affect admission to the University. Estimated tax information is acceptable. Financial aid advisors are available to assist in the completion of the FAFSA.

*Contacting the Student Financial Services Office:*

By phone: 800-240-7658

By e-mail: sfs@saintleo.edu

Students can "sign" the Free Application for Federal Student Aid (FAFSA) electronically by requesting a FSA ID at the FAFSA website.

- The FSA ID will be sent to the student, usually within 24-48 hours, depending on whether the PIN is sent electronically or via mail.
- Use 2021 tax information for the 2023-2024 year.
- Use 001526 on the FAFSA as the Saint Leo Federal School ID.

After the FAFSA is submitted, the applicant will receive a Student Aid Report or SAR. The applicant should review the SAR for accuracy. Corrections can be made online at https://studentaid.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. The student will be notified via email of what documentation is required to complete verification. Additional information is located at https://www.saintleo.edu/tuition-financial-aid/aid/financial-aid-process#toc-financial-aid-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.  Any balance owed 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.

After the SAR has been received and reviewed by Student Financial Services, eligible students will receive a financial aid offer. A student's offer is available for viewing via login.saintleo.edu in the Student Self Service application.

The financial aid offer 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. Both grants require at least half-time enrollment.

**Eligibility:** Any changes in eligibility may result in a reduction or elimination of awards. 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 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 owes 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 have a limited amount of funds available.

To apply for Direct loans:

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

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

Students must accept their loans) by signing into login.saintleo.edu and clicking on Student Self Service.

**Deadlines:** There are federal, state, and other deadlines that must be met in order to receive financial aid. Student Aid Reports (SARs) 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, as

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 of completion, enrollment, and program specific requirements. A change in your status pertaining to any of these requirements can impact your eligibility for financial aid funds.

Financial aid is disbursed directly to a student's account. The funds are used to pay tuition and required fees, along with housing and food, if applicable. Refunds are issued within 14 days from the date a credit balance is created.

This complete policy is located at https://www.saintleo.edu/tuition-financial-aid.

## 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; and
- Complete program of study within the maximum timeframe of 150% of published program length

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

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.

## Military Tuition Benefits

Saint Leo University offers programs that are approved for Military Tuition Assistance and Veteran Administration (VA) Education Benefits. VA Education Benefits help veterans, service members, and their qualified family members pay for college. Eligibility to receive VA education benefits is determined by the Department of Veteran Affairs. Military Tuition Assistance is a

benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes, and restrictions. Future students should verify their eligibility with their branch's military education office prior to enrolling. Service members must receive approval from an Educational Services Officer (ESO) or counselor within the Military Service prior to enrolling. Saint Leo University does not determine Military Tuition Assistance or VA Education Benefit eligibility.

Students eligible to receive Federal military or veterans' educational benefits and those who have applied for Title IV aid using the Free Application for Federal Student AID (FAFSA) can access a College Financing Plan. The College Financing Plan is a standardized financial aid offer designed by the Department of Education. It is a snapshot of a student's personal aid package, intended to provide prospective undergraduate and graduate students with a consistent way to view costs and aid between universities. The College Financing Plan is available through the Saint Leo Portal and complies with the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.

In compliance with regulatory agencies, Saint Leo University does not provide commission, bonus or other incentive payment based directly or indirectly on securing Service member enrollments. Additionally, our policies are consistent with the ban against high-pressure recruitment tactics as identified in DOD Instruction 1322.25 and the DODMOU.

**Military Tuition Assistance**

To verify your eligibility and assess resources available, please contact your military education office. Perspective students should consult their military education office prior to enrolling regarding eligibility and the process to apply for TA funds. The Service members should also visit their respective Military Service's education portal for additional information. Once eligibility has been confirmed, fax your approved TA form to (352) 433-1903 or email the document to Jennifer.Werme@saintleo.edu (US Navy/Marine Corps/ Coast Guard) or Tami.Gildea@saintleo.edu (US Air Force). US Army/US Army Reserves/US Army National Guard do not need to submit TA forms; Saint Leo University will download the eligibility list from the respective website. **TA must be requested each term, for each class.**

## 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 Student Financial Services.

# Other Financial Information

## Finance and Accounting Office Policies

1. The advance payment for each semester is nonrefundable unless the student becomes academically ineligible. After classes begin, laboratory and special fees are non-refundable.
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 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. Students receiving outside scholarships or other monetary awards must submit written documentation of the award amount and conditions to Student Financial Services. Outside scholarships are applied to the student's account once funds are received by the University. If funds are not received, the student remains responsible for all outstanding charges.
6. Students in the Work Study Program are paid bi-weekly for hours worked. A portion of a paper paycheck may be applied toward their tuition or fees upon request; these funds are not automatically applied to student financial indebtedness.
7. For reasons of nonpayment, Student Financial Services may at times place a student on financial hold. Financial hold could consist of removing access to instructional platforms, prohibiting registration, campus housing, class attendance, meal plan privileges, and all other student privileges. Students who fail to resolve their financial obligations or establish an approved payment arrangement by the start of the term will be removed from their classes. No 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 Student Financial Services at (800) 240-7658.
8. Errors: The University reserves the right to adjust clerical or computational errors in student accounts.
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 students relating to charges and payments should be directed to Student Financial Services.

## Financial Responsibility

The University will not release diplomas, certificates of attendance, or certain other official documents if a student has financial indebtedness. Students who fail to resolve their financial obligations or establish an approved payment arrangement by the start of the term will be removed from their classes and prohibited from registering for a subsequent term unless their balance is resolved. To participate in commencement student balances must be paid in full. All students participating in educational services provided by the University incur a financial obligation, including tuition, fees, housing, meal plans and any collection agency costs, and attorney 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.

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

## Payment Policy

Students that agree to and participate in educational services provided by Saint Leo University incur a financial obligation to the University. Financial obligations may include but are not limited to tuition, fees, housing, meal plans, and any other additional costs.

Payment is due prior to the start of a semester/term unless specifically deferred by tuition assistance, tuition remission, or authorized payment options. Students must be financially prepared to meet University expenses at the start of the term, and student account balances must be paid in full prior to the start of classes by financial aid, third-party payments, or a combination of payments and an approved payment arrangement. Students with a remaining balance not covered by financial aid or third-party payments are required to pay the remaining balance in full. Students who fail to resolve their financial obligations or establish an approved payment arrangement by the start of the term will be removed from their classes. Students who are unable to resolve the remaining balance in full are required to enroll in an approved payment plan through the University's authorized vendor, with the first payment due at the time of enrollment in the payment plan.

### Past-Due Accounts

If financial obligations are not met by the due date, past due student account balances will receive a financial balance hold 15 days past the balance due date. A financial hold will prevent future registration as well as other services being offered in accordance with University policy. Students with an outstanding balance will be prohibited from registering for a subsequent term and will be administratively dropped from their classes if the balance is not resolved by payment or an approved payment arrangement by the start of the term. A late fee of 1% (12% annually) will be added to any past due balance each month. Students using CH 33, Post 9/11, GI Bill®, or CH 31 Veteran Readiness & Employment benefits, whose impending VA benefits have not been applied to his or her tuition and/or fees, will not be subject to late fees. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated.

If referred to collection agencies, collection agency fees up to 33% may be added to unpaid charges. A student may also be removed from future classes if their delinquent status is not resolved in a timely manner.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at www.benefits.va.gov/gibill

### Personal Property

The University is not responsible for loss or 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 money in their rooms. An ATM is available on University Campus.

### Refunds

Refunds due to students who have credit balances on their tuition account should expect funds to be issued within 14 days. Questions regarding refunds should be directed to Student Financial Services.

## Admission Procedures and Requirements for University Campus

Students intending to enroll for undergraduate study at University Campus 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. 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, optional 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. 1* | May 1 |
| | Spring | Nov. 1* | Dec. 15 |
| Transfer Candidates | Fall | March 1* | Within 2 weeks of notification of admission |
| | Spring | Nov. 1* | |
| International Candidates | Fall | Jan. 1* | Within 2 weeks of notification of admission |
| | Spring | Nov. 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 the date received. Applications may be obtained from the Office of Admissions or from 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 Evaluator 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. **Optional 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's recommendation form. Recommendations may be required by the Assistant Vice President of Enrollment on a case-by-case basis.

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. Standardized testing scores may be required for certain academic programs.

5. **Optional 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). 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, or by e-mailing admissions@saintleo.edu.

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

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

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

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

## 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.

*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.

*Proof of English Proficiency*

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

- Test of English as a Foreign Language (TOEFL) - minimum score of 45 iBT
- International English Language Testing system (IELTS) - minimum score of 5.0
- Pearson Test of English Academics (PTE A) - minimum score of 40
- For transfer students, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States
- Successful completion of a NAFSA or CEA-recognized ESL program
- Duolingo English Test - minimum score of 80

## University Placement Tests

It is required that all new students take the English and Math placement tests. Placement tests must be completed prior to starting classes or before the student completes 12 credit hours. All new students will be placed in MAT 110 and ENG 110, which do not meet the minimum requirements for University Explorations, unless one of the following criteria for placement into higher courses are met:

1. Placement into a higher level English or Mathematics course, as a result of the score on the placement test;
2. Completion of college-level English and/or Mathematics credit from Advanced Placement, Dual Enrollment, International Baccalaureate (IB), Cambridge AICE/GCE, or another regionally accredited post-secondary institution, as documented by official transcripts;
3. Completion of the SAT/ACT tests and submission of official score reports;

The placement test process is critical in determining students' abilities and knowledge. Placement tests are designed to gauge students' aptitude and skill level in the given subject areas. Saint Leo University wants students to succeed in their academic pursuits. 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. By completing the required Placement Tests, students will be advised more accurately through their pathway to degree completion.

## 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.

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 of 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 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 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.

**California residents only:** California Education Code (CEC) §94811 mandates that early admission candidates take an independently administered ability-to-benefit (ABT) examination. California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). A list of approved ATB examinations can be found here https://www.bppe.ca.gov/schools/usde_tests.pdf

## 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 https://www.saintleo.edu/academics/academic-affairs/registrar/transfer-policies website for more information and 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.

See the https://www.saintleo.edu/academics/academic-affairs/registrar/transfer-policies website for more information and a complete description of International Baccalaureate credit.

## Home-Schooled Applicants

Saint Leo University recognizes that a growing number of students and families may choose a home-school alternative in place of a traditional secondary school experience. 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**.**
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. **Optional 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).
5. **Portfolio of sample work completed.** The portfolio should contain representative writing samples as well as samples of work done for various courses.

## Readmission

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

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

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

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

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

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

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

## Evaluation of Transfer Applicants

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

## International Student Admission Policies

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

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

### English Language Proficiency

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

- Test of English as a Foreign Language (TOEFL) - minimum score of 45 iBT
- International English Language Testing system (IELTS) - minimum score of 5.0
- Pearson Test of English Academics (PTE A) - minimum score of 40
- Doulingo English Test - minimum score of 80
- **For transfer students,** two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States
- Successful completion of a NAFSA or CEA-recognized ESL program

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- University Campus

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

1. Complete **free online application**
2. **Submit** an **Official** evaluation from a NACES approval agency.
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 to determine scholarship eligibility.
4. **Proof of English Language Proficiency.**
5. **Letter of recomendation** from a teacher, headmaster, or school counselor.
6. **Submit color copy of biographical section of passport**.

## Limited Access Programs

Some undergraduate programs have limited access with special admission criteria. Undergraduates seeking entrance to limited access degree programs must meet program requirements in addition to requirements for admission to the University. Saint Leo University has the following undergraduate programs as limited access: Nursing, B.S.N. The admissions requirements for these degree programs may be found in the College of Health Professions sections of this catalog.

## Non-Degree Seeking

Saint Leo University enrolls a limited number of visiting students who wish to take select undergraduate 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 accepted at all locations. Non-degree-seeking students may take coursework in any modality, and are limited to 30 credit hours with Saint Leo University. Students wishing to take more than 30 credits should contact an Enrollment Counselor for information on applying to be a degree-seeking student.

Non-degree-seeking students will appear with an "NDS" program label in the university's systems, and be unable to self-register online through the eLion self-service portal, and should consult assistance through the office of Student Success & Academic Engagement (student.success@saintleo.edu or 352-588-8500). These students can still obtain an official transcript of completed coursework by following the official transcript request procedures outlined on the website: www.saintleo.edu/registrar.

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.

Students on an F-1 Visa are also not eligible to be non-degree seeking.

## Enrollment Deposit

Students offered admission to the University must submit a **non-refundable** $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 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 notification of admission.

Deposits can be paid by check or money order, 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 Services for University Campus Undergraduate Students

### Student Financial Services

Student Financial Services administers federal, state, private, and university financial assistance programs, including student employment.

It is the purpose of Student Financial Services to administer financial aid in the form of scholarships, grants, loans and work programs to the extent that resources are available. To make the best use of limited funds, awards often consist of a combination of resources. Professional staff are ready to help all students plan for the most efficient use of their financial resources for education.

Student Financial Services' primary means of communication with students is through email. It is the student's responsibility to frequently check their Saint Leo University email for important messages from the Student Financial Services office.

It should be noted that the information in the catalog is not all inclusive. It is the student's responsibility to review all relevant information. Please visit the financial aid web section at www.saintleo.edu/tuition-financial-aid for detailed information about the following:

- Tuition and costs
- Tuition refunds and returns of Title IV funds
- 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
- Student borrower resources

**Questions Concerning Charges and Payments**

All questions from students relating to charges and payments should be directed to Student Financial Services

**Student Financial Services**

(800) 240-7658

sfs@saintleo.edu

www.saintleo.edu/tuition-financial-aid

**Free Application for Federal Student Aid (FAFSA)** Students should apply for assistance each academic year. The U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) on the web (studentaid.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 January 1 priority date. The FAFSA is available annually by October 1. When completing the FAFSA, applicants must enter Saint Leo University's federal school code - 001526.

**Disbursement of Funds**

Financial aid begins to be 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 of completion, enrollment and program specific requirements (example: half-time enrollment). Changes you make to the requirements can change your eligibility for financial aid funds. A change in your status pertaining to any of these requirements can impact 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. Refunds are issued within 14 days from the date a credit balance is created.

This complete policy is located at www.saintleo.edu/tuition-financial-aid.

**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 linked terms when grades are posted. The evaluation normally occurs two weeks after the end of the semester/term.

For full details regarding Saint Leo University's SAP policy, details concerning the requirements listed above, and the appeal process, visit www.saintleo.edu/sap.

Students who are awarded institutional aid of any kind must maintain full-time academic status (12 credit hour minimum per semester) and meet standards of satisfactory academic progress in order to remain eligible to maintain any aid deemed renewable.

## 2026-2027 University Campus Tuition and Fees - Undergraduate

**Direct Costs** (for students living on campus)

| **Direct Costs for Students Living on Campus (Full-time*)** | **Per Semester** | **Per Year** |
|---|---|---|
| Tuition** | $17,500 | $35,000 |
| Average Housing (see Residence Hall Room Rates) | $4,653 | $9,306 |
| Meal Plan (19 meal plan) | $3,760 | $7,520 |
| Fees (Orientation***, Success, Technology, Health & Student Activity) | $940 | $1,880 |
| **Total Direct Cost** | **$26,853** | **$53,706** |

* Full-time refers to 12-18 credit hours per semester.

**Tuition increases annually

***New Campus students only

1-11 credit hours per semester = $750.00 per credit hour

19 or more credit hours per semester (excluding 3+1 students) = $400.00 per credit hour

| **Indirect Costs*** (for students living on campus) | **Per Semester** | **Per Year** |
|---|---|---|
| Books, Course Materials, Supplies, and Equipment | $555 | $1,110 |
| Miscellaneous Personal Expenses | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| Federal Loan Fees | $46 | $92 |

| **Total Cost of Attendance** (Direct & Indirect) | **$30,334** | **$60,668** |
|---|---|---|

* The indirect costs listed here are estimated average expenses; actual costs will vary from student to student

| **Weekly Meal Plans** | **Per Semester** | **Per Year** |
|---|---|---|
| 19 Meal Plan | $3,760 | $7,520 |
| 10 Meal Plan | $2,420 | $4,840 |
| 5 Meal Plan | $1,300 | $2,600 |
| Commuter Meal Plan (Block of 10 meals) | $250 | $500 |

All residents are required* to be on one of the following meal plans, based on their housing assignments.

Requirements:

- Students without a kitchen are required to be on the **19 meal plan**

- Students with a kitchen may choose from the **5, 10 or 19 meal plan**

| **Additional Fees** (if applicable) | **Per Year** |
|---|---|
| Student Health Insurance* | $1,937 |
| Parking Decal (Resident Student) | $80 |
| Parking Decal (Non-Resident Student) | $60 |
| Student Success Fee | $1,100 |
| Student Activity Fee | $280 |
| Orientation Fee (New Students Only) *$250 for Spring Start | $500 |

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

| **Residence Hall Room Rates** | **Per Semester** | **Per Year** |
|---|---|---|
| Alumni Double | $3,995 | $7,990 |
| Alumni Double Single | $5,990 | $11,980 |
| Benoit/Henderson Room | $3,660 | $7,320 |
| Benoit/Henderson Double Single | $5,490 | $10,980 |

| | | |
|---|---|---|
| Benoit/Henderson Physical Single | $4,385 | $8,770 |
| Benoit/Henderson Triple | $3,660 | $7,320 |
| Henderson Quad Room | $3,660 | $7,320 |
| Marmion/Snyder Room | $3,660 | $7,320 |
| Marmion/Snyder Double Single | $5,490 | $10,980 |
| Snyder Garden Level | $3,995 | $7,990 |
| Snyder Garden Level Triple | $3,660 | $7,320 |
| Marmion Physical Single | $4,325 | $8,650 |
| Apartment 1 - 2 Double Room with Kitchen | $5,540 | $11,080 |
| Apartment 1 - 2 Double Room with Kitchenette | $4,570 | $9,140 |
| Apartment 1 - 4 Single with Kitchen | $5,980 | $11,960 |
| Apartment 1 - 2 Single with Kitchenette | $4,965 | $9,930 |
| Apartment 1 - 2 Hallway Double Single with Kitchenette | $6,880 | $13,760 |
| Apartment 1 - 2 Hallway Double with Kitchenette | $3,995 | $7,990 |
| Roderick Physical Single | $4,325 | $8,650 |
| Buildings 5 & 6 Single | $4,540 | $9,080 |
| Buildings 5 & 6 Apt. Double | $4,240 | $8,480 |
| Buildings 5 & 6 Apt. Double Single | $6,355 | $12,710 |
| Villa | $3,660 | $7,320 |
| Vacation Housing & Food (Christmas Break) | $1,085 | n/a |
| Vacation Housing & Food (Summer I) | $2,170 | n/a |
| Vacation Housing & Food (Summer II) | $2,170 | n/a |
| **Other Fees & Deposits** | | |
| International Credential Evaluation Fee | $260 | |
| Initial I-20 Processing Fee | $150 | |

| | |
|---|---|
| OPT Maintenance Fee | $300 |
| Residency Fee per session | $150 |
| International Student Transfer Out Fee | $1,000 |
| I-20 Admission Fee | $150 |
| Audit Fee (Visitors & Part-Time Students) | $260 |
| Degree Conferral Fee (Regardless of participation in Commencement) | $145 |
| Certificate Fee | $75 |
| Replacement Diploma | $45 |
| ID or Food Card Replacement | $35 |
| Official Transcripts - Electronic | $16 |
| Official Transcripts - Paper | $40 |
| Rush / Overnight Delivery - Domestic | $45 |
| Rush / Overnight Delivery - International | $75 |
| Tuition Deposit Reservation (non-refundable) | $500 |
| Average Private Music Instruction Fee | $415 |
| Course Challenge Examination | $90 |
| Research fee (per hour-accounts over 5 years old) | Max by state |
| Returned Check Fee (varies depending on amount) | Max by state |
| Portfolio Evaluation | $135 |
| Technoloty Fee (per online course) | $45 |
| Course Materials Connection Program | $30 per credit |

*May be waived by following opt-out procedures.

| **Cost of Attendance *** <br> **New Undergraduate - Per Year** | **On Campus** | **Off Campus** |
|---|---|---|
| Tuition (12 - 18 credits) | $35,000 | $35,000 |

| | | |
|---|---|---|
| Fees (Orientation, Success, Technology, & Student Activity)** | $1,880 | $1,880 |
| Books, Course Materials, Supplies, and Equipment | $1,110 | $1,110 |
| Housing | $9,306 | $8,336 |
| Food | $7,520 | $3,852 |
| Miscellaneous Personal Expenses | $2,772 | $2,772 |
| Transportation | $2,988 | $2,988 |
| Federal Loan Fees | $92 | $92 |
| **Total** | **$60,668** | **$56,030** |

| **Cost of Attendance***<br>**New Undergraduate - Per Semester** | **On Campus** | **Off Campus** |
|---|---|---|
| Tuition (12 - 18 credits) | $17,500 | $17,500 |
| Fees (Orientation, Success, Technology, Health & Student Activity) | $940 | $940 |
| Books, Course Materials, Supplies, and Equipment | $555 | $555 |
| Housing | $4,653 | $4,168 |
| Food | $3,760 | $1,926 |
| Miscellaneous Personal Expenses | $1,386 | $1,386 |
| Transportation | $1,494 | $1,494 |
| Federal Loan Fees | $46 | $46 |
| **Total** | **$30,334** | **$28,015** |

| **Cost of Attendance***<br>**Returning Undergraduate - Per Year** | **On Campus** | **Off Campus** |
|---|---|---|
| Tuition (12 - 18 Credits) | $35,000 | $35,000 |

| | | |
|---|---|---|
| Fees (Orientation, Success, Technology, Health & Student Activity) | $1,380 | $1,380 |
| Books, Course Materials, Supplies, and Equipment | $1,110 | $1,110 |
| Housing | $9,306 | $8,336 |
| Food | $7,520 | $3,852 |
| Miscellaneous Personal Expenses | $2,772 | $2,772 |
| Transportation | $2,988 | $2,988 |
| Federal Loan Fees | $92 | $92 |
| **Total** | **$60,168** | **$55,530** |

| **Cost of Attendance***<br>**Returning Undergraduate - Per Semester** | **On Campus** | **Off Campus** |
|---|---|---|
| Tuition (12-18 Credits) | $17,500 | $17,500 |
| Fees (Orientation, Success, Technology, Health & Student Activity) | $640 | $640 |
| Books, Course Materials, Supplies, and Equipment | $555 | $555 |
| Housing | $4,653 | $4,168 |
| Food | $3,760 | $1,926 |
| Miscellaneous Personal Expenses | $1,386 | $1,386 |
| Transportation | $1,494 | $1,494 |
| Federal Loan Fees | $46 | $46 |
| **Total** | **$30,084** | **$27,765** |

| **University Campus - Undergraduate On/Off Campus** | **Summer Semester with 1 Module** | **Summer Semester with 2 Modules** |
|---|---|---|
| Tuition - half-time (6 hrs) | $4,500 | $4,500 |

| | | |
|---|---|---|
| Books, Course Materials, Supplies, and Equipment | $180 | $180 |
| Housing | $2,084 | $4,168 |
| Food | $963 | $1,926 |
| Transportation | $747 | $1,494 |
| **Total** | **$8,474** | **$12,268** |

* The Cost of Attendance budget is based on federal guidelines and is used to determine financial aid eligibility; and is a representation of estimated average cost.

| **Specific Course Fees** | **Course** | **Fee per Semester** |
|---|---|---|
| Art Studio | Art Studio Courses | $75 |
| Laboratory | BIO-100/200/300; BIO-498 (a non-lab course); BIO, CHE; PHY Lab Courses | $105 |
| Assessment Fee | ACC-498; ACC-505; ACC-549; COM-498; COM-590; DBA-701; DBA-765; ECO-201; GBA-298; GBA-398; GBA-498; HCA-498; HCM-590; HRA-498; HRA-540; IHT-498; MBA-525; MBA-599; MKT-498; MMM-498; SOC-496; SPB-449 | $105 |
| Assessment Fee | HUS-498 | $180 |
| Criminal Justice Command School - Grad Fee | CRM-300; CRJ-500 | $145 |
| Proctoring Placement Exams Fee | Proctoring Placment Exams | $55 |
| Private Music Instruction | MUS-120; MUS-220; MUS-320; MUS-420 | $415 |
| Proctoring Placement Exams Fee | Proctoring Placement Exams | $55 |
| Prior Learning Theory and Practice | PLA-100 | $930 |

2026-2027 tuition and fees changes are approved as of June 2026. 2026-2027 tuition and fees are effective as of July 1, 2026

All tuition and fee rates are subject to change without notice.

Students enrolled through University Campus may, with the permission of their academic advisor, take courses offered at Education Centers or the Online Learning Center. When they take courses offered through the Online Learning Center, they will be charged the Center rate.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness & Employment benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

## University Campus Student Fees (2026-2027)

Students attending the University Campus are assessed mandatory fees that support essential services, programs and experiences that contribute to academic success and campus life. The information below explains each required fee and how it is used. These fees are reviewed regularly to ensure transparency, value and alignment with student needs.

For additional details about mandatory fees, billing timelines, or how these fees appear on a students account, students and families are encouraged to contact Student Financial Services.

### Student Services Fees

Beginning in the 2026-2027 academic year, Saint Leo University has consolidated several required fees into a single Student Services Fee. This change was made to simplify billing and reduce the overall cost to students, while continuing to provide critical academic, technology, student engagement, and campus support services.

The Student Services Fee supports a wide range of services and resources, including but not limited to:

- Faculty and academic advising
- Tutoring and learning support services
- Supporting writing across the curriculum in Read, Write, Transform
- Support for at-risk students, including peer-to-peer counseling
- Enhancements to academic programs, course availability, and general student resources
- Classroom and instructional technology, including audio/visual equipment and software

- Technology infrastructure, system upgrades, and computers in common areas
- Student organizations, programs, services, and campus-wide events
- Access to the Saint Leo University Wellness Center, including recreation and fitness facilities, group exercise classes, Counseling Services, and University Ministry. The Wellness Center features modern fitness areas, an indoor walking track, multipurpose courts, and an infinity edge recreational pool.

### Student Activity Fee

The Student Activity Fee is dedicated 100% to student activities and engagement. This fee directly funds programs, organizations, and events that enhance campus life and foster a sense of community among our student body. The fee supports Student Activities events and programming, Student Government, student organizations, and the Campus Activities Board. Examples include:

- Off-campus trips such as outdoor recreation, sporting events, theme park visits, and cultural outings
- On-campus activities including bingo nights, live music at Benedict's Coffeehouse patio, Club Leo, and leadership training
- Arts and speakers such as comedy shows, performances, panels, and workshops
- Student clubs and organizations
- Special programs, training, exercise classes, and other engagement opportunities

### Orientation Fees

The Orientation Fee is a one-time fee for new, incoming students (free for family members). New Student Orientation (NSO) is mandatory for all first-year and transfer students attending University Campus.

NSO includes a variety of in-person and virtual programs designed to support a successful transition to Saint Leo University. Students and their families become familiar with campus resources, support services, policies, faculty, and staff, while beginning to build connections within the campus community. Virtual programming remains available throughout the academic year.

## 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 30 days.

Students using CH 33 Post 9/11 GI Bill® or Veteran Readiness & Employment benefits, whose impending VA benefits have not been applied to his or her tuition and/or fees, will not be subject to late fees.

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

## Past-Due Accounts

When a student has unresolved balances owed to the University, financial holds will be placed on account, which prevents future registration as well as other services being offered in accordance with University policy. Receivable balance may also be placed in collection status. These accounts may be assigned to an external collection agency. Grade reports, transcripts, diplomas, and other services may be withheld from the student. Participation in graduation ceremonies and events may also be prohibited.

## Methods of Payment for University Campus 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, money orders or debit/credit cards are accepted at the University Campus. Do not mail cash. Payments may also be made via Student Self Service through the University's website. Payment may also be made via the Student Financial Support Center at (800) 240-7658.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo University deferred payment plan. Payment plan enrollment is available for the current semester only. Students can enroll in the payment plan via login.saintleo.edu. Payment plans with 5 to 12 installments will have an application fee of $50. Plans with less than 5 installments will have a $35 application fee. 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 Campus, it is the responsibility of the student to make a 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 Campus are made on the following schedule after deductions for nonrefundable amounts:

### Tuition

| | |
|---|---|
| Within drop/add period | 100 percent |
| After the drop/add period | no refund |

Note that these figures are for University Campus students only. WorldWide 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% refundable if course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Other nonrefundable amounts are as follows:

| | |
|---|---|
| $500 | Enrollment Deposit |
| $310 | Orientation Fee |
| $35 - $50 | 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.

## Textbook and Material Fees

Saint Leo uses **BibliU** as its course material vendor. Financial aid students can buy their books using their anticipated financial aid credit (if their financial aid award exceeds term tuition charges). 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 with the subject of the e-mail

being "Use your STUDENT ALLOCATION to order your books online." Students who purchase their books by credit card can do so when registration opens.

The University offers an equitable access program for course materials through BibliU called the Course Materials Connection Program or CMC. Students participating in the program are charged $30.00 per credit hour for the course materials required in each course they are enrolled in. Students who choose not to participate can opt out of the program and purchase from the bookstore off the opt out term textbook list. (Financial Aid can be used to cover the fees both in the program and if opted out of it.) Online students can access the textbook website at https://saintleo.bibliucampus.com/. All students are initially enrolled in the program, unless they access their BibliU Library to Opt Out.

## Drops, Adds, and Withdrawals for University Campus

During the drop/add period, students may change courses without a fee. Drops and adds can be done through the online system. Withdrawals must be done through a student's advisor.

Attendance is taken during the add/drop period in every course offered at every location at Saint Leo University. Attendance is taken for the purpose of establishing a student's enrollment in a specific course. 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. In a distance education context, documenting that a student has logged into the online class is not sufficient. A student must engage in an academically related activity.

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. Student Financial Services will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The midpoint of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for

payment of the tuition and fees associated with the course. A student who earns an FA grade earns no credit, and the FA is counted in the same manner as an F grade on the student's grade report.

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

### Withdrawal from the University

If University Campus students find it necessary to withdraw from the University for any reason, **they must do so officially through the Student Success Office** at (352) 588-8500 or student.success@saintleo.edu to obtain a voluntary academic withdrawal.

Education Center 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 Saint Leo University WorldWide

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

### First Time in College (FTIC)

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

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

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

FTIC students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be provisionally admitted

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

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

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

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

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

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

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

## Criminal Record

Applicants who have previously been convicted of a felony or that has a pending felony conviction may be asked to submit additional documentation including a personal statement describing each incident, documentation of the charge, and proof of final adjudication. Saint Leo University will review the information provided by the applicant and make a determination as to whether or not to offer admission to the applicant, assuming all other application

requirements are satisfied. Admission may be denied to an applicant based on prior criminal convictions, including but not limited to instances where admission creates a risk to the safety or welfare of the University community, to specific individuals or to the public.

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

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

## Transfer

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

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

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

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

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

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

- Attain a 2.0 GPA with no grades lower than a "D"
- May only withdraw from one class during this enrollment period

- May not sit out more than 2 terms during this enrollment period
- Must contact your Student Advisor to enroll each term

## Non-Degree Seeking

Saint Leo University enrolls a limited number of visiting students who wish to take select undergraduate 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 accepted at all locations. Non-degree-seeking students may take coursework in any modality, and are limited to 30 credit hours with Saint Leo University. Students wishing to take more than 30 credits should contact an Enrollment Counselor for information on applying to be a degree-seeking student.

Non-degree-seeking students will appear with an "NDS" program label in the university's systems, and be unable to self-register online through the eLion self-service portal, and should consult assistance through the office of Student Success & Academic Engagement (student.success@saintleo.edu or 352-588-8500). These students can still obtain an official transcript of completed coursework by following the official transcript request procedures outlined on the website: www.saintleo.edu/registrar.

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.

Students on an F-1 Visa are also not eligible to be non-degree seeking.

## Military Base Education Centers

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

The University will not enroll or admit foreign nationals to the 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 Education Centers or Online and must meet with an Enrollment Counselor for information regarding immigration and admission requirements (see the admission requirements for international students).

## Re-Admission Policy

Saint Leo University students who have been previously accepted but never enrolled or who have not taken courses for one year (3 semesters or 6 terms consecutively) must be readmitted

to the university. This policy is applicable to students who voluntary and involuntary withdraw, regardless of the reason for the withdrawal.

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

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

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

## Admission Documents

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

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

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

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

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

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

## Veterans Requirements

To file for veterans' benefits or to be eligible for most other types of financial aid, a student must first be admitted to Saint Leo University. 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.

Students wishing to participate in the educational assistance programs of the Department of Veteran Affairs (CH 30, 31, 33, 35, 1606) must submit a Request for Certification of Enrollment via eForm in order for Saint Leo to certify their course enrollment to the VA. Students can access eForm by signing into login.saintleo.edu and clicking on "eTrieve" tile. Requests for Certification of Enrollment should be submitted at least 30 days prior to term start to allow time for processing and timely receipt of benefits.

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

## Residency Requirements

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

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

## Military Tuition Discount Rate

Military Active Duty, Reserve, Guard, and their spouses are eligible to receive the discounted tuition rate for all undergraduate WorldWide programs. To qualify for the discounted tuition rate, the student must be an eligible military status type, enrolled in a participating program, and submit the below required document(s).

**Required Documents**

**If Active-Duty Military, Guard or Reserve** - one of the following:

- Leave and Earnings Statement (LES)
- Enlistment Contract/Re-enlistment Contract

**If Discount Eligible Spouse**

- DEERS form 1172

OR

A copy of marriage certificate **AND** one of the following:

- Leave and Earnings Statement (LES)
- Enlistment Contract/Re-enlistment Contract

Documentation should be submitted directly to the Admissions Operations team through one of the methods below:

- Admission Operations Email: WWAdmission@saintleo.edu
- Admission Operations eFax: 888-743-8116
- Admission Operations Direct Mail:

Saint Leo University

University Campus - MC2008

33701 County Road 52, Saint Leo, FL 33574-6665

## International Students Admission Policies

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

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

**English Language Proficiency**

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

- Test of English as a Foreign Language **(TOEFL)** - minimum score of 45 iBT
- International English Language Testing system **(IELTS)** - minimum score of 5.0
- Pearson Test of English Academics **(PTE A)** - minimum score of 40
- Duolingo English Test - minimum score of 80
- **For transfer students**, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States
- Successful completion of a **NAFSA-recognized ESL 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:

- Complete **free online application**
- **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 to determine scholarship eligibility.
- **Proof of English Language Proficiency**.
- **Letter of recommendation** from a teacher, headmaster, or school counselor.
- **Submit color copy of biographical section of passport**

**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 https://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 Associate Vice President of Enrollment Services and Operations, or designee.

**Registration**

Current students can re-enroll by using Saint Leo University's online registration system, eLion, at https://elion.saintleo.edu or contact their student advisor.

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. WorldWide 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 an Online Learning Center administrator. A four-course load is approved only under unusual circumstances.

# Learning Options for Education Center Students

## Online Learning

Saint Leo offers Internet-based courses through Online Learning (OL). OL 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. OL courses are offered through a student's Education Center and must be taken in conjunction with on-ground courses. An Education Center student is permitted to take up to two OL courses in a given term. A Education Center student may take three OL 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 enroll as an Online student.

### Synchronous Learning

Saint Leo offers synchronous learning courses through Video Teaching Y 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 with 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

## 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 Education Center, with the exception of locations offering multi-site registration. Consult the local Education Center for details. This information is also published on Saint Leo University's website (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 Education Center's course registration material for each term. Attendance is taken during the add/drop period in every course offered at 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 Student Financial Services 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

**Saint Leo University WorldWide Tuition and Fees**

All tuition and fees are subject to change without notice.

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

**Civilian Centers:** Adult Education Center (FL), Brooksville (FL), Pasco Hernando State College (FL), Savannah (GA), Tampa (FL).

**Military Centers:** Key West (FL), MacDill AFB (FL)

**Theology Certificate Programs:** Prison Ministry, Parish Leadership & Management, Youth Ministry, Catechesis, and Theology for Parents.

**2026-2027 WorldWide**
**Tuition & Fees**
**- Undergraduate**

| Direct Costs by Program | Tuition Per Credit Hour |
|---|---|
| Associate Degree | $250 |
| Bachelor Degree | $425 |
| Certificate Programs ** | $280 - $425 |
| Para to Professional (PRO) | $320 |
| Active-Duty Military | $250 |
| Navy Pace (Ungergraduate) | $250 |

*Tuition may increase annually **Actual per credit hour rate will vary based on certificate program

**Indirect Costs***

| | |
|---|---|
| Books, Course Materials, Supplies, and Equipment | $932 |
| Housing** | $16,200 |
| Food | $3,852 |
| Miscellaneous Expenses | $2,772 |
| Transportation | $2,988 |
| Federal Loan Fees | $92 |
| **Total** | **$26,836** |

* The indirect costs listed here are estimated average expenses, actual costs will vary from student to student **For Para to Professional, see below

** For Para to Professional, see below

**Other Fees & Deposits**

| | |
|---|---|
| International Credential Evaluation Fee | $260 |
| Initial I-20 Processing Fee | $150 |

| | |
|---|---|
| OPT Maintenance Fee | $300 |
| Residency Fee per session | $150 |
| International Student Transfer Out Fee | $1,000 |
| I-20 Administrative Fee | $150 |
| Audit Fee (Visitors & Part-Time Students) | $260 |
| Degree Conferral Fee (Regardless of participation in commencement) | $145 |
| Certificate Fee | $75 |
| Replacement Diploma | $45 |
| ID or Food Card Replacement | $35 |
| Official Transcripts - Electronic | $16 |
| Official Transcripts - Paper | $40 |
| Rush / Overnight Delivery - Domestic | $45 |
| Rush / Overnight Delivery - International | $75 |
| Course Challenge Examination | $90 |
| Research Fee (per hour-accounts over 5-years old) | Max by state |
| Returned Checks Fee (varies depending on amount) | Max by state |
| Portfolio Evaluation | $135 |
| Technology Fee (per online course) | $45 |
| Course Materials Commection Program* | $30 per credit |

| | |
|---|---|
| Late Registration Fee*** | $65 |

* May be waived by following opt-out procedures

*** The late registration fee is charged to all WWorldWide students that register after the deadline. Deadlines are listed at www.saintleo.edu/academic-calendar

| **Cost of Attendance* - Civilian** | **Semester** | **Year** |
|---|---|---|
| Tuition | $5,100 | $10,200 |
| Books, Course Materials, Supplies, and Equipment | $466 | $932 |
| Housing | $8,100 | $16,200 |
| Food | $1,926 | $3,852 |
| Miscellaneous Personal Expense | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| Federal Loan Fees | $46 | $92 |
| **Total** | **$18,518** | **$37,036** |

| **Cost of Attendance* - Military**** | **Semester** | **Year** |
|---|---|---|
| Tuition | $3,000 | $6,000 |
| Books, Course Materials, Supplies, and Equipment | $466 | $935 |
| Housing | $8,100 | $16,200 |
| Food | $1,926 | $3,852 |
| Personal | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| Federal Loan Fees | $46 | $92 |
| **Total** | **$16,418** | **$32,836** |

| **Cost of Attendance* - WorldWide Para to Pro** | **Semester** | **Year** |
|---|---|---|
| Tuition | $3,840 | $7,680 |
| Books, Course Materials, Supplies, and Equipment | $466 | $932 |
| Housing | $4,168 | $8,336 |
| Food | $1,926 | $3,852 |
| Miscellanous Expenses | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| Federal Loan Fees | $46 | $92 |
| **Total** | **$13,326** | **$26,652** |

* The Cost of Attendance budget is based on federal guidelines and is used to determine financial aid eligibility; and is a representation of estimated average cost.

**The Saint Leo military rate applies to eligible active duty, reserve, and guard service members and their spouses enrolled in undergraduate WorldWide programs.

| **Theology Certificate Programs** | **Tuition Per Credit Hour** |
|---|---|
| Prison Ministry, Parish Leadership & Management, Youth Ministry, Catechesis, and Theology for Parents | $425 |
| Catechesis, and Theology for Parents | $280 |
| CRM Contractual | $280 |

| **Specific Course Fees** | **Course** | **Fee per Semester** |
|---|---|---|
| Art Studio | Art studio courses | $75 |

| | | |
|---|---|---|
| Laboratory | BIO-100/200/300, BIO498 (a non-lab course), BIO, CHE, PHY Lab Courses | $105 |
| Assessment Fee | ACC-498; ACC-505; ACC-549; COM-498; COM-590; DBA-765; ECO-201; GBA-298; GBA-398; GBA-498; HCA-498; HCM-590; HRA-498; HRA-540; IHT-498; MBA-525; MBA-599; MKT-498; MMM-498; SOC-496; SPB-449 | $105 |
| Assessment Fee | HUS-498 | $180 |
| Criminal Justice Command School - Graduation Fee | CRM-300; CRJ-500 | $145 |
| Private Music Instruction | MUS-120; MUS-220; MUS-320; MUS-420 | $415 |
| Proctoring Placement Exams Fee | Proctoring Placement Exams | $55 |
| Prior Learning Theory and Practice | PLA-100 | $930 |

*** The late registration fee is charged to all WorldWide students that register after the deadline. Deadlines are listed at www.saintleo.edu/academic-calendar.

2026-2027 tuition and fee changes were approved as of October 2025. 2026-2027 tuition and fees are effective as of July 1, 2026.

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 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 debit/credit cards are accepted at the Saint Leo University WorldWide Center or the University Campus. Do not mail cash. Payment may also be made via Student Financial Support at (800) 240-7658.
2. Financial aid grants or loans administered by Saint Leo University.

3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo University deferred payment plan. Payment plan enrollment is available for the current term/semester only. Students can enroll in the payment plan via login.saintleo.edu. Enrollment is required each term/semester, and a $35 - $50 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

If financial obligations are not met by the due date, past due student account balances will receive a financial balance hold 15 days past the balance due date. A financial hold will prevent future registration as well as other services being offered in accordance with university policy. A late fee of 1% (12% annually) will be added to any past due balance each month. Students using CH 33, Post 9/11, **GI Bill®**, or CH 31 Veterans Readiness and Employment benefits, whose impending VA benefits have not been applied to his or her tuition and/or fees, will not be subject to late fees. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. If referred to collection agencies, collection agency fees up to 33% may be added to unpaid charges. A student may also be removed from future classes if their delinquent status is not resolved in a timely manner.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

## Refunds of Tuition and Course Fees

Refunds for students who withdraw shall be calculated on a pro rata basis as defined by federal regulations.

*If you are contemplating a withdrawal from the University, it is highly recommended that you contact Student Financial Services prior to withdrawing to discuss the impact your withdrawal may have on your current and future financial aid packages*

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 Education Center and/or Online Program in Georgia, Maryland, South Carolina or Wisconsin, please proceed to the applicable schedule.*

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 Education Center and/or Online Programs in Georgia, Maryland, South Carolina and Wisconsin*

Laboratory and special course fees are 100% refundable if a course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 Education Centers and/or online programs in Georgia.*

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.

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% refundable if a course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 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 20% of the course is completed but before 20% of the course has been completed.

60% tuition refund if course withdrawal occurs after 20% of the course has been completed but before 30% of the course has been 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 due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 Education*

*Centers and/or online programs in South Carolina.*

*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.

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% refundable if a course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 (Wisconsin)

*Refund policy for students enrolled in courses at Saint Leo University Center for Online Learning in Wisconsin.*

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

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 has been completed.

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

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

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

40% 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.

As part of this policy, the school may retain a one-time application fee of no more than $100. The school will make every effort to refund prepaid amounts for books, supplies, and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

## 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 Online Learning Center. Students may re-enroll for the same class at a later date without penalty. During this time, the Online Learning Center 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.

## Military Refunds of Online Tuition and Course Fees (Iowa)

Refund policy for military Iowa students enrolled in online courses at Saint Leo University. It is the responsibility of the student to contact your enrollment counselor/advisor, provide proper documentation, and follow the appropriate procedure.

Saint Leo University will offer the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

- Withdraw the student's entire registration and issue a full refund of tuition and mandatory fees.
- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact, and tuition and mandatory fees shall be assessed for the courses in full.
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped, and the tuition and mandatory fees for the course refunded.

## Student Financial Services

Student Financial Services administers federal, state, private, and university financial assistance programs, including student employment.

It is the purpose of Student Financial Services 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. 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.

Student Financial Services' 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 University.

It should be noted that the information in the catalog is not all inclusive. It is the student's responsibility to review **all** relevant information. Please visit the Student Financial Services web

section at www.saintleo.edu/tuition-financial-aid/tuition for detailed information about the following:

- Tuition and costs
- Tuition refunds and returns of Title IV funds
- 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 Student Financial Services Office**

Students with questions are encouraged to contact Student Financial Services.

Student Financial Services

Telephone:(800) 240-7658

Email: sfs@saintleo.edu

www.saintleo.edu/tuition-financial-aid/tuition

### Textbooks and Course Materials Fees

Saint Leo uses **BibliU** as its course material vendor. Financial aid students can buy their books using their anticipated financial aid credit (if their financial aid award exceeds term tuition charges). 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 with the subject of the e-mail being "Use your STUDENT ALLOCATION to order your books online." Students who purchase their books by credit card can do so when registration opens.

The University offers an equitable access program for course materials through BibliU called the Course Materials Connection Program or CMC. Students participating in the program are charged $30.00 per credit hour for the course materials required in each course they are enrolled in. Students who choose not to participate can opt out of the program and purchase from the bookstore off the opt out term textbook list. (Financial Aid can be used to cover the fees both in the program and if opted out of it.) Online students can access the textbook website at https://saintleo.bibliucampus.com/. All students are initially enrolled in the program, unless they access their BibliU Library to Opt Out.

## 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 (studentaid.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 January 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% of the published program length

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

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.

## Late Fees

Unpaid balances are subject to a late fee of 1% monthly (12% annually). Late fees accrue 30 days after term start.

## Past-Due Accounts

If financial obligations are not met by the due date, past due student account balances will receive a financial balance hold 15 days past the balance due date. A financial hold will prevent future registration as well as other services being offered in accordance with University policy. A late fee of 1% (12% annually) will be added to any past due balance each month. Students using CH 33, Post 9/11, GI Bill®, or CH 31 Veterans Readiness and Employment benefits, whose impending VA benefits have not been applied to his or her tuition and/or fees, will not be subject to late fees. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. If referred to collection agencies, collection agency fees up to 33% may be added to unpaid charges. A student may also be removed from future classes if their delinquent status is not resolved timely.

## 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.

## 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.

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 fees, 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 Saint Leo University WorldWide Online Learning

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

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

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

FTIC students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be provisionally admitted for that semester. All required documents must be received by the registration deadline for that term; for the student to re-enroll for a subsequent term. Additionally, all applicants must submit unofficial transcripts and government issued photo ID prior to initial course registration.

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

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

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

Transfer students must submit Official Transcript Release Authorization form(s) in order to be provisionally admitted for two consecutive terms. Transfer students also must submit unofficial

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

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

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

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

## Non-Degree Seeking

Saint Leo University enrolls a limited number of visiting students who wish to take select undergraduate 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 accepted at all locations. Non-degree-seeking students may take coursework in any modality, and are limited to 30 credit hours with Saint Leo University. Students wishing to take more than 30 credits should contact an Enrollment Counselor for information on applying to be a degree-seeking student.

Non-degree-seeking students will appear with an "NDS" program label in the university's systems, and be unable to self-register online through the eLion self-service portal, and should consult assistance through the office of Student Success & Academic Engagement (student.success@saintleo.edu or 352-588-8500). These students can still obtain an official transcript of completed coursework by following the official transcript request procedures outlined on the website: www.saintleo.edu/registrar.

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.

Students on an F-1 Visa are also not eligible to be non-degree seeking.

## Readmission

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

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

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

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

## Admission Procedure

Individuals interested in applying for degree-seeking status with the Saint Leo University WorldWide Center for Online Learning should apply online at https://saintleouniversity.force.com/onlineapp. 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 Assistant Vice President of Enrollment 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 to obtain credit. Nontraditional sources of credit have specific limits (see Transfer Credits).

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

To file for veterans' benefits or to be eligible for most other types of financial aid, a student must first be admitted to Saint Leo University. 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

Please check with the respective Enrollment Counselor 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.

## English Language Proficiency

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

- Test of English as a Foreign Language **(TOEFL)** - minimum score of 45 iBT
- International English Language Testing system **(IELTS)** - minimum score of 5.0
- Pearson Test of English Academics **(PTE A)** - minimum score of 40
- **For transfer students**, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States
- Successful completion of a **NAFSA-recognized ESL 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:

- Complete **free online application**
- **Submit Official transcripts,** mark sheets, diplomas or certificates from all post-secondary institutions attended, along with course descriptions and credit values. Students may also submit an official evaluation from a NACES approved agency.
- **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 to determine scholarship eligibility.
- **Proof of English Language Proficiency**.
- **Letter of recommendation** from a teacher, headmaster, or school counselor.
- **Completed Certificate of Finances** indicating there are sufficient monetary resources available to the student to satisfy the costs of attendance at Saint Leo University. The financial documents cannot be older than six months at the time of submission to Saint Leo University in order to be considered valid. These financial documents include, but are not limited to, bank statements and letters, government or organization scholarships.
- **Submit color copy of biographical section of passport**
- **Students transferring from another US institution** completed Visa Clearance Form filled out by the international student advisor at your current US institution.

# 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 https://fs.saintleo.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 Assistant Vice President for Enrollment Operations & Services, or designee.

## 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: www.saintleo.edu/worldwide-admissions.

### Registration

Current students can re-enroll by using Saint Leo University's online registration system, eLion, at https://elion.saintleo.edu or contact Student advising at (877) 856-2144.

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 Online Learning Center administrator. A four-course load is approved only under unusual circumstances.

# Financial Information

## 2026-2027 WorldWide Tuition and Fees

2023-2024 tuition and fees are effective as of July 1, 2024 - All tuition and fee rates are subject to change without notice.

| **Direct Costs by Program** | **Tuition Per Credit Hour*** |
|---|---|
| Associate Degree | $250 |
| Bachelor's Degree | $425 |
| Certificate Programs** | $280 - $425 |
| Active-Duty Military | $250 |
| Para to Professional | $320 |

* Tuition increases annually

| **Indirect Costs*** | |
|---|---|
| Books, Course Materials, Supplies, and Equipment | $932 |
| Housing** | $16,200 |
| Food | $3,852 |
| Miscellaneous Personal Expenses | $2,772 |
| Transportation | $2,982 |
| Federal Loan Fees | $92 |
| **Total** | **$26,836** |

*The indirect costs listed here are estimates; actual costs will vary from student to student

**For Para to Professional, see below

| **Other Fees & Deposits** | |
|---|---|
| International Credential Evaluation Fee | $260 |
| Initial I-20 Processing Fee | $150 |

| | |
|---|---|
| OPT Maintenance Fee | $300 |
| Residency Fee per session | $150 |
| International Student Transfer Out Fee | $1,000 |
| Audit Fee (Visitor & Part-Time Students) | $150 |
| Degree Conferral Fee (Regardless of participation in commencement) | $260 |
| Replacement Diploma | $145 |
| ID or Food Card Replacement | $75 |
| Official Transcripts - Electronic | $16 |
| Official Transcripts - Paper | $40 |
| Rush / Overnight Delivery - Domestic | $45 |
| Rush / Overnight Delivery - International | $75 |
| Course Challenge Examination | $90 |
| Research Fee (per hour-accounts over 5-years old) | Max by state |
| Returned Check Fee (varies depending on amount) | Max by state |
| Portfolio Evaluation | $135 |
| Technology Fee (per online course) | $45 |
| Course Materials Connection Program* | $30 per credit |
| Late Registration Fee*** | $65 |

* May be waived by following opt-out procedures.

*** The late registration fee is charged to all WorldWide students that register after the deadline. Deadlines are listed at www.saintleo.edu/academic-calendar

| **Cost of Attendance* - Civilian** | **Semester** | **Year** |
|---|---|---|
| Tuition | $5,100 | $10,200 |
| Books, Course Materials, Supplies, and Equipment | $466 | $932 |
| Housing** | $8,100 | $16,200 |

| | | |
|---|---|---|
| Food** | $1,926 | $3,852 |
| Miscellaneous Personal Expenses | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| | $46 | $92 |
| **Total** | **$18,518** | **$37,036** |

*The *Cost of Attendance* budget is based on federal guidelines and is used to determine financial aid eligibility; tuition costs may vary.

**Estimated average of living expenses for housing and food

| **Cost of Attendance - Military** | **Semester** | **Year** |
|---|---|---|
| Tuition | $3,000 | $6,000 |
| Books, Course Materials, Supplies, and Equipment | $466 | $935 |
| Housing** | $8,100 | $16,200 |
| Food** | $1,926 | $3,852 |
| Miscellaneous Personal Expenses | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| Federal Loan Fees | $46 | $92 |
| **Total** | **$16,418** | **$32,836** |

| **Cost of Attendance* - WorldWide Para to Pro** | **Semester** | **Year** |
|---|---|---|
| Tuition | $3,840 | $7,680 |
| Books, Course Materials, Supplies, and Equipment | $466 | $932 |
| Housing | $4,168 | $8,336 |
| Food | $1,926 | $3,852 |
| Miscellaneous Personal Expenses | $1,386 | $2,772 |
| Transportation | $1,494 | $2,988 |
| Federal Loan Fees | $46 | $92 |
| **Total** | **$13,326** | **$26,652** |

* The Cost of Attendance budget is based on federal guidelines and is used to determine financial aid eligibility; and is a representation of estimated average cost.

** The Saint Leo military rate applies to eligible active duty, reserve and guard service members and their spouses enrolled in undergraduate WorldWide programs.

| **Theology Certificate Program** | | **Tuition per Credit Hour*** |
|---|---|---|
| Prison Ministry, Parish Leadership & Management, Youth Ministries, | $425 | |
| CRM Contractual | $280 | |
| Catechesis, and Theology for Parents | $280 | |

| **Specific Course Fees** | **Course** | **Fee per Semester** |
|---|---|---|
| Art Studio Courses | ART | $75 |
| Laboratory | BIO-100/200/300; BIO-498 (A non-lab course), BIO; CHE; PHY Lab Courses | $105 |
| Assessment Fee | ACC-498; ACC-505; ASS-549; COM-498; COM-590; DBA-765; ECO-201; GBA-298; GBA-398; GBA-498; HCM-498; HCM-590; HRA-498; HRA-540; IHT-498; MBA-525; MBA-599; MKT-498; MMM-498; SOC-496 SPB-449 | $105 |
| Assessment Fee | HUS-498 | $180 |
| Criminal Justice Command School - Grad Fee | CRM-300; CRJ-500 | $145 |
| Private Music Instruction | MUS-120; MUS-220; MUS-320; MUS-420 | $415 |
| Proctoring Placement Exams Fee | Proctoring Placement Exams | $55 |
| Prior Learning Theory and Practice | PLA-100 | $930 |

***The late registration fee is charged to all WorldWide students that register after the deadline. Deadlines are listed at www.saintleo.edu/academic-calendar.

2024-2025 tuition and fee changes were approved as of October 2023.

2024-2025 tuition and fees are effective as of July 1, 2024.

## Textbooks and Materials Fees

Saint Leo uses **BibliU** as its course material vendor. Financial aid students can buy their books using their anticipated financial aid credit (if their financial aid award exceeds term tuition charges). 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 with the subject of the e-mail being "Use your STUDENT ALLOCATION to order your books online." Students who purchase their books by credit card can do so when registration opens.

The University offers an equitable access program for course materials through BibliU called the Course Materials Connection Program or CMC. Students participating in the program are charged $30.00 per credit hour for the course materials required in each course they are enrolled in. Students who choose not to participate can opt out of the program and purchase from the bookstore off the opt out term textbook list. (Financial Aid can be used to cover the fees both in the program and if opted out of it.) Online students can access the textbook website at https://saintleo.bibliucampus.com/. All students are initially enrolled in the program, unless they access their BibliU Library to Opt Out.

## 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. After the first week of class, 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 (Failure due to Absences). 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. The Student Financial Services 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 as follows:

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

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 Saint Leo University WorldWide Education Centers and/or Online Program in Georgia, Maryland, South Carolina, or Wisconsin*

Laboratory and special course fees are 100% refundable if a course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 WorldWide Education Centers and/or online programs in Georgia.*

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.

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% refundable if a course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 WorldWide 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 10% of the course is completed but before 20% of the course has been completed.

60% tuition refund if course withdrawal occurs after 20% of the course has been completed but before 30% of the course has been 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 due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 WorldWide Education Centers and/or online programs in South Carolina.*

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.

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% refundable if a course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due to students who have credit balances in their tuition account will automatically be issued within 14 days, unless funds are held due to administrative review regarding fraud or eligibility. 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 (Wisconsin)

*Refund policy for students enrolled in courses at Saint Leo University WorldWide 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.

90% tuition refund if course withdrawal occurs after add/drop and before 10% of the course is completed.

80% tuition refund if course withdrawal occurs after 10% of the course is completed but before 20% of the course has been completed.

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

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

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

40% 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.

As part of this policy, the school may retain a one-time application fee of no more than $100. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

## 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 Online Learning Center. Students may re-enroll for the same class at a later date without penalty. During this time, the Online Learning Center 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.

## Military Refunds of Online Tuition and Course Fees (Iowa)

*Refund policy for military Iowa students enrolled in online courses at Saint Leo University. It is the responsibility of the student to contact your enrollment counselor/advisor, provide proper documentation and follow the appropriate procedure.*

Saint Leo University will offer the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

i. Withdraw the student's entire registration and issue a full refund of tuition and mandatory fees.

ii. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

iii. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall

be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

## Student Financial Services

The Student Financial Services office administers federal, state, private and university financial assistance programs, including student employment.

It is the purpose of the Student Financial Services office to administer 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 are ready to help all students plan for the most efficient use of their financial resources for education.

The Student Financial Services 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 Student Financial Services 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/tuition-financial-aid for detailed information about the following:

- Tuition and costs
- Tuition refunds and returns of Title IV funds
- 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
- Student borrower resources

- Consumer information

**Contacting the Student Financial Services**

Students with questions are encouraged to contact the Student Financial Services office.

**Student Financial Services**

Telephone: (800) 240-7658

Email: sfs@saintleo.edu

Website: www.saintleo.edu/tuition/financial-aid

## 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 (studentaid.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 January 1 priority date. The FAFSA is available annually by October 1. When completing the FAFSA, applicants must enter Saint Leo University's federal school code - 001526.

**Disbursement of Funds**

Financial aid begins to be 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). A change in your status pertaining to any of these requirements can impact your eligibility for financial aid funds.

Financial aid is disbursed directly to a student's account that can be viewed on demand via Student Self Service. The funds are used to pay tuition and required fees, along with room and board, if applicable. Refunds are issued within 14 days from the date a credit balance is created. This complete policy is located at www.saintleo.edu/tuition-financial-aid.

## 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 linked terms when grades are posted. The evaluation normally occurs two weeks after the end of the semester/term.

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.

### Late Fees

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

### Past-Due Accounts

When a student leaves the University owing money, their 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 Online Learning Center.

# Chapter 7: University Explorations

### University Explorations

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

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

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

**The Human Adventure (6 credits)**

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

**The Human Mosaic (6 credits)**

*Building our identify, expressing our diversity*

**Science in a Changing World (6 credits)**

*Discovering our place in the natural world*

**The Creative Life (6 credits)**

*Expressing our human experience through the arts*

**Goals and Objectives of University Explorations**

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

1. Demonstrate critical thinking skills

2. Demonstrate quantitative skills

3. Understand how living things and physical systems operate and the relationships among them

4. Demonstrate knowledge of diverse populations and differing belief systems, values, and norms

5. Understand issues and events in terms of historical, political, and economic context

6. Demonstrate appreciation for various forms of creative human expression

7. Communicate clearly and effectively using multiple types of media: listen attentively/ speak articulately, read critically, and write clearly

8. Understand Catholic and Benedictine-inspired values and traditions

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

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

Who exhibit skills in dealing with fundamental human questions regarding the nature of human reality and the ways in which human beings come to know the world and issues of human morality

Who have learned to love learning, who understand the importance of the liberal arts as a basis for all learning, who find the curriculum relevant, and who are prepared to become lifelong learners

# Chapter 8: Colleges, Schools, and Degree Programs

## College of Arts, Sciences, and Allied Services

## College of Arts, Sciences and Allied Services

### Dr. Heather Parker, Dean

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

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

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

**THE CENTER FOR CATHOLIC-JEWISH STUDIES**

Founded in 1998 by Saint Leo University President Emeritus Arthur Kirk, and Senior Interreligious Advisor to the American Jewish Committee, Rabbi James Rudin, the Center for Catholic-Jewish Studies (CCJS) at Saint Leo University is the only academic center dedicated to the study of Catholic-Jewish relations in the Southeastern United States. The CCJS carries out the vision of the Second Vatican Council declaration, *Nostra Aetate*, by producing research in Catholic-Jewish relations, and providing opportunities for interfaith education and dialogue among Jews, Catholics, and all people of good will. Saint Leo students participate in the CCJS by attending numerous scholarly lectures each academic year, attending Scriptural Reasoning meetings in the CCJS, or by applying for several noncredit Undergraduate Research Fellowships. These fellowships expose undergraduate students to the study of interreligious dialogue, shaping the next generation of scholars of Catholic-Jewish relations.

For questions, see the director of the CCJS, and Assistant Professor of Theology, Dr. Matthew A. Tapie at Matthew.tapie@saintleo.edu or (352) 599-7298 or by visiting the CCJS website, http://www.saintleo.edu/academics/schools/school-of-arts-sciences/center-for-catholic-jewish-studies.aspx

For further information on the College of Arts Sciences and Allied Services special academic programs, including the Honors Program, please see the Academic Programs section of this

catalog. For information on Arts and Sciences' Master of Arts programs, please see the Saint Leo University Graduate Catalog.

The College offers the following degree programs at the associate, 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 101 - First Year Experience **1 credit**

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

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

**Technology Competency Skills Waiver Exam:**

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

## AA

- ENG 121 - UE: Rhetoric and Composition **3 credits**
- ENG 122 - UE: Academic Writing **3 credits**
- MAT 131 - UE: College Mathematics **3 credits**

MAT-141 is required in place of MAT-131 for the AA in Business Administration, Cybersecurity and Information Technology.

- PHI 210 - UE: Philosophy & Ethics **3 credits**
- REL 115 - UE: Introduction to Scripture **3 credits**
- REL 125 - UE: Faith & Reason **3 credits**

Complete one course from the following choices:

- ECO 110HA - UE: Economics for Life **3 credits**
- HTY 110HA - UE: Immigration History **3 credits**
- POL 110HA - UE: Democracy in Troubled Times **3 credits**
- PSY 110HA - UE: Psychological Well Being **3 credits**
- REL 120HA - UE: Jesus & Politics **3 credits**
- REL 215HA - UE: Religious Ethics of War & Peace **3 credits**
- SOC 110HA - UE: The McDonaldization of Society **3 credits**
- SWK 210HA - Equity and Justice **3 credits**

Complete one course from the following choices:

- ART 110HM - UE: Women in Art **3 credits**
- GLO 210HM - UE: Issues in World Hunger **3 credits**
- HTY 110HM - UE: Native American History & Culture **3 credits**
- HUM 215HM - UE: Introduction to Linguistics **3 credits**
- IDS 115HM - UE: Myth of the American West **3 credits**
- IDS 210HM - UE: Folklore & Culture **3 credit**
- LBS 120HM - UE: Power, Resistance & Identity **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**
- SOC 110HM - UE: Race & Society **3 credits**
- SWK 220HM - UE: Hip Hop and Social Justice **3 credits**
- SWK 225HM - UE: Becoming an Advocate for Justice **3 credits**

Choose two courses from the following choices:

- SCI 110SC - UE: Global Warming **3 credits**

- SCI 115SC - UE: Science of Evolution **3 credits**
- SCI 120SC - UE: Human Ecology **3 credits**
- SCI 215SC - UE: Science in Science Fiction **3 credits**

Complete one course from the following choices:

- FAS 110CL - UE: Theater Skills **3 credits**
- HUM 110CL - UE: History of the Arts **3 credits**
- MUS 110CL - UE: Spirituals to Rock and Roll **3 credits**
- ENG 210CL - UE: Love and Desire in Literature **3 credits**
- ENG 215CL - UE: Monsters and the Monstrous in Literature **3 credits**
- ENG 225CL - UE: Intro to Creative Writing **3 credits**

### General Elective credits - 24

### Total Credits - 60

## 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 Only Course Requirements

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

### AA

- ENG 121 - UE: Rhetoric and Composition **3 credits**
- ENG 122 - UE: Academic Writing **3 credits**
- MAT 131 - UE: College Mathematics **3 credits**

  MAT-141 is required in place of MAT-131 for the AA in Business Administration, Cybersecurity and Information Technology.

- PHI 210 - UE: Philosophy & Ethics **3 credits**

- REL 115 - UE: Introduction to Scripture **3 credits**
- REL 125 - UE: Faith & Reason **3 credits**

Complete one course from the following choices:

- ECO 110HA - UE: Economics for Life **3 credits**
- HTY 110HA - UE: Immigration History **3 credits**
- POL 110HA - UE: Democracy in Troubled Times **3 credits**
- PSY 110HA - UE: Psychological Well Being **3 credits**
- REL 120HA - UE: Jesus & Politics **3 credits**
- REL 215HA - UE: Religious Ethics of War & Peace **3 credits**
- SOC 110HA - UE: The McDonaldization of Society **3 credits**
- SWK 210HA - Equity and Justice **3 credits**

Complete one course from the following choices:

- ART 110HM - UE: Women in Art **3 credits**
- GLO 210HM - UE: Issues in World Hunger **3 credits**
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Choose two courses from the following choices:

- SCI 110SC - UE: Global Warming **3 credits**
- SCI 115SC - UE: Science of Evolution **3 credits**
- SCI 120SC - UE: Human Ecology **3 credits**
- SCI 215SC - UE: Science in Science Fiction **3 credits**

Complete one course from the following choices:

- FAS 110CL - UE: Theater Skills **3 credits**
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- ENG 210CL - UE: Love and Desire in Literature **3 credits**
- ENG 215CL - UE: Monsters and the Monstrous in Literature **3 credits**
- ENG 225CL - UE: Intro to Creative Writing **3 credits**

## Program Requirements

- CRM 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 350 - Criminal Justice Ethics **3 credits**
- CRM 321 - Substantive Criminal Law **3 credits**
- CRM 322 - Law of Criminal Procedure **3 credits**
- CRM 323 - Criminal Investigation **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.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Required Courses (24 credit hours)

- CRM 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 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

### Forensics 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 (18 credit hours)

- CRM 222 - Introduction to Homeland Defense **3 credits**
- CRM 332 - Terrorism **3 credits**
- CRM 361 - Legal Issues in Counter-Terrorism **3 credits**
- CRM 363 - Exploitable Weaknesses in Terrorist Organizations **3 credits**
- CRM 365 - Local Response to Terrorism **3 credits**

  Take one course from the following:

- HTY 333 - Modern Middle East **3 credits**
- POL 338 - Modern Middle East **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 12 semester hours of credit.

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

## Total Credits: 120

## Emergency Management, B.A. (Offered only online through WorldWide)

The B.A. in Emergency Management provides students with the opportunity to acquire knowledge and skills in an increasingly important and dynamic discipline. The program is designed to prepare individuals from the public and private sectors, non-governmental organizations, as well as the military, to manage the diverse challenges facing our nation as a result of recent disaster events and complex global threats. Students are exposed to the theoretical knowledge and practical skills that are necessary for effectively managing a wide range of critical incidents. Throughout the program, students will examine various challenges, as well as current trends, impacting the field of emergency management. In addition, students will identify best practices for effectively leading organizations in times of crisis.

By most accounts, emergencies and disasters are increasing in both number and level of severity in the United States and around the globe. More than ever, organizations and communities must have knowledgeable and well-trained professionals capable of dealing with a myriad of threats and corresponding risks. Those organizations and communities that are proactive in this important arena will undoubtedly be in a much better position to have the leadership and resources in place to manage complex critical incidents.

The Bachelor of Arts in Emergency Management will consist of 9 Core courses (27 credits) that will provide a foundation to the field. In addition, students will need to complete an additional 4 elective courses (12 credits). Presently, a Concentration in Fire Science is available with the following 4 courses: Principles of Fire and Emergency Services; Fire Prevention Organization and Management; Community Risk Reduction for the Fire and Emergency Services, and Fire and Emergency Services Administration.

Our convenient online delivery format is ideal for public safety professionals or others seeking a regionally accredited education that fits their personal schedules.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

**Technology Competency Skills Waiver Exam:**

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements

- EME 201 - Principles and Practices of Emergency Management **3 credits**
- EME 210 - Emergency Management Planning **3 credits**
- EME 215 - Hazard Identification, Vulnerability Analysis and Mitigation **3 credits**
- EME 310 - Disaster Response and Recovery **3 credits**
- EME 315 - Interagency Disaster Management **3 credits**
- EME 325 - Social Impact of Disasters **3 credits**
- EME 330 - Terrorism and Emergency Management **3 credits**
- EME 410 - Leadership and Ethics in Emergency Services **3 credits**
- EME 415 - Technology in Emergency Management **3 credits**

Complete these courses for the general Emergency Management major:

- EME 335 - Crisis Communication and Social Media **3 credits**
- EME 425 - Internship in Emergency Management **3 credits**

Students who have professional experience and do not need an internship course can take CRM 365 instead of EME 425.

- EME 427 - Managing Critical Incidents and Large Scale Events Security **3 credits**
- EME 430 - Management and Operations **3 credits**

## Fire Science Specialization

Complete these courses in lieu of the 4 courses in the general major for the Fire Science Specialization.

- EME 225 - Principles of Fire and Emergency Services **3 credits**
- EME 320 - Fire Prevention Organization and Management **3 credits**
- EME 420 - Fire and Emergency Services Administration **3 credits**
- EME 430 - Management and Operations **3 credits**

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

## Total Credits: 120

### Minor

## Criminal Justice Minor

## Required Courses

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

Any other five (5) required or concentration courses

## Total Credits: 18

## Emergency Management Minor

The Minor in Emergency Management provides students with the opportunity to acquire knowledge and skills in an increasingly important and dynamic discipline. Applicable to a variety of organizational settings and disciplines, the program is designed to introduce individuals from the public and private sectors, non-governmental organizations, as well as the military, to manage the diverse challenges facing our nation as a result of recent disaster events and complex global threats. Students are exposed to the theoretical knowledge and practical skills that are necessary for effectively managing a wide-range of critical incidents. Throughout the program, students will examine various challenges, as well as current trends, impacting the

field of emergency management. In addition, students will identify best practices for effectively leading organizations in times of crisis.

## Requirements

- EME 201 - Principles and Practices of Emergency Management **3 credits**
- EME 210 - Emergency Management Planning **3 credits**
- EME 215 - Hazard Identification, Vulnerability Analysis and Mitigation **3 credits**
- EME 310 - Disaster Response and Recovery **3 credits**

  Choose one of the following:

- EME 325 - Social Impact of Disasters **3 credits**
- EME 427 - Managing Critical Incidents and Large Scale Events Security **3 credits**

## Total Credits: 15

### Command Office Management School

## Command Officer Management School (COMS)

This program is limited to active-duty full-time supervisors and command staff currently employed with a criminal justice agency. Students must be selected and sponsored by their respective agencies to attend. The COMS is offered only during the academic year and is scheduled one year in advance of a new academic year.

This program covers many vital topical areas of criminal justice administration, management, leadership, and legal concepts.

The faculty teaching in this program are recognized experts in their respective fields and provide course instruction in a series of applied and theoretical active learning pedagogies.

Students are required to attend six (6) week-long courses and complete online work over a period of three semesters. Undergraduate students who successfully complete this program earn 18 undergraduate credit hours.

### 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. 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.

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 (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 College of Arts, and Sciences and Allied Services. Students choosing the specialization related to children (grades K-6) or adolescents (grades 5-9), 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: English or 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. 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**

## Technology Competency Skills

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

**Technology Competency Skills Waiver Exam:**

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Specialization: Education and Children (60 credit hours)

- EDU 301 - Introduction to the Education Profession **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 337 - Children's Literature **3 credits**
- EDU 338 - Science in the Elementary School **3 credits**
- EDU 339 - Social Studies in the Elementary Classroom **3 credits**
- EDU 341 - ESOL Foundations and Applied Linguistics **3 credits**
- EDU 342 - ESOL Applications **3 credits**
- EDU 343 - Reading Across the Curriculum **3 credits**
- EDU 352 - ESE Foundations **3 credits**

- EDU 363 - Seminar 2: Planning **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 462 - Seminar 3: Integration **3 credits**
- EDU 465 - Instructional Strategies for Teaching Diverse and Exceptional Learners **3 credits**

  Students are to either complete EDU-480 and EDU-481 or 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.
- EDU 480 - Internship **6 - 9 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **3 credits**

## Specialization: Education and Adolescents (66 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 301 - Introduction to the Education Profession **3 credits**
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 333 - Adolescent Literacy **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Area **3 credits**
- EDU 350 - Middle and Secondary School Curriculum and Philosophy **3 credits**
- EDU 363 - Seminar 2: Planning **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits**
- EDU 462 - Seminar 3: Integration **3 credits**

  Content Course Selection:

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.

Students must also take an additional 3 credits in any 300/400 level Education course.

Concentration Selection:

Please choose one from the following: 15 hours of ENGLISH courses at the 200 - 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.

## Specialization: Early Childhood Development (60 credit hours)

- EDU 341 - ESOL Foundations and Applied Linguistics **3 credits**
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 370 - Brain Based Learning in the Digital Age **3 credits**
- EDU 409 - Str2eam in Early Childhood **3 credits**
- EDU 337 - Children's Literature **3 credits**
- IDSE 405 - Interdisciplinary Creative Photovoice **3 credits**

## 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).

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 second 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 are encouraged to take the major elective courses EDU 226, and EDU 228, or the equivalents, as sophomores. In subsequent semesters, most education courses are blocked with a minimum of 12 credits that must be taken concurrently. Each of the first three semesters includes a field experience of one full day or two half days per week in an elementary classroom (a background check and fingerprinting will be required). These placements provide opportunities for the teacher candidates to apply what they are studying to real-life classroom situations. Paraprofessional programs are also available. Summer options, as well as online courses, are available to meet individual schedules and needs. Students will confer with an academic advisor each semester to keep on track while also allowing flexibility as needed.

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 except for the final internship hours (EDU 480 ) and the final internship seminar (EDU 481 )
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. 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 Exams.

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.

## Technology Competency Skills

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Computer Applications

- EDU 228 - Educational Technology **3 credits** *

  ** EDU 228 is taken in lieu of COM 140.*

## Required courses:

- EDU 301 - Introduction to the Education Profession **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 337 - Children's Literature **3 credits**
- EDU 338 - Science in the Elementary School **3 credits**
- EDU 341 - ESOL Foundations and Applied Linguistics **3 credits**
- EDU 342 - ESOL Applications **3 credits**
- EDU 343 - Reading Across the Curriculum **3 credits**
- EDU 339 - Social Studies in the Elementary Classroom **3 credits**
- EDU 352 - ESE Foundations **3 credits**
- EDU 363 - Seminar 2: Planning **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 462 - Seminar 3: Integration **3 credits**
- EDU 465 - Instructional Strategies for Teaching Diverse and Exceptional Learners **3 credits**
- EDU 480 - Internship **6 - 9 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **3 credits**

### 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 College of Arts and Sciences and in the Education Department. Students choose one area of specialization from the following content areas: English 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.

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
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 except for the final internship hours (EDU 480 ) and the final internship seminar (EDU 481 )

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

## Technology Competency Skills

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

**Technology Competency Skills Waiver Exam:**

Students may take the technology competency skills waiver exam to satisfy the Saint Leo University technology competency skill requirement. The Waiver Exam tests your knowledge of

Word, Excel, Access, PowerPoint, Windows, and the Internet. The exam is Pass/Fail and you must receive a minimum score of 74% to pass.

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Education Prerequisites (6 credit hours)

- EDU 228 - Educational Technology **3 credits** *

  ** EDU 228 is taken in lieu of COM 140.*

  And

- EDU 328 - The Adolescent Learner **3 credits**

  Or

- EDU 226 - Human Growth and Development **3 credits**

## Core Courses

All prerequisites must be met prior to enrolling in listed courses. (i.e. MAT-152)

- EDU 301 - Introduction to the Education Profession **3 credits**
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**
- EDU 333 - Adolescent Literacy **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Area **3 credits**
- EDU 340 - Comprehensive ESOL Strategies **3 credits** Taken only by education majors with a specializations in social science
- EDU 350 - Middle and Secondary School Curriculum and Philosophy **3 credits**
- EDU 363 - Seminar 2: Planning **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits**
- EDU 462 - Seminar 3: Integration **3 credits**
- EDU 480 - Internship **6 - 9 credits**

- EDU 481 - Seminar: Final Internship--Synthesis **3 credits**

## English Specialization Courses

- ENG 210CL - UE: Love and Desire in Literature **3 credits** * OR
- ENG 215CL - UE: Monsters and the Monstrous in Literature **3 credits** *
- ENG 225CL - UE: Intro to Creative Writing **3 credits** *

  **ENG-210CL/ENG-215CL and ENG-225CL will fulfill UE requirements.*
- ENG 220 - Introduction to Literary Study and Research **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 and 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**

## Social Science Specialization Courses

- ECO 110HA - UE: Economics for Life **3 credits** *
- POL 110HA - UE: Democracy in Troubled Times **3 credits** * **or**
- POL 223 - American Federal Government **3 credits**

  **ECO-110HA and POL-110HA/POL-223 will fulfill UE requirements.*
- 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**

### Plus one of the following:

- HTY 327 - Latin America and the Caribbean **3 credits**
- HTY 333 - Modern Middle East **3 credits**

- HTY 428 - Far-East Since 1945 **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 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

## Technology Competency Skills

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## University Campus Only Course Requirements

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

## 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*

And

- EDU 328 - The Adolescent Learner **3 credits**

  Or

- EDU 226 - Human Growth and Development **3 credits**

## Core Courses

- EDU 301 - Introduction to the Education Profession **3 credits**
- 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 Area **3 credits**
- EDU 340 - Comprehensive ESOL Strategies **3 credits Excluding English majors**
- EDU 341 - ESOL Foundations and Applied Linguistics **3 credits English Majors only**
- EDU 342 - ESOL Applications **3 credits English Majors only**
- EDU 350 - Middle and Secondary School Curriculum and Philosophy **3 credits**
- EDU 363 - Seminar 2: Planning **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 436 - Teaching Writing Across the Curriculum **3 credits**
- EDU 451 - English/Language Arts Methods in the Middle and Secondary School **3 credits**
- EDU 454 - Social Studies Methods in the Middle and Secondary School **3 credits**
- EDU 462 - Seminar 3: Integration **3 credits**
- EDU 480 - Internship **6 - 9 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **3 credits**

## English Specialization

- ENG 202 - Being a Writer **3 credits or**
- ENG 205 - Introduction to Professional Writing **3 credits**
- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 225CL - UE: Intro to Creative Writing **3 credits**

- 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

## Social Science Specialization

- 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 428 - Far-East Since 1945 **3 credits**
- POL 223 - American Federal Government **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**
- HTY 123 - Western Civilization to 1500 **3 credits or** *
- ECO 201 - Principles of Macroeconomics **3 credits** *

Complete one of the following courses:

- HTY 324 - Sub-Saharan Africa **3 credits**
- HTY 327 - Latin America and the Caribbean **3 credits**
- HTY 333 - Modern Middle East **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

### 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 328 - The Adolescent Learner **3 credits**

  Or

- EDU 226 - Human Growth and Development **3 credits**
- EDU 336 - Teaching Reading in the Secondary Content Area **3 credits**
- EDU 340 - Comprehensive ESOL Strategies **3 credits or**
- EDU 342 - ESOL Applications **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 427 - Educational Assessment **3 credits**
- EDU 480 - Internship **6 - 9 credits**
- EDU 481 - Seminar: Final Internship--Synthesis **3 credits**

## 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**

### Note:

** English majors also need EDU 333 - Adolescent Literacy, and EDU 436 - Teaching Writing Across the Curriculum is highly recommended.*

## English, Music and the Arts

### Bachelor of Arts

### 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, creative writing, and technical writing 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, and professional writing.

### Technology Competency Skills

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### University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Requirements

- ENG 199 - Introduction to the English Portfolio **1 credit**
- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 398 - English Portfolio Review **1 credit**
- ENG 498 - Senior Seminar **3 credits**
- ENG 499 - Senior English Portfolio Assessment **1 credit**

Students will take 24 credit hours of ENG courses, 21 of which must be at the 300 or 400 level.

Options include:

- ENG 310 - Social Media Communications **3 credits**
- 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 315 - Studies in Narrative: Telling Tales in School **3 credits**
- ENG 316 - Southern Literature **3 credits**
- ENG 318 - English Pre-Internship **3 credits**
- ENG 319 - Studies in Speculative Fiction **3 credits**
- ENG 320 - Foundations of American Literature **3 credits**
- ENG 321 - The English Novel **3 credits**
- ENG 330 - Foundations of American Literature II **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**
- ENG 343 - Major Writer Seminar **3 credits**
- ENG 345 - Studies in Place: Are We There Yet? **3 credits**
- ENG 346 - Literary Conflicts and Conversations **3 credits**
- ENG 349 - History and Literary Movements in Literature **3 credits**
- ENG 355 - Studies in Voice: What Do You Have to Say? **3 credits**

- ENG 357 - Reading the Environment in Literature and Film **3 credits**
- ENG 410 - Reading the Planet: Comparative Global Literatures in Translation **3 credits**
- ENG 413 - Studies in Early British Literature **3 credits**
- ENG 415 - Contemporary Literature's Winners, Losers and Also Rans **3 credits**
- ENG 416 - Women and Literature **3 credits**
- ENG 420 - Studies in American Literature **3 credits**
- ENG 421 - Professional Editing **3 credits**
- ENG 428 - English Internship **3 credits**
- ENG 430 - The Independent Writer **3 credits**
- ENG 435 - Literary Criticism **3 credits**
- ENG 440 - Selected Topics in Professional Writing **3 credits**
- ENG 441 - Advanced Journalism **3 credits**
- ENG 443 - Reading with Pictures: Graphic Novels and Comics as Literature **3 credits**
- ENG 450 - Desktop Publishing and Design **3 credits**
- ENG 462 - Seminar in Prose: Fiction/Nonfiction **3 credits**
- ENG 463 - Seminar in Poetry **3 credits**

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

## Total Credits: 120

## Music, B.A.

The Bachelor of Arts in Music is a practical and flexible degree that prepares students to be successful in a variety of career paths within the music industry, including music education, commercial music, music studio teaching, and church music. The Music major includes core studies in music theory, music production, and music history in addition to private instruction on an instrument or voice and ensemble participation. After fulfilling the core requirements, the degree can be customized according to the career path chosen. Students are strongly encouraged to add a minor that complements the focus of the music degree such as Education, Religion, Marketing, or Medical Humanities. The knowledge and skills mastered in this program prepare students well for the numerous and varied private and public sector careers with which music interfaces.

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## University Campus Only Course Requirements

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## University Explorations (42 credit hours)

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## Requirements

- MUS 102 - Class Piano **1 credit** Students may test out of subsequent semesters of Class Piano once they pass the Piano Proficiency test.
- MUS 103 - Private Instruction for Music Majors **2 credits**
- MUS 121 - Music Theory I **3 credits**
- MUS 122 - Music Theory II **3 credits**
- MUS 202 - Class Piano **1 credit**
- MUS 203 - Private Instruction for Music Majors **2 credits**
- MUS 205 - Music Production I **3 credits**
- MUS 221 - Music Theory III: Form and Analysis and Advanced Tonal Harmony **3 credits**

- MUS 222 - Music Theory IV: 20th Century Harmony and Beyond **3**
- MUS 302 - Class Piano **1 credit**
- MUS 303 - Private Instruction for Music Majors **2 credits**
- MUS 321 - Music History I **3 credits**
- MUS 322 - Music History II **3 credits**
- MUS 402 - Class Piano **1 credit**
- MUS 403 - Private Instruction for Music Majors **2 credits**
- MUS 425 - Music Internship **3 credits**
- MUS 499 - Senior Capstone **2 credits**

Ensemble participation requirement. Complete a total of 4 credits from the following repeatable for 1 credit courses. To be taken concurrently with Private Instruction:

- MUS 106 - Saint Leo Singers **1 credit**
- MUS 130 - Instrumental Ensemble **1 credit**
- MUS 410 - Chamber Singers **1 credit**

Complete one of the following choices:

- MUS 307 - Introduction to the Music Industry **3 credits**
- MUS 310 - Introduction to Music Education **3 credits**
- MUS 332 - Music in the Modern Church **3 credits**
- MUS 355 - Music in the Community **3 credits**

Complete two of the following choices:

- MUS 305 - Music Production II **3 credits**
- MUS 325 - Music in the Elementary School **3 credits**
- MUS 327 - Instrumental Techniques **3 credits**
- MUS 331 - Music in World Cultures **3 credits**
- MUS 335 - Introduction to Choral Conducting **3 credits**
- MUS 340 - Music Ministry Leadership **3 credits**
- MUS 300 - Special Topics **3 credits**
- MUS 429 - Advanced Directed Study and Research **1-3 credits**

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

### Minor

## Art Minor

The minor in art is designed for rigorous intellectual development, personal enrichment, and employment in the creative arts.

## Required Courses

- ART 121 - Art and Design I **4 credits**
- ART 122 - Art and Design II **4 credits**

Complete four (4) courses from the following choices:

- ART 221 - Drawing **3 credits**
- ART 222 - Drawing for Comics **3 credits**
- ART 223 - Beginning Painting **3 credits**
- ART 226 - Beginning Photography **3 credits**
- ART 227 - Ceramics I **3 credits**
- ART 229 - Jewelry Making **3 credits**
- ART 230 - Stained Glass **3 credits**
- ART 327 - Ceramics II **3 credits**
- ART 328 - Advanced Painting **3 credits**
- ART 331 - Form, Function and Theory in Art - East **3 credits**
- ART 332 - Form, Function and Theory in Art - West **3 credits**
- ART 426 - Black and White Photography **3 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 335 - Digital Photography **3 credits**

## Total Credits: 20

## 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 - Being a Writer **3 credits**

  or

- ENG 225CL - UE: Intro to Creative Writing **3 credits**
- ENG 315 - Studies in Narrative: Telling Tales in School **3 credits**
- ENG 345 - Studies in Place: Are We There Yet? **3 credits**
- ENG 355 - Studies in Voice: What Do You Have to Say? **3 credits**
- ENG 462 - Seminar in Prose: Fiction/Nonfiction **3 credits**

  or

- ENG 463 - Seminar in Poetry **3 credits**

## Total Credits: 15

## Cultural Studies Minor

Cultural Studies is an interdisciplinary area of concentration within the English major that reads diverse cultural artifacts of any genre as "texts" to determine meaning, examines the means of cultural production, and explores a wide range of related, interconnected issues including global culture, popular culture, subcultures, conflicts, and postmodern critical theories, such as post structuralism; it will enhance any field of study. Students from all majors may participate in this intellectually stimulating minor for personal enrichment without committing to the English major. The minor consists of five undergraduate courses for a minimum of 15 total credit hours. English majors already enrolled in the "Literary and Cultural Studies" specialization of the English major may not take this minor; however, English majors in other specializations can.

## Core Requirements

- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 240 - Reading Everything: An Introduction to Cultural Studies **3 credits**

## The World's Cultural Texts

**Complete one of the following courses:**

- ENG 219 - On the Proverbial Road: Journeys of Transformation in Narrative **3 credits**
- ENG 410 - Reading the Planet: Comparative Global Literatures in Translation **3 credits**

## Relevant Lenses for Critiquing Culture as Text

**Complete one of the following courses:**

- ENG 346 - Literary Conflicts and Conversations **3 credits**
- ENG 357 - Reading the Environment in Literature and Film **3 credits**
- ENG 416 - Women and Literature **3 credits**
- ENG 435 - Literary Criticism **3 credits**

## Beyond Canonical Literary Culture

**Complete one of the following courses:**

- ANT 327 - Cultural Anthropology **3 credits**
- ENG 319 - Studies in Speculative Fiction **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**
- ENG 443 - Reading with Pictures: Graphic Novels and Comics as Literature **3 credits**
- HTY 323 - American History through Sports **3 credits**

## 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

## 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 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 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 435 - Literary Criticism **3 credits**

## Total Credits: 18

## Music Education Minor

Saint Leo University offers a minor in education for students majoring in music, who want to deepen their knowledge of music and would like experience working with children. Through the program, you will prepare to become a musician in a variety of settings including church, community, music industry, and schools. It is also ideal for students who plan to pursue graduate music careers and are looking for a strong foundation in music and educational pedagogy. It is a 20-21 credit hour minor with an optional second practicum and an optional extra semester for a full-time internship teaching experience.

## Requirements

- EDU 226 - Human Growth and Development **3 credits**
- EDU 340 - Comprehensive ESOL Strategies **3 credits**
- EDU 425 - Educational Management and Organization **3 credits**
- EDU 304 - Human Exceptionalities in the Classroom **3 credits**

  or
- EDU 352 - ESE Foundations **3 credits**
- MUS 325 - Music in the Elementary School **3 credits**

  or
- MUS 335 - Introduction to Choral Conducting **3 credits**

  MUS-327 is highly recommended for instrumental music teachers.
- MUS 327 - Instrumental Techniques **3 credits**

  Optional full internships:
- EDU 480 - Internship **6 - 9 credits**

- EDU 481 - Seminar: Final Internship--Synthesis **3 credits**

## 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 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 - Music in the Modern Church **3 credits**
- MUS 335 - Introduction to Choral Conducting **3 credits**
- MUS 340 - Music Ministry Leadership **3 credits**
- * MUS 120 - Private Instruction **1 credit** (in voice or instrument--taken a minimum of three times) or demonstrated proficiency

## ** Total Credits: 23

## Note:

* MUS 120 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

**Take a minimum of 3 times (3 credits) Courses can be repeated for credit.**

- MUS 106 - Saint Leo Singers **1 credit**

- MUS 130 - Instrumental Ensemble **1 credit**
- MUS 410 - Chamber Singers **1 credit**

**Complete 3 credits from the following: MUS-120, MUS-220, MUS-320 and/or MUS-420. Courses can be repeated for credit.**

- MUS 120 - Private Instruction **1 credit** (taken a minimum of three times)
- MUS 220 - Private Instruction **1 credit**
- MUS 320 - Private Instruction **1 credit**
- MUS 420 - Private Instruction **1 credit**

**Complete the following:**

- MUS 121 - Music Theory I **3 credits**
- MUS 122 - Music Theory II **3 credits**

Complete two (2) from the following choices:

- MUS 205 - Music Production I **3 credits**
- MUS 305 - Music Production II **3 credits**
- MUS 331 - Music in World Cultures **3 credits**
- MUS 332 - Music in the Modern Church **3 credits**
- MUS 335 - Introduction to Choral Conducting **3 credits**

## Total Credits: 18

## Professional Writing Minor

## Minor Requirement

- ENG 205 - Introduction to Professional Writing **3 credits**
- ENG 421 - Professional Editing **3 credits**
- ENG 450 - Desktop Publishing and Design **3 credits**

Complete 2 courses from the following choices:

- ART 226 - Beginning Photography **3 credits**
- ENG 227 - Basic Journalistic Writing **3 credits**
- ENG 230 - Rhetoric in Writing **3 credits**

- ENG 310 - Social Media Communications **3 credits**
- ENG 428 - English Internship **3 credits**
- ENG 441 - Advanced Journalism **3 credits**

## Total Credits: 15

## 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 327 - Peoples of Al-Andalus: Their Influence and Legacy to the Spanish Culture **3 credits**

## Total Credits: 15

## Theatre Minor

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

## Required Courses

- ART 121 - Art and Design I **4 credits**
- ART 122 - Art and Design II **4 credits**
- FAS 247 - Theatre History I **3 credits**

Complete 9 credit hours from the following choices:

- CMS 210 - Video Production **3 credits**
- CMS 220 - Radio Practicum I **3 - 9 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 310 - Post-Production **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 335 - Digital Photography **3 credits**
- FAS 127 - Acting **3 credits**
- FAS 137 - Stagecraft **3 credits**
- FAS 147 - Script Analysis **3 credits**
- FAS 227 - Acting II Scene Study **3 credits**
- FAS 228 - Movement I **3 credits**
- FAS 237 - Introduction to Scenography **3 credits**
- FAS 238 - Directing **3 credits**
- FAS 327 - Acting III Acting for Camera and Voice **3 credits**
- FAS 328 - Movement II **3 credits**
- FAS 337 - Advanced Direction **3 Credits**
- FAS 338 - Stage Management **3 credits**
- FAS 347 - From Page to Stage **3 credits**
- FAS 348 - Devised Theatre **3 credits**
- FAS 349 - Introduction to Dramatic Writing **3 credits**
- FAS 427 - Selected Topics in Acting **3 credits**
- FAS 430 - Digital Performance **3 credits**

- FAS 436 - Theatre Practicum **1 credit**
- FAS 437 - Selected Topics in Technical Theatre **1 credit**
- FAS 447 - Selected Topics in History, Literature and Creation **1 credit**

## Total Credits: 20

## Veteran Studies Minor

The Veteran Studies minor provides Veteran and non-veteran students the opportunity to examine the human experience and impact of military conflict throughout history and in diverse cultures while developing a strong foundation in research and written and verbal skills. Of particular focus in this interdisciplinary program is how the Veteran identity emerges from military structure, camaraderie, combat, unique health concerns, and experiences after service. This minor is an excellent complement to majors in English, History, Medical Humanities, Political Science, Psychology, Criminal Justice, Social Work, Sociology, and Human Services. This minor is open to both Veteran and non-veteran students.

## Minor Requirements

- VTS 201 - Introduction to Veteran Studies **3 credits**
- VTS 310 - Legendary Warriors of the Ancient and Medieval World **3 credits**
- VTS 340 - Selected Topics in Veteran Studies **3 credits**
- VTS 410 - Native American Warriors and Veterans: Serving Two Sovereigns **3 credits**

Students choose 1 course (3 credits) from the list below:

- HTY 330 - Wars and Strategy from Antiquity to NATO **3 credits**
- HTY 331 - The American Civil War **3 credits**
- HTY 333 - Modern Middle East **3 credits**
- HTY 395 - Genocide, War-Crimes and Laws of War **3 credits**
- HTY 430 - Role of the Military in the Modern World **3 credits**
- IDS 320 - Monuments and Memorials: War, Peace, and Remembrance in the Visual Arts **3 credits**
- POL 338 - Modern Middle East **3 credits**
- PSY 336 - Military Psychology **3 credits**
- PSY 347 - Human Behavior in Crisis **3 credits**
- PSY 443 - Political Psychology **3 credits**

- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- REL 424 - Death and the Meaning of Life **3 credits**

### Total Credits: 15

## Interdisciplinary Studies

### Bachelor of Arts

### Contemporary Studies, B.A.

The Bachelor of Arts in contemporary 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 Campus.

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## University Explorations (42 credit hours)

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## Major Requirements (33 credit hours)

Core (15 Credits):

- LBS 201 - Critical Thinking in the Liberal Studies **3 credits**
- IDS 330 - Contemporary Humanities **3 credits**
- PHI 324 - Bioethics **3 credits**
- REL 331 - Religion and Personal Experience **3 credits**
- LBS 498 - Exploration in the Liberal Studies **3 credits**

Electives - Choose 6 Classes From the List Below (18 Credits):

- CRM 333 - Violent Crime **3 credits**
- ENG 311 - Survey of Major Writers of the 20th Century **3 credits**
- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**
- HCA 430 - Contemporary and Critical Issues in Health Care **3 credits**
- IDS 310 - The Creative Process **3 credits**
- LBS 330 - Mathematical Inquiry **3 credits**
- MGT 430 - Business, Government, and Society **3 credits**
- MHU 339 - Selected Topics in Medical Humanities **3 credits**
- SOC 348 - Medical Sociology **3 credits**
- SSC 328 - Drugs, Society, and Human Behavior **3 credits**
- VTS 340 - Selected Topics in Veteran Studies **3 credits**
- VTS 410 - Native American Warriors and Veterans: Serving Two Sovereigns **3 credits**

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

## Total Credits: 120

## Medical Humanities, B.A.

The Medical Humanities major is designed to prepare students to succeed in diverse health-related fields and/or graduate study. The interdisciplinary degree integrates the humanities with science-focused education, emphasizing disciplines such as philosophy, the arts, literature, history, and the social sciences for a more empathetic and holistic understanding of health and illness. The interdisciplinary nature of the degree allows students to create their own focus of study. In each path of study, students will analyze issues of health, wellness, and illness through an interdisciplinary lens and explore the historical, philosophical, artistic, and religious/spiritual backgrounds of the medical sciences. Additionally, students will synthesize the ethical and social features of health, illness, and medicine.

All students majoring in the Medical Humanities will take a 21-semester-hour core.
Three curricular concentrations are available in the Medical Humanities: students can follow the Pre-Med curriculum (43-semester hour credits), which includes broad training in the sciences in addition to humanities coursework, the Pre-DPT curriculum (34-semester hour credits), or they can choose to focus their studies more deeply in the humanities with the Health Humanities track (18-semester hour credits). All options provide flexibility to students to craft a curriculum that fits their interests while still providing essential instruction in the Medical Humanities.

Note: Both the Pre-Med and Pre-DPT Specializations are offered only at University Campus.

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## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Program Core Requirements

- MHU 201 - Foundations of Medical Humanities **3 credits**
- PHI 324 - Bioethics **3 credits**
- MHU 498 - Senior Seminar in Medical Humanities **3 credits**

**Take one class from each category below. Pre-requisite courses will be taken when needed**

### Social Category

- PSY 161 - Introduction to Psychology **3 credits**
- PSY 322 - Physiological Psychology **3 credits**
- PSY 325 - Developmental Psychology **3 credits**
- PSY 327 - Abnormal Psychology **3 credits**
- PSY 328 - Social Psychology **3 credits**
- PSY 332 - Psychology of Aging **3 credits**
- PSY 334 - Child and Adolescent Development **3 credits**
- PSY 337 - Human Sexuality **3 credits**
- SOC 121 - Introduction to Sociology **3 credits**
- SOC 348 - Medical Sociology **3 credits**
- SOC 349 - Sociology of Aging
- SSC 328 - Drugs, Society, and Human Behavior **3 credits**
- SOC 334 - Sex and Gender **3 credits**
- SWK 121 - Introduction to Social Work **3 credits**

- MHU 310 - Abled in a Disabled World **3 credits**
- MHU 339 - Selected Topics in Medical Humanities **3 credits**

### Philosophical Category

- HCA 101 - Healthcare Language and Communications **3 credits**
- HCA 333 - Health Law **3 credits**
- HCA 430 - Contemporary and Critical Issues in Health Care **3 credits**
- HTY 310 - Digital Humanities Methods and Ethics **3 credits**
- IDS 315 - Medicine and Embodiment **3 credits**
- PHI 330 - Philosophy of Being Human **3 credits**
- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- REL 424 - Death and the Meaning of Life **3 credits**
- MHU 339 - Selected Topics in Medical Humanities **3 credits**

### Artistic Category

- ENG 319 - Studies in Speculative Fiction **3 credits**
- ENG 340 - Topics in Selected Literary Studies **3 credits**
- ENG 357 - Reading the Environment in Literature and Film **3 credits**
- IDS 330 - Contemporary Humanities **3 credits**
- IDS 415 - Vincent van Gogh's World **3 credits**
- MHU 339 - Selected Topics in Medical Humanities **3 credits**

### Historical Perspective Category

- ANT 327 - Cultural Anthropology **3 credits**
- ANT 333 - The Family in Cross-Cultural Perspective **3 credits**
- ANT 335 - Biological Anthropology **3 credits**
- HTY 332 - History of Medicine **3 credits**
- HTY 338 - Deviance, Crime, and Law in Historical Perspective **3 credits**
- IDS 320 - Monuments and Memorials: War, Peace, and Remembrance in the Visual Arts **3 credits**
- MHU 339 - Selected Topics in Medical Humanities **3 credits**

- VTS 201 - Introduction to Veteran Studies **3 credits**

**Choose either the Pre-Med or Health Humanities Specialization.**

## Health Humanities Specialization

Students will take one course in each of the four categories for a total of 12 credits and then an additional 18 credits from any of the category.

## Pre-DPT Specialization

Required courses for the Pre-DPT Specialization

- BIO 125 - Biological Principles I **3 credits**
- BIO 125L - Biological Principles I Lab **1 credit**
- BIO 126 - Biological Principles II **3 credits**
- BIO 126L - Biological Principles II Lab **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**
- CHE 124 - General Chemistry II **3 credits**
- CHE 124L - General Chemistry II Laboratory **1 credit**
- 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 201 - Introduction to Statistics **3 credits**

Choose one of the following:

- PSY 325 - Developmental Psychology **3 credits**
- PSY 327 - Abnormal Psychology **3 credits**
- PSY 332 - Psychology of Aging **3 credits**
- PSY 334 - Child and Adolescent Development **3 credits**

## Pre-Med Specialization

Required courses for the Pre-Med Specialization

- BIO 125 - Biological Principles I **3 credits**
- BIO 125L - Biological Principles I Lab **1 credit**
- BIO 126 - Biological Principles II **3 credits**
- BIO 126L - Biological Principles II Lab **1 credit**
- BIO 324 - Biochemistry **3 credits**
- BIO 324L - Biochemistry Laboratory **1 credit**
- 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 201 - Introduction to Statistics **3 credits**

  or

- MAT 235 - Calculus-with Analytic Geometry I **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**

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

## Total Credits: 120

## Veteran Studies, B.A. (Offered only through WorldWide)

The Veteran Studies major at Saint Leo will provide students the opportunity to examine the human experience and impact of military conflict throughout history and in diverse cultures while developing a strong foundation in research and written and verbal skills.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

**Technology Competency Skills Waiver Exam:**

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## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major requirements

- VTS 201 - Introduction to Veteran Studies **3 credits**
- VTS 310 - Legendary Warriors of the Ancient and Medieval World **3 credits**
- VTS 340 - Selected Topics in Veteran Studies **3 credits**
- VTS 410 - Native American Warriors and Veterans: Serving Two Sovereigns **3 credits**

- VTS 499 - Senior Seminar in Veteran Studies **3 credits**

Take 24 credits from the following choices:

- HTY 330 - Wars and Strategy from Antiquity to NATO **3 credits**
- HTY 331 - The American Civil War **3 credits**
- HTY 333 - Modern Middle East **3 credits**
- HTY 395 - Genocide, War-Crimes and Laws of War **3 credits**
- HTY 430 - Role of the Military in the Modern World **3 credits**
- IDS 320 - Monuments and Memorials: War, Peace, and Remembrance in the Visual Arts **3 credits**
- PSY 336 - Military Psychology **3 credits**
- PSY 347 - Human Behavior in Crisis **3 credits**
- PSY 443 - Political Psychology **3 credits**
- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- REL 424 - Death and the Meaning of Life **3 credits**

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

## Total Credits: 120

### Minor

## 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

Complete 5 Courses from the Following:

- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**

- ENG 357 - Reading the Environment in Literature and Film **3 credits**
- GLO 210HM - UE: Issues in World Hunger **3 credits**
- LBS 320 - Investigating National Parks: An Interdisciplinary Study of America's Best Idea **3 credits**
- SOC 330 - Environmental Sociology **3 credits**

## Total Credits: 15

## 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**
- ANT 327 - Cultural Anthropology **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**
- ENV 330 - Environmental Studies: Creating Sustainable Societies **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**
- 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**

## Total Credits: 18

## Interdisciplinary Inquiry in the Arts Minor

The interdisciplinary inquiry in the arts minor encourages critical thinking across traditional disciplines by integrating topics in the arts with a secondary discipline. Students take three designated art courses and select a complementary focus in history, literature, philosophy, or religion to investigate how great art reflects and embodies historical periods or events, written and oral culture, and philosophical or religious thought through time. Students will work closely with the advisor in the minor in the selection and coordination of courses. Open to all students.

## Required Courses

- ART 100-400 - Special Topics **1-3 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 327 - Latin America and the Caribbean **3 credits**
- HTY 333 - Modern Middle East **3 credits**

#### Philosophy (choose three courses) (9 credit hours)

#### Religion (choose three courses) (9 credit hours)

- REL 223HM - UE: World Religions: East and West **3 credits**
- REL 424 - Death and the Meaning of Life **3 credits**

#### Literature (choose three courses) (9 credit hours)

- 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)

## Total Credits: 21

## Medical Humanities Minor

The Medical Humanities Minor is designed to provide students with a foundational understanding of the interdisciplinary field of Medical Humanities in support of related majors such as Biology, Sociology, or other health-related areas of study.

## Requirements

- MHU 201 - Foundations of Medical Humanities **3 credits**
- PHI 324 - Bioethics **3 credits**

Take 9 credits from the following choices:

- HTY 310 - Digital Humanities Methods and Ethics **3 credits**
- HTY 332 - History of Medicine **3 credits**
- HTY 338 - Deviance, Crime, and Law in Historical Perspective **3 credits**
- IDS 315 - Medicine and Embodiment **3 credits**
- IDS 425 - Internship in Interdisciplinary Studies **1-6 credits**
- MHU 310 - Abled in a Disabled World **3 credits**
- MHU 339 - Selected Topics in Medical Humanities **3 credits**
- PHI 330 - Philosophy of Being Human **3 credits**
- SOC 334 - Sex and Gender **3 credits**
- SOC 348 - Medical Sociology **3 credits**

## Total Credits: 15

## Women's and Gender Studies Minor

Women's and Gender Studies is an interdisciplinary and multidisciplinary approach to the study of women and gender in society and culture. 15 credit hours.

## Requirements

Take 5 courses from the following choices:

- CRM 367 - International Sex Trafficking of Women and Children **3 credits**
- EDU 222 - Teaching Diverse Populations **3 credits**
- ENG 416 - Women and Literature **3 credits**

- PSY 335 - Psychology of Gender **3 credits**
- PSY 337 - Human Sexuality **3 credits**
- PSY 341 - Psychology of Parenting **3 credits**
- PSY 343 - Close Relationships **3 credits**
- SOC 333 - The Family in Cross-Cultural Perspective **3 credits**
- SOC 334 - Sex and Gender **3 credits**

# Mathematics

## Bachelor of Science

## Computational Mathematics, B.S. (University Campus Only)

The purpose of the computational mathematics major is to offer courses that provide students with a strong foundation in modern mathematics. A major in computational mathematics is designed to prepare the student for a wide variety of career options, including graduate study in pure and applied mathematics, statistics, actuarial science, and engineering.

## Technology Competency Skills

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**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Requirements

- COM 207 - Programming in C/C++ **3 credits**
- COM 302 - Python Programming **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**
- MAT 235 - Calculus-with Analytic Geometry I **3 credits**
- MAT 236 - Calculus II **3 credits**
- MAT 337 - Calculus III **3 credits**
- MAT 338 - Calculus IV **3 credits**
- MAT 251 - Introduction to Discrete Mathematics **3 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: Complete 12 credit hours from the following choices:**

**Note: 6 credit hour limit from COM courses.**

- COM 301 - Algorithms and Data Structures **3 credits**
- COM 315 - Decision Support Systems **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 465 - Artificial Intelligence **3 credits**
- MAT 301 - Applied Statistics **3 credits**
- MAT 310 - Operations Research **3 credits**
- MAT 320 - History of Mathematics **3 credits**
- MAT 326 - Introduction to Graph Theory **3 credits**

- MAT 330 - Data Visualization **3 credits**
- MAT 331 - Probability and Statistics **3 credits**
- MAT 335 - Introduction to Numerical Analysis **3 credits**
- MAT 421 - Differential Equations II **3 credits**
- MAT 425 - Mathematics Internship **3 - 12 credits**

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

## Total Credits: 120

## Minor

## Data Analytics Minor

## Minor Requirements

- MAT 201 - Introduction to Statistics **3 credits**
- MAT 301 - Applied Statistics **3 credits**
- MAT 330 - Data Visualization **3 credits**

Choose 2 courses (6 credits) from the list below:

- MAT 310 - Operations Research **3 credits**
- MAT 331 - Probability and Statistics **3 credits**
- MAT 335 - Introduction to Numerical Analysis **3 credits**
- MAT 425 - Mathematics Internship **3 - 12 credits**
- ACC 303 - Accounting Information Systems and Data Analytics **3 credits**
- ACC 498 - Financial Statement Analysis **3 credits**
- BIO 259 - Introduction to Research - Phage Hunters II **3 credits**
- BIO 333 - Experimental Design **3 credits**
- BIO 335 - Population Ecology **3 credits**
- COM 207 - Programming in C/C++ **3 credits**

**may only take either COM-207 or COM-302.*

- COM 301 - Algorithms and Data Structures **3 credits**

- COM 302 - Python Programming **3 credits**

  **may only take either COM-207 or COM-302.*
- COM 315 - Decision Support Systems **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 465 - Artificial Intelligence **3 credits**
- ECO 311 - Analytical Tools for Economics **3 credits**
- MKT 327 - Data and Web Analytics **3 credits**
- MKT 497 - Data Driven Strategic Marketing **3 credits**
- PSY 499 - Senior Seminar: Current Issues in Psychology **3 credits**
- SOC 321 - Methods of Social Research I: Quantitative Methods **3 credits**
- SOC 499 - Senior Seminar in Sociology **3 credits**

### 15 Credit Hours

### Mathematics Minor

### Requirements

Complete 15 credit hours of (MAT) Mathematic courses at course level MAT-201 and higher.

## Natural and Applied Sciences

### Bachelor of Science

### Biology, B.S.

Biology is a diverse discipline, encompassing the health sciences (medicine, dentistry, and 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.

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.

All Biology majors must take General Education and Science Foundation courses. These courses include:

## University Campus Only Course Requirements

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

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## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Foundation Courses (26 credit hours)

BIO 125/L and PHY 221/L will replace the (2) Science requirements in University Explorations.

- BIO 125 - Biological Principles I **3 credits**
- 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 333 - Experimental Design **3 credits**
- BIO 498 - Senior Seminar in Biology: Conducting Research **3 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 38-39 concentration credit hours.

- MAT 201 - Introduction to Statistics **3 credits or**
- MAT 235 - Calculus-with Analytic Geometry I **3 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 11 hours of BIO courses (6 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 35 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 235 - Calculus-with Analytic Geometry I **3 credits**
- PHY 222 - General Physics II **3 credits**
- PHY 222L - General Physics II Laboratory **1 credit**

Complete 12 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 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 & Physiology II Lab **1 credit**
- BIO 341 - Virology **3 credits**
- BIO 341L - Virology Laboratory **1 credit**
- BIO 422 - Immunology **3 credits**
- BIO 430 - Biotechnology **3 credits**
- BIO 430L - Biotechnology Laboratory **1 credit**
- BIO 440 - Cancer Biology **3 credits**
- BIO 445 - Evolution **3 credits**
- SCI 425 - Internship in Science **1-6 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 38 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 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 326 - Animal Physiology **3 credits**
- 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 231 - Animal Behavior **3 credits**
- BIO 332 - Conservation Biology **3 credits**
- BIO 334 - Medicinal Botany **3 credits**
- ENV 330 - Environmental Studies: Creating Sustainable Societies **3 credits**
- 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**
- MAT 235 - Calculus-with Analytic Geometry I **3 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.

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

## Total Credits: 120

### 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 credits**
- 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. 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 330 - Environmental Chemistry **3 credits**
- CHE 330L - Environmental Chemistry Lab **1 credit**

### Total Credits: 20

## Philosophy and Religion

### Bachelor of Arts

### Religion, B.A. (Offered only through Worldwide)

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.

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## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements (33-36 credit hours)

- REL 123 - Christian Spiritual Vision **3 credits**
- REL 124 - Introduction to the Old Testament **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**
- REL 427 - Ecclesiology **3 credits**
- REL 450 - History of Christianity **3 credits**
- REL 330 - Christian Morality **3 credits**

  or

- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- REL 470 - Christology **3 credits**
- REL 425 - Internships in Religion **3 credits**

  (REL 425 is not required for WorldWide 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

## Religious Studies, B.A. (University Campus Only)

The interdisciplinary Religious Major allows students to formally study religious traditions and religious aspects of human experience from the perspectives of Religious Studies and its many sub-disciplines. Diverse discursive religious beliefs, religious practices, sacred texts, myths, rituals, and other elements of religion are studied in their individual and communal aspects through the lenses of Religious Studies, History, Philosophy, Psychology, Sociology, Political Science, Economics, Gender and Ethnic Studies, the Humanities, and other disciplines allied with Religious Studies. The Religious Study major is highly customizable according to interest and easily combines with another major or minor with some courses counting toward both programs. A theology emphasis is also available. The knowledge and skills mastered in this program prepare students well for the numerous and varied private and public sector careers with which religion interfaces.

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements

- RST 201 - Sophomore Seminar: Introduction to Religious Studies **3 credits**
- RST 305 - Major Religious Traditions of the World **3 credits**
- RST 310 - Topics in Religious Studies **3 credits**
- RST 425 - Internship Religious Studies **3 credits**
- RST 498 - Senior Seminar **3 credits**

  **Major Electives:**

  **Complete Two 100/200 level courses from the following choices that have not already been taken.**

  **Any HTY, MHU, PHI or REL**

**Complete Four 300/400 level courses that have not already been taken from the following choices:**

- CRM 332 - Terrorism **3 credits**
- HCA 430 - Contemporary and Critical Issues in Health Care **3 credits**
- POL 311 - Political Philosophy I **3 credits**
- POL 312 - Political Philosophy II **3 credits**
- POL 332 - Terrorism **3 credits**
- PSY 328 - Social Psychology **3 credits**
- PSY 337 - Human Sexuality **3 credits**
- PSY 339 - Social and Cultural Foundations of Behavior **3 credits**
- PSY 444 - Psychology of Religion **3 credits**
- SOC 334 - Sex and Gender **3 credits**
- SOC 343 - The Social Ladder: Diversity and Inequality in America **3 credits**
- SOC 348 - Medical Sociology **3 credits**
- SOC 350 - Race and Ethnic Relations **3 credits**

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

## Total Credits: 120

### Certificate

## Certificate in Theology

The Undergraduate Certificate in Theology offers students the opportunity to engage in systematic study of theology without the requirement of completing a bachelor's degree. This program provides a structured exploration of theological disciplines, equipping students with foundational knowledge and critical perspectives that may serve personal, professional, or academic pursuits. The certificate is 6 courses in theology.

## Requirements

Complete 18 credits from the following choices:

- REL 327 - The Life and Writings of Paul **3 credits**
- REL 330 - Christian Morality **3 credits**

- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- REL 400 - Special Topics **1-3 credits**
- REL 402 - Studies in the New Testament **3 credits**
- REL 403 - Studies in the Hebrew Scriptures **3 credits**
- REL 427 - Ecclesiology **3 credits**
- REL 431 - Liturgy **3 credits**
- REL 432 - Christian Spirituality **3 credits**
- REL 450 - History of Christianity **3 credits**
- REL 455 - American Catholicism: Theology, Spirituality, Culture, and History **3 credits**
- REL 463 - Philosophy for Theological Study **3 credits**
- REL 466 - History, Theology, and Spirituality of the Diaconate **3 credits**
- REL 470 - Christology **3 credits**
- REL 480 - Theology and Spirituality of Ministry **3 credits**
- 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**

## Total Credits: 18

## 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

- REL 330 - Christian Morality **3 credits**
- REL 345 - Christian Social Justice: A Roman Catholic Perspective **3 credits**
- PHI 324 - Bioethics **3 credits or**

## 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.

## Religious Studies Minor (University Campus Only)

The 15-credit Religious Studies minor is interdisciplinary and allows students to formally study religious traditions and religious aspects of human experience from the perspectives of Religious Studies, its sub-disciplines, and alongside disciplines that are allied with Religious Studies. The Religious Study minor is highly customizable according to individual interest and pairs well with many other majors, including but not limited to History, Political Science, Economics, Medical Humanities, Criminal Justice, Biology, Psychology, Social Work, and Interdisciplinary Studies.The knowledge and skills mastered in this program prepare students well for the numerous and varied private and public sector careers with which religion interfaces.

## Requirements

- RST 201 - Sophomore Seminar: Introduction to Religious Studies **3 credits**

  Choose one of the following courses:

- RST 305 - Major Religious Traditions of the World **3 credits**
- RST 310 - Topics in Religious Studies **3 credits**

## Minor Electives

Complete One 100/200 level course that has not already been taken from the following choices:

ECO-201, ECO-202, EDU-222 or from Subjects: Religion, Religious Studies, Honors Program, History, Interdisciplinary Studies, International Studies, Medical Humanities, Philosophy, or Politics.

Complete Two 300/400 level course that has not already been taken from the following choices:

CRM-332, HCA-430, PSY-328, PSY-337, PSY-339, PSY-444, SOC-323, SOC-334, SOC-343, SOC-348, SOC-350 or from Subjects: Religion, Religous Studies, Honors Program, History, Interdisciplinary Studies, International Studies, Medical Humanities, Philosophy, or Politics.

# Social Sciences

## Bachelor of Arts

## 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.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements (39 credit hours)

- 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 Development Seminar **3 credits**
- 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

## International Studies, B.A.

A 33-credit hour major in international studies provides a multidisciplinary exploration of how economics, politics, science, culture, and history shape the contemporary world. The international studies major prepares students for jobs in government work, politics, finance and economics, as well as graduate study in related fields and law school. Degree requirements include topical IST courses, area studies courses, experiential learning through in-class simulations, foreign language and communications training, and a major research project.

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## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Core Requirements

- ECO 201 - Principles of Macroeconomics **3 credits**
- IST 101 - Introduction to International Studies **3 credits**
- IST 360 - Markets, War, and Empire **3 credits**
- IST 361 - Energy Geopolitics **3 credits**
- IST 362 - Terrorism and the Cyber Age **3 credits**
- IST 363 - Contemporary Topics in International Studies **3 credits**
- IST 499 - Senior Seminar **3 credits**

**Area of Studies (6 credits)**

**Students should work with their advisor on choosing the most appropriate courses for their area of studies. Some courses will have prerequisities.**

**Complete two of the following choices:**

- CRM 222 - Introduction to Homeland Defense **3 credits**
- CRM 330 - Organized Crime **3 credits**
- CRM 332 - Terrorism **3 credits**
- ECO 333 - International Economics **3 credits**

- HTY 324 - Sub-Saharan Africa **3 credits**
- HTY 325 - Modern Russia **3 credits**
- HTY 327 - Latin America and the Caribbean **3 credits**
- HTY 331 - The American Civil War **3 credits**
- HTY 333 - Modern Middle East **3 credits**
- HTY 428 - Far-East Since 1945 **3 credits**
- MGT 301 - Principles of Management **3 credits**
- MGT 430 - Business, Government, and Society **3 credits**
- POL 295 - International Relations **3 credits**
- POL 323 - Comparative Politics **3 credits**
- POL 324 - Politics of Developing Nations **3 credits**
- POL 422 - Modern Europe **3 credits**
- POL 426 - American Foreign Policy **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**

**Communication Studies (6 credits)**

**Students should work with their advisor on choosing the most appropriate courses for their area of studies. Some courses will have prerequisities.**

**Complete 6 credits in Spanish, Russian, German or 6 credits from the following choices:**

- CMS 101 - Introduction to Communication and Media Studies **3 credits**
- CMS 205 - Dynamic Presentations **3 credits**
- CMS 323 - Strategic Communication **3 credits**
- CMS 324 - Public Relations **3 credits**
- COM 203 - Computer Systems **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- ENG 205 - Introduction to Professional Writing **3 credits**
- ENG 220 - Introduction to Literary Study and Research **3 credits**
- ENG 228 - Technical Writing and Communication **3 credits**

- ENG 230 - Rhetoric in Writing **3 credits**
- ENG 312 - Foundations of British Literature I **3 credits**
- ENG 313 - Foundations of British Literature II **3 credits**
- ENG 410 - Reading the Planet: Comparative Global Literatures in Translation **3 credits**
- ENG 413 - Studies in Early British Literature **3 credits**
- ENG 421 - Professional Editing **3 credits**
- HUM 215HM - UE: Introduction to Linguistics **3 credits**
- MUS 331 - Music in World Cultures **3 credits**
- PSY 328 - Social Psychology **3 credits**
- PSY 336 - Military Psychology **3 credits**
- PSY 339 - Social and Cultural Foundations of Behavior **3 credits**
- PSY 347 - Human Behavior in Crisis **3 credits**
- SPH 221 - Fundamentals of Speech **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.

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Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Education majors should complete EDU 228: Educational Technology to fulfill the

technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements (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**
- POL 339 - Readings in Political Science **3 credits**
- HTY 301 - Career Development Seminar **3 credits 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**
- Two other upper-division (300-400 level) courses in political science **6 credits**

## 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

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

## Technology Competency Skills

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements (39 credit hours)

### Psychology Core

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

#### General Specialization

- PSY 322 - Physiological Psychology **3 credits**
- PSY 325 - Developmental Psychology **3 credits**
- PSY 327 - Abnormal Psychology **3 credits**
- PSY 328 - Social Psychology **3 credits**

Select one of the following:

- PSY 412 - Cognitive Psychology **3 credits**
- PSY 422 - Psychology of Learning **3 credits**

Complete 9 credit hours of any 300/400 level Psychology course not already taken.

#### Clinical/Counseling Specialization

- PSY 327 - Abnormal Psychology **3 credits**
- PSY 331 - Interviewing and Counseling Skills **3 credits**
- PSY 427 - Personality Theory **3 credits**

Select two courses from the following:

- PSY 321 - Psychological Tests and Measurements **3 credits**
- PSY 330 - Forensic Psychology **3 credits**

- PSY 337 - Human Sexuality **3 credits**
- PSY 339 - Social and Cultural Foundations of Behavior **3 credits**
- PSY 343 - Close Relationships **3 credits**
- PSY 347 - Human Behavior in Crisis **3 credits**
- PSY 401 - Introduction to Community Counseling and Mental Health **3 credits**
- PSY 426 - Internship Seminar **3 credits**
- PSY 428 - Counseling Principles and Practices **3 credits**
- PSY 431 - Childhood Disorders **3 credits**

Complete 9 credit hours of any 300/400 level Psychology courses not already taken.

### Developmental Specialization

- PSY 325 - Developmental Psychology **3 credits**
- PSY 332 - Psychology of Aging **3 credits**
- PSY 334 - Child and Adolescent Development **3 credits**

Select two courses from the following:

- PSY 337 - Human Sexuality **3 credits**
- PSY 341 - Psychology of Parenting **3 credits**
- PSY 412 - Cognitive Psychology **3 credits**
- PSY 423 - Educational Psychology **3 credits**
- PSY 431 - Childhood Disorders **3 credits**
- PSY 432 - Psychology of Motivation and Emotion **3 credits**

Complete 9 credit hours of any 300/400 Psychology courses not already taken.

### Research and Measurement Specialization

- PSY 321 - Psychological Tests and Measurements **3 credits**
- PSY 405 - Research Methods III **3 credits**
- PSY 437 - Research Practicum **1 credit**

Students must take PSY-437 (1 credit) twice

Select three courses from the following:

- PSY 322 - Physiological Psychology **3 credits**

- PSY 328 - Social Psychology **3 credits**
- PSY 338 - Industrial and Organizational Psychology **3 credits**
- PSY 412 - Cognitive Psychology **3 credits**
- PSY 422 - Psychology of Learning **3 credits**
- PSY 432 - Psychology of Motivation and Emotion **3 credits**
- PSY 433 - Sensation and Perception **3 credits**
- SSC 328 - Drugs, Society, and Human Behavior **3 credits**

Complete 9 credit hours of any 300/400 Psychology courses not already taken.

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

## Total Credits: 120

## Sociology, B.A. (Offered only through Worldwide)

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. Sociology majors at all locations and delivery systems can select the General track. Sociology majors may choose from two additional specializations: 1) Applied & Clinical or 2) Diversity & Inequality. The sociology major is offered only at Saint Leo's WorldWide Education Centers.

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## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Core Requirements

- SOC 121 - Introduction to Sociology **3 credits**
- SOC 321 - Methods of Social Research I: Quantitative Methods **3 credits**
- SOC 322 - Methods of Social Research II: Qualitative Methods **3 credits**
- SOC 323 - Sociological Theory **3 credits**
- SOC 499 - Senior Seminar in Sociology **3 credits**

  For the general major in Sociology take 21 hours of electives in Sociology (SOC), at least five of which must be at the 300-400 level

## Note:

Majors are strongly encouraged to take Spanish language courses.

## Applied & Clinical Specialization

A specialization in clinical/applied sociology prepares students for a wide variety of client-based sociological positions, including support group facilitator, mitigation expert/mediator, organizational consultant, program evaluator, or community group advocate. Clinical/applied sociological training can often include an internship for hands-on career preparation, helping people and organizations by applying one's sociological imagination.

In addition to the core requirements for the Sociology major, students with a specialization in Applied & Clinical sociology are required to take the following:

- SOC 427 - Practicing Sociology **3 credits**

  Take three of the following choices:

- SOC 333 - The Family in Cross-Cultural Perspective **3 credits**
- SOC 348 - Medical Sociology **3 credits**

- SOC 349 - Sociology of Aging
- SOC 425 - Internship in Sociology **3 - 6 credits**

  Complete 9 credit hours of SOC courses, at least one must be 300/400 level.

## Diversity & Inequality Specialization

A specialization in diversity/inequality equips students with a heightened understanding of the causes and consequences of social inequalities, and with the high-demand ability to work with diverse populations. A diversity/inequality training in sociology prepares students for entering positions such as public relations specialist, human resources manager, case manager, program analyst, marketing/big data analyst, school counselor, military support specialist, or diversity trainer.

In addition to the core requirements for the Sociology major, students with a specialization in Diversity & Inequality are required to take the following courses:

- SOC 331 - Global Social Change and Development **3 credits**
- SOC 334 - Sex and Gender **3 credits**
- SOC 343 - The Social Ladder: Diversity and Inequality in America **3 credits**
- SOC 350 - Race and Ethnic Relations **3 credits**

  Complete 9 credit hours of SOC courses, at least one course must be 300/400 level.

## 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**

- 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 327 - Cultural Anthropology **3 credits**

**(or)**

- SSC 327 - Cultural Anthropology **3 credits**
- ANT 335 - Biological Anthropology **3 credits**

## Electives (two courses from the following)

- HTY 327 - Latin America and the Caribbean **3 credits or**
- POL 335 - Latin America and the Caribbean **3 credits**
- HTY 333 - Modern Middle East **3 credits or**
- POL 338 - Modern Middle East **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

## 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

The international studies minor allows students to align their primary academic pursuits with their passion for studying the complexity of the modern world. The minor requirements include topical IST courses and area studies courses.

## Required Courses

- ECO 201 - Principles of Macroeconomics **3 credits**
- IST 101 - Introduction to International Studies **3 credits**

**Complete 3 courses from the following choices:**

- IST 360 - Markets, War, and Empire **3 credits**
- IST 361 - Energy Geopolitics **3 credits**
- IST 362 - Terrorism and the Cyber Age **3 credits**
- IST 363 - Contemporary Topics in International Studies **3 credits**

**Complete 2 courses from the following choices:**

- CRM 222 - Introduction to Homeland Defense **3 credits**
- CRM 330 - Organized Crime **3 credits**
- CRM 332 - Terrorism **3 credits**
- ECO 333 - International Economics **3 credits**
- HTY 324 - Sub-Saharan Africa **3 credits**
- HTY 325 - Modern Russia **3 credits**
- HTY 327 - Latin America and the Caribbean **3 credits**

- HTY 331 - The American Civil War **3 credits**
- HTY 333 - Modern Middle East **3 credits**
- HTY 428 - Far-East Since 1945 **3 credits**
- MGT 301 - Principles of Management **3 credits**
- MGT 430 - Business, Government, and Society **3 credits**
- POL 295 - International Relations **3 credits**
- POL 323 - Comparative Politics **3 credits**
- POL 324 - Politics of Developing Nations **3 credits**
- POL 422 - Modern Europe **3 credits**
- POL 426 - American Foreign Policy **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**

## Total Credit Hours: 21

## Legal Studies Minor

The Legal Studies minor strengthens the academic preparedness of those seeking a career in law.

## Legal Studies

- CRM 220 - Survey of the Criminal Justice System **3 credits**
- 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**
- HTY 310 - Digital Humanities Methods and Ethics **3 credits**
- HTY 338 - Deviance, Crime, and Law in Historical Perspective **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 - Introduction to 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 - Wars and Strategy from 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 335 - Latin America and the Caribbean **3 credits**
- POL 338 - Modern Middle East **3 credits**
- POL 430 - Role of the Military in the Modern World **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 College of Business and Technology

# Donald R. Tapia College of Business and Technology

### Dr. Derek Mohammed, Interim Dean

The mission of the Saint Leo University School of Computing, Artificial Intelligence, Robotics, and Data Science is to provide quality academic and applied experiences to students in Computing, Artificial Intelligence, Robotics, and Data Science. The 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 Computing, Artificial Intelligence, Robotics, and Data Science professions. The Schools 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.

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

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

Specific mission objectives include providing students with

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

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

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

**Bachelor of Science in Economics (STEM).** This program, offered only at the 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.

**Bachelor of Arts in Human Resource Management.** This program, offered only through WorldWide, is designed for the student who wishes to pursue a career in personnel management or human services.

**Bachelor of Arts in Management.** This major is offered only at the University Campus. 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 program, offered only at University Campus, 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 Sport Business.** This major is offered only at the University Campus. This program provides a foundation of study in business applied to the sport industry, its products, and its services.

## Common Body of Knowledge

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

### Components

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

**Total Credits: 36**

# Accounting, Economics and Finance

## Bachelor of Science

## Accounting, B.S.

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 180 quarter hours from an accredited college or university. The education program must include:

- 24 semester or 36 quarter hours to include: coverage in auditing and cost accounting, three (3) semester or four (4) quarter hours of financial accounting and three (3) semester or four (4) quarter hours of taxation, both of which must be based on USA accounting standards.
- Total upper-division general business hours required of the 120 semester or 180 quarter hours: 24 semester or 36 quarter hours to include: three (3) semester or four (4) quarter hours of business law based on USA Law.
- All accounting courses and at least 21 semester or 32 quarter hours of general business courses must be at the upper-division level.
- All general business courses must be taken at the upper-division level, except for Introductory Macroeconomics and Microeconomics, Introductory Statistics, Business Law, Introduction to Computer Information Systems, and any written or oral communication course described in Rule 61H1-27.002(2)(b), F.A.C.

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: 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**

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

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

**Technology Competency Skills Waiver Exam:**

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## Major Requirements (27 credit hours)

- ACC 301 - Intermediate Accounting I **3 credits**
- ACC 302 - Intermediate Accounting II **3 credits**
- ACC 303 - Accounting Information Systems and Data Analytics **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.S. STEM (Offered only at University Campus)

The Bachelor of Science in Economics is a STEM program that prepares students for careers in business, finance, national, state, and local government, public and private research organizations, and nonprofit organizations. Students will develop competencies (i.e., grounding in economic theory and critical thinking) and the ability to apply a broad set of tools (i.e., data analysis, visualization, and written communication and presentation ability) to solve real-world economic and social problems. Our program will prepare them for careers in occupations such as entry-level economist, quantitative analyst, business analyst, financial analyst, regional planner, manager, and research analyst.

## University Campus Only Course Requirements

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

## Technology Competency Skills

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Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Education majors should complete EDU 228: Educational Technology to fulfill the

technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

**Technology Competency Skills Waiver Exam:**

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## Major Requirements (24 credit hours)

- ECO 301 - Intermediate Macroeconomics **3 credits**
- ECO 302 - Intermediate Price Theory **3 credits**
- ECO 311 - Analytical Tools for Economics **3 credits** Takes the place of GBA-334 in the Common Body of Knowledge
- ECO 411 - Game Theory **3 credits**
- ECO 422 - Econometrics **3 credits**
- ECO 498 - Senior Seminar in Economics **3 credits**

  Complete 2 upper level (300 or 400) courses (6 credits) from Economics or Finance. Except FIN-325.

## Recommended Economics Electives

ECO 322 - Health Economics , ECO 333 - International Economics, ECO 355 - Economics in Sport , ECO 412 - Behavioral Economics , 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

## MBA Advantage Program

Students pursuing this degree program may be invited to participate in the MBA Advantage Program, which allows them to complete up to 12 credit hours of select graduate-level coursework that may be applied toward their undergraduate degree.

MBA Advantage: Economics

May select up to 12 credits from the following courses:

MBA-525, MBA-531, MBA-540, MBA-551, MBA-560, MBA-565, MBA-570, MBA-598, MBA-599, and/or MBA-625.

## Finance, B.S. (University Campus Only)

The Bachelor of Science in Finance program provides students with a rigorous academic foundation in financial theory, quantitative analysis, and strategic decision-making. Designed to prepare graduates for the complexities of global financial markets, the curriculum emphasizes core competencies in investment management, financial modeling, and risk assessment. Students engage in experiential learning through simulations and case studies, developing practical skills and professional insight. Ethical leadership, technological fluency, and global awareness are integrated throughout the program, ensuring graduates are equipped to pursue careers in financial analysis, consulting, asset management, and beyond, or to continue their education through advanced degrees and professional certifications such as the CFA or CFP.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## Requirements

- FIN 410 - Investment and Portfolio Management **3 credits**
- FIN 420 - International Finance **3 credits**
- FIN 450 - Applied Finance
- FIN 470 - Risk Analysis **3 credits**
- FIN 498 - Senior Seminar in Economics & Finance **3 credits**

  Complete 2 Upper-Level (300 or 400) courses from Finance, Economics, and/or Accounting. Except FIN-325. 6 credits.

  Recommended Upper-Level Fin/Eco/Acc Electives:

- FIN 430 - Financial Planning **3 credits**
- ECO 411 - Game Theory **3 credits**
- ECO 422 - Econometrics **3 credits**
- ACC 301 - Intermediate Accounting I **3 credits**
- ACC 303 - Accounting Information Systems and Data Analytics **3 credits**
- ACC 331 - Cost Accounting **3 credits**

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

## Total Credits: 120

## MBA Advantage Program

Students pursuing this degree program may be invited to participate in the MBA Advantage Program, which allows them to complete up to 12 credit hours of select graduate-level coursework that may be applied toward their undergraduate degree.

MBA Advantage: Finance

May select up to 12 credits from the following courses:

FIN-510, FIN-520, FIN-530, MBA-525, MBA-531, MBA-540, MBA-551, MBA-560, MBA-565, MBA-570, MBA-598, MBA-599, and/or MBA-625.

### 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 Financial Accounting **3 credits**
- ACC 202 - Principles of Managerial Accounting **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 (Offered only at University Campus)

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

### Finance Minor

The Finance Minor is designed for students seeking to obtain exposure to the field of finance focusing specifically on providing broad but applied exposure to the core subfields of finance, which are corporate finance, investments and portfolio management, financial planning, and wealth management, and international finance. Students will be exposed to concepts that are required for obtaining more advanced certifications in the field of finance such as the CFP® and CFA® certifications and gain both theoretical and applied exposure to the aforementioned subfields.

### Requirements - 15 credits

- FIN 325 - Finance for Managers **3 credits**
- FIN 410 - Investment and Portfolio Management **3 credits**
- FIN 420 - International Finance **3 credits**
- FIN 430 - Financial Planning **3 credits**
- FIN 450 - Applied Finance

## Communication and Marketing

### Bachelor of Arts

### Communication, B.A.

The Communication major with the proposed three tracks will exploit the current popularity of a communication major with an applied nature as well as reflects the future of the industry. The major will train students to use communication for organizations in a variety of ways, for example, to create messages and engage audiences. The three tracks are Communication Studies, Digital Communication, and Digital Media Influencer.

The first track captures general communication majors. The Digital Communication track appeals to students interested in the technical aspects of producing content such as video and audio editing or graphic design. The third track, Digital Media Influencer, will focus on content creation, distribution, promotion and monetization. Our program will teach the theory and practice using industry standard software and tools.

## Technology Competency Skills

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Communication Core (Total Credits: 39)

- CMS 101 - Introduction to Communication and Media Studies **3 credits**
- CMS 301 - Applied Communication Theory **3 credits**
- CMS 323 - Strategic Communication **3 credits**
- CMS 410 - Digital Literacy **3 credits**
- CMS 425 - Communication Internship **3-12 credits**
- CMS 498 - Senior Capstone **3 credits**

Business Classes

- MGT 301 - Principles of Management **3 credits**
- MKT 301 - Principles of Marketing **3 credits**

- GBA 231 - Business Law I **3 credits**

Take one of the following:

- ACC 201 - Principles of Financial Accounting **3 credits**
- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**

Complete 3 courses from the following choices (2 of which need to be 300/400 level):

- COM 333 - Web Design and Information Resources **3 credits**
- ENG 310 - Social Media Communications **3 credits**
- ENG 450 - Desktop Publishing and Design **3 credits**
- FAS 238 - Directing **3 credits**
- FAS 327 - Acting III Acting for Camera and Voice **3 credits**
- MKT 310 - Integrated Marketing Communication **3 credits**
- MKT 327 - Data and Web Analytics **3 credits**
- MKT 332 - Non-Profit and Social Marketing **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- SPB 101 - Introduction to Sport Business **3 credits**
- SPB 240 - Media Relations in Sport Business **3 credits**
- SPB 360 - Sport Marketing and Promotion **3 credits**

## Communication Studies Specialization

- CMS 205 - Dynamic Presentations **3 credits**
- CMS 303 - Interpersonal Communication **3 credits**
- CMS 324 - Public Relations **3 credits**
- CMS 340 - Negotiation Strategies **3 credits**

Complete 4 courses from the following choices:

- CMS 210 - Video Production **3 credits**
- CMS 220 - Radio Practicum I **3 - 9 credits**
- CMS 305 - Visual Design **3 credits**

- CMS 310 - Post-Production **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 335 - Digital Photography **3 credits**
- CMS 355 - Writing for Online Media **3 credits**

## Digital Communication Specialization

- CMS 210 - Video Production **3 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 310 - Post-Production **3 credits**
- CMS 335 - Digital Photography **3 credits**

Complete 4 courses from the following choices:

- CMS 205 - Dynamic Presentations **3 credits**
- CMS 220 - Radio Practicum I **3 - 9 credits**
- CMS 303 - Interpersonal Communication **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 324 - Public Relations **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 340 - Negotiation Strategies **3 credits**
- CMS 355 - Writing for Online Media **3 credits**

## Digital Media Influencer Specialization

- CMS 205 - Dynamic Presentations **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 355 - Writing for Online Media **3 credits**

Complete 4 courses from the following choices:

- CMS 210 - Video Production **3 credits**
- CMS 220 - Radio Practicum I **3 - 9 credits**
- CMS 303 - Interpersonal Communication **3 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 310 - Post-Production **3 credits**

- CMS 335 - Digital Photography **3 credits**
- CMS 340 - Negotiation Strategies **3 credits**

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

## Total Credits: 120

## Marketing, B.A. (Offered only at University Campus)

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.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## Major Requirements

- MKT 110 - Marketing Career Development **3 credits**
- MKT 310 - Integrated Marketing Communication **3 credits**
- MKT 315 - Marketing Certificates **3 credits**
- MKT 327 - Data and Web Analytics **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MKT 425 - Marketing Internship **3-12 credits** *
- MKT 497 - Data Driven Strategic Marketing **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 235), which is required by many graduate programs.*

## Major Electives

Complete 6 credits from the following choices:

- MKT 308 - Personal Selling **3 credits**
- MKT 324 - Marketing Research **3 credits**
- MKT 332 - Non-Profit and Social Marketing **3 credits**

- MKT 370 - Gamification **3 credits**
- MKT 383 - Consumer Behavior **3 credits**
- MKT 429 - Advanced Directed Study and Research **1-3 credits**

Complete 3 credits from the following choices:

- ECO 412 - Behavioral Economics **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**

May also work with your advisor to opt to take any CMS course.

**MKT-300-400 Special Topics course when offered.**

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

## Total Credits: 120

### Minor

## Communication Studies Minor

The Communication Studies minor appeals to students interested in creating, building and maintaining important relationships through communication. This minor gives students significant choice in courses to focus on what skill set they would like to develop. NOTE: Per University policy students cannot double minor.

## Requirements

- CMS 301 - Applied Communication Theory **3 credits**
- CMS 303 - Interpersonal Communication **3 credits**

Complete 9 credits from the following choices:

- CMS 205 - Dynamic Presentations **3 credits**
- CMS 210 - Video Production **3 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 310 - Post-Production **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 323 - Strategic Communication **3 credits**

- CMS 324 - Public Relations **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 335 - Digital Photography **3 credits**
- CMS 355 - Writing for Online Media **3 credits**
- CMS 410 - Digital Literacy **3 credits**

## Total credit hours: 15

## Digital Communications Minor

The Digital Communication minor appeals to students interested in the technical aspects of creating content such as video and audio editing or graphic design. This minor gives students a choice to select what courses align best with their career interests. Note: Per University policy students cannot double minor.

## Requirements

The Digital Communication minor appeals to students interested in the technical aspects of creating content such as video and audio editing or graphic design. This minor gives students a choice to select what courses align best with their career interests.

- CMS 355 - Writing for Online Media **3 credits**

  Take 12 credits from the following choices:

- CMS 210 - Video Production **3 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 310 - Post-Production **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 430 - Digital Portfolio **3 credits**

## Total Credits: 15

## Digital Media Influencer Minor

The Digital Media Influencer minor appeals to students interested in a combination of the technical aspects of producing content such as video and audio editing or graphic design and choosing what content to create such as writing, speaking or producing video. This minor gives students a choice to select what courses align best with their career interests. Note: Per University policy students cannot double minor.

## Requirements

- CMS 205 - Dynamic Presentations **3 credits**
- CMS 410 - Digital Literacy **3 credits**

Take 9 credits from the following choices:

- CMS 210 - Video Production **3 credits**
- CMS 305 - Visual Design **3 credits**
- CMS 310 - Post-Production **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 335 - Digital Photography **3 credits**
- CMS 355 - Writing for Online Media **3 credits**
- CMS 430 - Digital Portfolio **3 credits**

## Total Credits: 15

## Graphic Design Minor

The Graphic Design minor appeals to students interested in learning about both the technical and design aspects of creating graphic design content. NOTE: Per University policy students cannot double minor.

## Requirements

- CMS 305 - Visual Design **3 credits**
- CMS 312 - Branding Design **3 credits**
- CMS 335 - Digital Photography **3 credits**
- CMS 430 - Digital Portfolio **3 credits**

## Total Credits: 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

## 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**

### AA

- ENG 121 - UE: Rhetoric and Composition **3 credits**
- ENG 122 - UE: Academic Writing **3 credits**
- MAT 131 - UE: College Mathematics **3 credits**

  MAT-141 is required in place of MAT-131 for the AA in Business Administration, Cybersecurity and Information Technology.
- PHI 210 - UE: Philosophy & Ethics **3 credits**
- REL 115 - UE: Introduction to Scripture **3 credits**
- REL 125 - UE: Faith & Reason **3 credits**

  Complete one course from the following choices:
- ECO 110HA - UE: Economics for Life **3 credits**
- HTY 110HA - UE: Immigration History **3 credits**
- POL 110HA - UE: Democracy in Troubled Times **3 credits**
- PSY 110HA - UE: Psychological Well Being **3 credits**
- REL 120HA - UE: Jesus & Politics **3 credits**

- REL 215HA - UE: Religious Ethics of War & Peace **3 credits**
- SOC 110HA - UE: The McDonaldization of Society **3 credits**
- SWK 210HA - Equity and Justice **3 credits**

Complete one course from the following choices:

- ART 110HM - UE: Women in Art **3 credits**
- GLO 210HM - UE: Issues in World Hunger **3 credits**
- HTY 110HM - UE: Native American History & Culture **3 credits**
- HUM 215HM - UE: Introduction to Linguistics **3 credits**
- IDS 115HM - UE: Myth of the American West **3 credits**
- IDS 210HM - UE: Folklore & Culture **3 credit**
- LBS 120HM - UE: Power, Resistance & Identity **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**
- SOC 110HM - UE: Race & Society **3 credits**
- SWK 220HM - UE: Hip Hop and Social Justice **3 credits**
- SWK 225HM - UE: Becoming an Advocate for Justice **3 credits**

Choose two courses from the following choices:

- SCI 110SC - UE: Global Warming **3 credits**
- SCI 115SC - UE: Science of Evolution **3 credits**
- SCI 120SC - UE: Human Ecology **3 credits**
- SCI 215SC - UE: Science in Science Fiction **3 credits**

Complete one course from the following choices:

- FAS 110CL - UE: Theater Skills **3 credits**
- HUM 110CL - UE: History of the Arts **3 credits**
- MUS 110CL - UE: Spirituals to Rock and Roll **3 credits**
- ENG 210CL - UE: Love and Desire in Literature **3 credits**
- ENG 215CL - UE: Monsters and the Monstrous in Literature **3 credits**
- ENG 225CL - UE: Intro to Creative Writing **3 credits**

## Program Components

- ACC 201 - Principles of Financial Accounting **3 credits**
- ACC 202 - Principles of Managerial Accounting **3 credits**
- ECO 201 - Principles of Macroeconomics **3 credits**
- ECO 202 - Principles of Microeconomics **3 credits**
- GBA 231 - Business Law I **3 credits**
- 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. (Offered only at University Campus)

Why choose a Bachelor of Arts in Business Administration?

You know you have a mind for business, but you cannot choose just one direction. Saint Leo's Business Administration degree is for you. This degree supports students who are interested in becoming generalists in business, offering a broad background across Management, Marketing and Communication disciplines in the Donald R. Tapia College of Business. Learn a diverse set of marketable skills to succeed in multiple roles and across multiple business settings.

Business Administration is the work of managing an organization's resources, time and people. Business administration professionals work to ensure that businesses and organizations are run effectively, efficiently and profitably.

Only available at University Campus.

## Technology Competency Skills

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social media. Demonstrating competency of basic technology skills is essential for the success of all Saint Leo University students.

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**Technology Competency Skills Waiver Exam:**

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## 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

## General Business Requirements (33 - 42 credit hours)

- GBA 498 - Strategic Management **3 credits**

  Complete 3 courses from the following choices:

- CMS 205 - Dynamic Presentations **3 credits**
- CMS 323 - Strategic Communication **3 credits**
- CMS 355 - Writing for Online Media **3 credits**
- CMS 410 - Digital Literacy **3 credits**

  Complete 3 courses from the following choices:

- GBA 440 - International Business **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**
- MGT 331 - Management of Human Resources **3 credits**
- MGT 412 - Organizational Behavior and Development **3 credits**

  Complete 3 courses from the following choices:

- MKT 308 - Personal Selling **3 credits**

- MKT 310 - Integrated Marketing Communication **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MKT 383 - Consumer Behavior **3 credits**

Complete one internship from the following choices:

- CMS 425 - Communication Internship **3-12 credits**
- MGT 425 - Management Internship **3-12 credits**
- MKT 425 - Marketing Internship **3-12 credits**

## Optional Add-on Specializations

Communication Studies Specialization (12 total credits)

Choose 3 of the following courses: CMS-205, CMS-323, CMS-355, or CMS-410.

Also, take one additional upper division CMS course.

Management Studies Specialization (12 total credits)

Choose 3 of the following courses: MGT-320, MGT-331, MGT-412, or GBA-440.

Also, take MGT-301.

Marketing Studies Specialization (12 total credits)

Choose 3 of the following courses: MKT-308, MKT-310, MKT-345, or MKT-383.

Also, take MKT-301.

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

## Total Credits: 120

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

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

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

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

- Logistics
- Management
- Marketing
- Project Management
- Technology Management

Internships are encouraged for all qualified students.

## Technology Competency Skills

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**Technology Competency Skills Waiver Exam:**

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## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## Specialization courses (24-36 credit hours)

### 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)

- MKT 315 - Marketing Certificates **3 credits**
- MKT 345 - Social Media Marketing **3 credits**
- MKT 497 - Data Driven Strategic Marketing **3 credits**

**Complete 3 courses from the following choices:**

- MKT 308 - Personal Selling **3 credits**
- MKT 310 - Integrated Marketing Communication **3 credits**
- MKT 327 - Data and Web Analytics **3 credits**

- MKT 370 - Gamification **3 credits**
- MKT 383 - Consumer Behavior **3 credits**
- MKT 429 - Advanced Directed Study and Research **1-3 credits**

**MKT 300/400 Special Topics course when offered.**

**Complete two courses from the following choices:**

- ECO 412 - Behavioral Economics **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**

**or any CMS class**

## 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. (Offered only through WorldWide)

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 resource management provide the individual with the foundation for a professional leadership career in the human resource 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 resource assessment or certification such as the SHRM Assurance of Learning Assessment or the Professional in Human Resource (PHR) certification, administered by the Human Resource Certification Institute.

## Technology Competency Skills

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Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam or academic course (COM-140 or equivalent, earning a grade of C or better within 10

years). Education majors should complete EDU 228: Educational Technology to fulfill the technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

**Technology Competency Skills Waiver Exam:**

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## 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. (Offered only at University Campus)

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.

## Technology Competency Skills

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## University Campus Only Course Requirements

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

## 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 235), 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

### Bachelor of Science

## Business Analytics, B.S. STEM (Offered only at University Campus)

The Business Analytics major is an interdisciplinary degree that equips students with the essential knowledge and technical skills to transform big data into actionable business insights. In today's data-driven world, this program bridges the gap between traditional business acumen and advanced quantitative methods. Students gain expertise in utilizing cutting-edge Artificial Intelligence (platforms to efficiently process vast datasets, automate complex analyses, and uncover predictive patterns that human analysts might miss.

## University Campus Only Course Requirements

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

## Technology Competency Skills

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**Technology Competency Skills Waiver Exam:**

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## 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 (66 credit hours)

- ACC 303 - Accounting Information Systems and Data Analytics **3 credits**
- COM 203 - Computer Systems **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**
- ECO 311 - Analytical Tools for Economics **3 credits**
- FIN 410 - Investment and Portfolio Management **3 credits**
- MAT 330 - Data Visualization **3 credits**
- MGT 425 - Management Internship **3-12 credits**
- MKT 315 - Marketing Certificates **3 credits**
- SPB 415 - Sport Analytics **3 credits**
- GBA 499 - Business Analytics Capstone **3 credits**

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

## Total Credits: 120

### Minor

## Business Administration Minor (Open to Non-business Majors Only)

This minor is designed to provide non-business students with the essential business elements necessary to prepare for success in a work environment. Most graduates will work in some sort of business environment, regardless of industry and the courses in this minor are carefully curated to provide an overview of foundational business concepts with particular focus on marketing, management, entrepreneurship, leadership and business technology. Knowledge of these business disciplines will help graduates transition to a business environment and pave a pathway for career progression.

## Required Courses

- MGT 301 - Principles of Management **3 credits**
- MKT 301 - Principles of Marketing **3 credits**
- MKT 345 - Social Media Marketing **3 credits**

- MGT 320 - Entrepreneurship I **3 credits**
- COM 327 - Business Information Systems **3 credits**

## Total Credits: 15

## Business Analytics Minor (Offered only at University Campus)

The Business Analytics Minor is designed to provide insight and hands-on experience in the application of data analytics principles within a business context.

*Please note:*

- *ACC 202 is the prerequisite for ACC-303, and it is contained in the Common Body of Knowledge requirements for most business majors.*
- *COM-204 is a prerequisite for COM 330, a requirement of this minor.*
- *FIN 325 is the prerequisite for FIN-450, and it is contained in the Common Body of Knowledge requirements for most business majors.*

## Required Courses

- ACC 303 - Accounting Information Systems and Data Analytics **3 credits**
- COM 204 - Programming Logic and Design **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- FIN 450 - Applied Finance
- MAT 330 - Data Visualization **3 credits**

## Total Credits: 15

## Entrepreneurship Minor

## Minor Requirements - 15 credits

- CMS 323 - Strategic Communication **3 credits**
- FIN 410 - Investment and Portfolio Management **3 credits**
- MGT 320 - Entrepreneurship I **3 credits**
- MGT 350 - Entrepreneurship II **3 credits**
- MKT 345 - Social Media Marketing **3 credits**

## Human Resource Management Minor (Offered only through WorldWide)

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**

- ACC 430 - International Accounting **3 credits**
- ECO 333 - International Economics **3 credits**
- FIN 420 - International Finance **3 credits**
- GBA 440 - International Business **3 credits**
- HRA 422 - Global Human Resource Management **3 credits**

## Total Credits: 15

## 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

### Reduced-Hour Bachelors

## Business Analytics, Reduced-Hour Bachelor. STEM (Offered only through Worldwide) *PENDING

The Reduced-Hour Bachelor of Business Analytics STEM program is designed to provide an essential academic foundation required by practitioners in the field of business analytics. It specifically allows students to earn their bachelor's degree with only 93 credit hours while maintaining focus on the essential elements of a degree in Business Analytics. (Students who require the Technology competency will be required to take COM 140. Students who waive out of the COM 140 will be required to complete an elective.) This program provides a reduced general education requirement while still meeting the academic degree requirements for this credential. Students will still complete the Common Body of Knowledge required of all business students as well as the specialized courses in Business Analytics needed to serve in a professional leadership role in this field. Because of the reduced credit hour requirement of this program, students should be aware that the program may limit entry to some graduate programs or employment opportunities where a traditional 120 credit hour bachelor's degree is specifically required. However, students wishing to reduce time and cost associated with a traditional bachelor's degree may find this program suitable.

***Program Pending Approval Notice:** This program is pending approval by the Southern Association of Colleges and Schools Commission on Colleges.

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## University Explorations - Reduced (36-30 credit hours)

Foundation Courses:

| | |
|---|---|
| ENG 121 Academic Writing I | 3 Credits |
| ENG 122 Academic Writing II | 3 Credits |
| MAT 141 College Mathematics | 3 Credits |
| COM 140 Technology Requirement * | 3 Credits |
| Theology & Religion | 6 Credits |
| Artificial Intelligence | 3 Credits |
| The Human Adventure | 3 Credits |
| The Human Mosaic | 3 Credits |
| Science in a Changing World | 3 Credits |
| The Creative Life | 3 Credits |

*The Technology Competency may be satisfied through a waiver exam, micro-credential module, or the completion of academic course COM 140. This requirement will be replaced with an elective for students who successfully complete the waiver exam.

## Common Body of Knowledge (36 credit hours)

- Click here to view the Common Body of Knowledge

## Major Requirements (27 credit hours)

- FIN 450 - Applied Finance
- COM 203 - Computer Systems **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**
- COM 315 - Decision Support Systems **3 credits**
- MKT 315 - Marketing Certificates **3 credits**
- ECO 311 - Analytical Tools for Economics **3 credits**

- ACC 303 - Accounting Information Systems and Data Analytics **3 credits**
- SPB 415 - Sport Analytics **3 credits**
- GBA 499 - Business Analytics Capstone **3 credits**

### Total Credits: 93-96

# Sport Business

## Bachelor of Arts

## 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."

## Technology Competency Skills

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**Technology Competency Skills Waiver Exam:**

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## University Campus Only Course Requirements

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

## 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 (36 credit hours)

- SPB 101 - Introduction to Sport Business **3 credits**

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

- SPB 230 - Sport Facility and Event Management **3 credits**
- SPB 240 - Media Relations in Sport Business **3 credits**
- SPB 330 - Social & Ethical Issues in Sport **3 credits**
- SPB 360 - Sport Marketing and Promotion **3 credits**
- SPB 380 - Sales in Sport **3 credits**
- SPB 415 - Sport Analytics **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 496 - Internship Assignments and Colloquium **6 credits**

  Optional Practicum:

- SPB 395 - Practicum in Sport Business **3 credits**

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

## Total Credits: 120

## 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 Sport Business program, or the Donald R. Tapia College 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 or 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

## Event Management Minor (Offered only at University Campus)

The Event Management Minor will provide students the ability to gain significant exposure to the management and operations of events and can help enhance and/or change their career paths. The cumulative collection of courses will educate them in the current issues and requisite skills for management in the Event Management Industry.

## Minor Requirements

- IHT 120 - Introduction to Hospitality Management **3 credits**

- IHT 330 - Meetings and Event Management **3 credits**
- IHT 341 - Food and Beverage Operations **3 credits**
- IHT 355 - Event Project Management **3 credits**
- IHT 438 - Event Production Design **3 credits**

## Marketing and Sales in Sport Minor (Offered only at University Campus)

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

## Sport Communication & Broadcasting Minor (Offered only at University Campus)

This minor provides students with the opportunity to link an interest in sports with the technical and communication-related skills to pursue a dynamic career path across multiple media outlets. Students will gain hands-on experience at events and develop skill in identifying and communicating key points of interest in sport.

## Sport Communication & Broadcasting Minor Courses

- CMS 101 - Introduction to Communication and Media Studies **3 credits**
- SPB 101 - Introduction to Sport Business **3 credits**
- SPB 240 - Media Relations in Sport Business **3 credits**
- SPB 395 - Practicum in Sport Business **3 credits**

Plus one additional course (3 credits) from the following (based on career aspirations):

- CMS 205 - Dynamic Presentations **3 credits**

- CMS 324 - Public Relations **3 credits**
- CMS 330 - Podcasting **3 credits**
- CMS 355 - Writing for Online Media **3 credits**

### Total Credits: 15

## Artificial Intelligence, Robotics and Data Science

### Bachelor of Science

### Robotics and Artificial Intelligence, B.S.

A Bachelor of Science in Robotics & Artificial Intelligence will prepare its graduates for a diverse range of careers in the robotics and automation industry. The curriculum will provide depth and breadth in fundamental theory and practical applications to prepare students to design, implement, and evaluate robotics technology to solve real world problems.

### Technology Competency Skills

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### University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major requirements

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 215 - Principles of Networking **3 credits**
- COM 217 - Theoretical Foundations of Computer Science **3 credits**
- COM 221 - Fundamentals of Cybersecurity **3 credits**
- COM 301 - Algorithms and Data Structures **3 credits**
- COM 302 - Python Programming **3 credits**
- COM 303 - Human Computer Interaction **3 credits**
- COM 312 - Computer Architecture **3 credits**
- COM 315 - Decision Support Systems **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 405 - Operating Systems **3 credits**
- COM 424 - Information Technology and Project Management **3 credits**
- COM 430 - Software Engineering **3 credits**
- COM 437 - Mobile Application Development **3 credits**
- COM 465 - Artificial Intelligence **3 credits**
- MAT 151 - College Algebra **3 credits**

  MAT-151 replaces the math requirement in University Explorations.
- MAT 152 - Trigonometry **3 credits**
- RAI 201 - Introduction to Robotics **3 credits**
- RAI 210 - Digital Systems Design **3 credits**
- RAI 310 - Embedded Systems Design **3 credits**
- RAI 320 - Introduction to Mechatronics **3 credits**
- RAI 470 - Intelligent Systems **3 credits**

- RAI 480 - Fundamentals of Machine Learning **3 credits**
- RAI 498 - Robotics Capstone **3 credits**

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

### Total Credits: 120

### Minor

### Artificial Intelligence Minor

### Requirements

- COM 111 - Introduction to Artificial Intelligence **3 credits**
- COM 211 - Responsible Artificial Intelligence **3 credits**
- COM 222 - Applied AI & Generative Tools **3 credits**
- COM 233 - AI Applications in Business **3 credits**

### Total Credits: 15

## Computer Science and Project Management

### Associate of Arts

### Cybersecurity, A.A.

The Associate of Arts in Cybersecurity degree provides students with the skill set needed to be thought leaders in the field of Cybersecurity.

### University Campus Only Course Requirements

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

### AA

- ENG 121 - UE: Rhetoric and Composition **3 credits**
- ENG 122 - UE: Academic Writing **3 credits**
- MAT 131 - UE: College Mathematics **3 credits**

MAT-141 is required in place of MAT-131 for the AA in Business Administration, Cybersecurity and Information Technology.

- PHI 210 - UE: Philosophy & Ethics **3 credits**
- REL 115 - UE: Introduction to Scripture **3 credits**
- REL 125 - UE: Faith & Reason **3 credits**

Complete one course from the following choices:

- ECO 110HA - UE: Economics for Life **3 credits**
- HTY 110HA - UE: Immigration History **3 credits**
- POL 110HA - UE: Democracy in Troubled Times **3 credits**
- PSY 110HA - UE: Psychological Well Being **3 credits**
- REL 120HA - UE: Jesus & Politics **3 credits**
- REL 215HA - UE: Religious Ethics of War & Peace **3 credits**
- SOC 110HA - UE: The McDonaldization of Society **3 credits**
- SWK 210HA - Equity and Justice **3 credits**

Complete one course from the following choices:

- ART 110HM - UE: Women in Art **3 credits**
- GLO 210HM - UE: Issues in World Hunger **3 credits**
- HTY 110HM - UE: Native American History & Culture **3 credits**
- HUM 215HM - UE: Introduction to Linguistics **3 credits**
- IDS 115HM - UE: Myth of the American West **3 credits**
- IDS 210HM - UE: Folklore & Culture **3 credit**
- LBS 120HM - UE: Power, Resistance & Identity **3 credits**
- REL 223HM - UE: World Religions: East and West **3 credits**
- SOC 110HM - UE: Race & Society **3 credits**
- SWK 220HM - UE: Hip Hop and Social Justice **3 credits**
- SWK 225HM - UE: Becoming an Advocate for Justice **3 credits**

Choose two courses from the following choices:

- SCI 110SC - UE: Global Warming **3 credits**

- SCI 115SC - UE: Science of Evolution **3 credits**
- SCI 120SC - UE: Human Ecology **3 credits**
- SCI 215SC - UE: Science in Science Fiction **3 credits**

Complete one course from the following choices:

- FAS 110CL - UE: Theater Skills **3 credits**
- HUM 110CL - UE: History of the Arts **3 credits**
- MUS 110CL - UE: Spirituals to Rock and Roll **3 credits**
- ENG 210CL - UE: Love and Desire in Literature **3 credits**
- ENG 215CL - UE: Monsters and the Monstrous in Literature **3 credits**
- ENG 225CL - UE: Intro to Creative Writing **3 credits**

## Program Requirements

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 212 - System Administration **3 credits**
- COM 215 - Principles of Networking **3 credits**
- COM 221 - Fundamentals of Cybersecurity **3 credits**
- COM 225 - Penetration Testing and Counter Measures **3 credits**
- GBA 231 - Business Law I **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**

## Total Credits: 60

### 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.

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## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Business Requirements (12 credit hours)

Complete 4 of the following courses:

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

## Major Requirements (48 credit hours)

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

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

## Total Credits: 120

## 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.

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**Technology Competency Skills Waiver Exam:**

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## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements (55 credits)

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 212 - System Administration **3 credits**
- COM 217 - Theoretical Foundations of Computer Science **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 201 - Introduction to Statistics **3 credits**
- MAT 235 - Calculus-with Analytic Geometry I **3 credits**

### Note:

* Should be taken as the University Explorations math course.

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

## Total Credits: 120

## Cybersecurity, B.S.

The field of Cybersecurity is concerned with protecting computers, networks, programs, data or personal information from unauthorized access, theft, or destruction. Professional careers in cybersecurity are evolving rapidly as new risks and threats to information and information networks emerge. The demand for skilled cybersecurity professionals is high and is projected to continue growing as more companies and industries work to safeguard their information assets and computer networks.

The Bachelor of Science in Cybersecurity will prepare the next generation of cybersecurity professionals to protect critical information and cyber assets through cyber prevention, detection, recovery methods, and forensics techniques. The major's holistic approach combines fundamental skills in computer science with cybersecurity skills such as network defense, systems security, digital forensics, and penetration testing, with analytical thinking. This degree prepares its graduates for jobs in information and network security in all types of industries. Upon completion, graduates of our BS in Cybersecurity will be able to evaluate computer networks and information security needs of an organization, assess cybersecurity risk, develop management policies, measure the performance of security systems, and maintain an enterprise-level information security system. This degree program will equip our graduates with the latest skills and techniques needed to provide businesses with real-time security solutions and develop organizational cybersecurity strategies and policies.

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## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements (72 credit hours)

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 212 - System Administration **3 credits**
- COM 215 - Principles of Networking **3 credits**
- COM 221 - Fundamentals of Cybersecurity **3 credits**
- COM 225 - Penetration Testing and Counter Measures **3 credits**
- COM 302 - Python Programming **3 credits**
- COM 309 - Network Theory and Design **3 credits**

- COM 312 - Computer Architecture **3 credits**
- COM 315 - Decision Support Systems **3 credits**
- COM 320 - Systems Analysis and Design **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**
- COM 340 - Introduction to Internet Applications **3 credits**
- COM 355 - Systems Security **3 credits**
- COM 405 - Operating Systems **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 430 - Software Engineering **3 credits**
- COM 437 - Mobile Application Development **3 credits**
- COM 450 - Network Defense and Security **3 credits**
- COM 452 - Computer Forensics **3 credits**
- COM 460 - Internet/Intranet Security **3 credits**
- COM 470 - Management and Ethics of Cybersecurity **3 credits**
- COM 475 - Penetration Testing **3 credits**

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

## Total Credits: 120

## Software Engineering, B.S.

The Bachelor of Science in Software Engineering is designed to prepare graduates for careers in the information technology domains that involve development of complex software products. The degree will prepare graduates for career-track jobs in areas of software architecture, design, development, and testing fields. Graduates will be educated in the technical aspects of software engineering, as well as the business impact of potential solutions to software engineering problems.

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## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Major Requirements

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 212 - System Administration **3 credits**
- COM 217 - Theoretical Foundations of Computer Science **3 credits**
- COM 301 - Algorithms and Data Structures **3 credits**
- COM 302 - Python Programming **3 credits**
- COM 303 - Human Computer Interaction **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 312 - Computer Architecture **3 credits**
- 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 405 - Operating Systems **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 424 - Information Technology and Project Management **3 credits**
- COM 430 - Software Engineering **3 credits**
- COM 435 - Software Requirements Engineering **3 credits**
- COM 437 - Mobile Application Development **3 credits**
- COM 440 - Software Architecture **3 credits**
- COM 445 - Software Quality Assurance **3 credits**
- COM 496 - Software Engineering Capstone **3 credits**
- MAT 151 - College Algebra **3 credits**

  * MAT-151 is counted towards University Explorations.
- MAT 152 - Trigonometry **3 credits**
- MAT 235 - Calculus-with Analytic Geometry I **3 credits**

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

## Total Credits: 120

### 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 207 - Programming in C/C++ **3 credits**
- COM 209 - Programming in Java **3 credits**
- COM 333 - Web Design and Information Resources **3 credits**

- COM 340 - Introduction to Internet Applications **3 credits**

## Total Credits: 15

## Information Security Minor

## Required Courses

- COM 203 - Computer Systems **3 credits**
- COM 309 - Network Theory and Design **3 credits**
- COM 355 - Systems Security **3 credits**
- COM 416 - Introduction to Information Security **3 credits**
- COM 470 - Management and Ethics of Cybersecurity **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

## Information Systems Minor

## Required Courses

- COM 203 - Computer Systems **3 credits**
- COM 207 - Programming in C/C++ **3 credits**
- COM 315 - Decision Support Systems **3 credits**
- COM 320 - Systems Analysis and Design **3 credits**
- COM 330 - Database Concepts and Programming **3 credits**

**Total Credits: 15**

# College of Health Professions

# College of Health Professions

## Dr. Kathy Van Eerden, Dean

The College of Health Professions offers students a broad education focused on integration of liberal arts and sciences, and program courses that emphasize the Core Values and the Benedictine tradition. Saint Leo University is committed to meeting employment needs for healthcare professionals now and in years to come.

Programs incorporate practices and innovations. Evidence-based practices, interprofessional communication, Culture of Health, and clinical well-being topics are integrated across programs.

Learning takes place in and out of the classroom with emphasis on experiential learning that supports program outcomes. Students apply learning in clinical, lab, and community settings positioning them for future career success and advancement.

## Exercise and Sport Science

### Bachelor of Science

### Exercise and Sport Science, B.S.

The B.S. In Exercise and Sport Science program incorporates knowledge and skills related to health, fitness, rehabilitation, and sport performance. Content from health care and the sciences, contemporary practices (including technology and artificial intelligence applications, and experiential learning) is incorporated in the curriculum. All students complete an internship. Graduates of the program may be positioned to pursue further education in advanced degrees in health professions.

Program Grade and Progression Information: Students are required to adhere to policies identified in the most recent BS Exercise and Sport Science Student Handbook related to satisfactory course completion, program progression, and internship requirements.

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## University Explorations (42 credit hours)

- Click here to view the University Explorations

## NOTE: University Explorations requirements specific to the Exercise and Sport Science program

The following courses must be completed as part of University Explorations sequence for the Nursing program:

MAT-151 College Algebra in Foundations

PSY-161 Introduction to Psychology in Human Adventure

EDU-226 Human Growth and Development in Human Adventure

BIO-140 Fundamentals of Anatomy & Physiology I in Science in a Changing World

BIO-140L Fundamentals of Anatomy & Physiology I Lab in Science in a Changing World 

BIO-150 Fundamentals of Anatomy & Physiology II in Science in a Changing World 

BIO-150L Fundamentals of Anatomy & Physiology II Lab in Science in a Changing World 

PHI-210 Thinking and Doing Ethics in the Philosophy requirement

## Major Requirements

- 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**
- EXS 301 - Foundations of Exercise and Sport Science **3 credits**
- EXS 302 - Exercise Physiology **3 credits**
- EXS 304 - Exercise Prescription and Assessment **3 credits**
- EXS 305 - Strength Conditioning **3 credits**
- EXS 401 - Essentials of Personal Training **3 credits**
- EXS 402 - Exercise Science and Diverse Populations **3 credits**
- EXS 403 - Evidence-based Practices in Health Professions **3 credits**
- EXS 406 - Internship in Exercise and Sport Science **6 credits**
- EXS 407 - Senior Seminar in Exercise and Sport Science **3 credits**
- MAT 201 - Introduction to Statistics **3 credits**
- NUR 303 - Nutrition and Health **3 credits**
- PED 340 - Prevention and Treatment of Athletic Injuries **3 credits**
- PED 315 - Health Education: Weight Training for Personal Fitness **3 credits**
- SLU 125 - Choosing Wellness **3 credits**
- SPB 330 - Social & Ethical Issues in Sport **3 credits**

# Health Care Administration

## Bachelor of Science

## Health Care Administration, B.S.

The Bachelor of Science (B.S.) degree in health care administration 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.

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## 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 (21-30 credit hours)

- HCA 302 - Health Care Organization **3 credits**
- HCA 303 - Health Care Management **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 450 - Health Information Technology Management **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 333 , POL 325 - Public Administration, and REL 424 - Death and the Meaning of Life.

### Total Credits: 120

### Minor

### Health Care Administration Minor

### Minor Requirements 15 credit hours

- HCA 302 - Health Care Organization **3 credits**
- HCA 303 - Health Care Management **3 credits**
- HCA 402 - Community Health Evaluation **3 credits**
- HCA 450 - Health Information Technology Management **3 credits**

  Choose one of the following:

- HCA 410 - Quality Improvement Methods in Health Care **3 credits**
- HCA 430 - Contemporary and Critical Issues in Health Care **3 credits**

## Nursing

### Bachelor of Science in Nursing (BSN)

### Nursing, B.S.N.

The Bachelor of Science in Nursing (BSN) program is a highly competitive program designed for students seeking a contemporary academic experience. The program is geared to students who are health-minded and hands-on, transforming their passion for helping others into valuable nursing skills and dynamic thinking strategies that impact the health and well-being of individuals, families, and communities.

The BSN program is inspired by a "simple-to-complex" curriculum that educates students on the foundations of professional nursing and then advances to coursework and clinical that include lab, simulation, preceptorships, and on-site health care and community experiences.

The BSN program focuses on preparation for entry into practice with emphasis on preparation for the NCLEX-RN licensing exam.

The program is approved by the Florida Board of Nursing.

**Admission Requirements:**

The BSN is a selective, limited-access program. Freshmen are first admitted to Saint Leo University as an undergraduate nursing major, which requires a minimum high school GPA of 2.7 and acknowledgement of background check requirements.

Once a Nursing major, students apply during their sophomore year for nursing-major courses that are taken in year three. To do so, students must submit an application for the semester prior to the junior year. Requirements include a 3.3 or higher GPA for all coursework taken by the end of the semester prior to the semester for which application is made, a benchmark score on the TEAS test (a standardized exam), and grades of B or higher on Anatomy and Physiology courses and College Algebra. The Anatomy and Physiology with Labs and College Algebra courses must be successfully completed prior to the application deadline. Anatomy and Physiology with Labs must be completed through an approved institution if transferring credit; and is not accepted if taken via Sophia Learning or StraighterLine. Unconditional admission is granted when students have been selected for admission and all admission criteria and health, background check, drug screening requirements and American Heart Association Health Care Provider Basic Life Support certification have been successfully completed.

**Program Grade and Progression Information:**

Students are required to adhere to policies identified in the most current Nursing Student Handbook including those related to satisfactory course completion and program progression.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Education majors should complete EDU 228: Educational Technology to fulfill the

technology requirement. Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## NOTE: University Explorations requirements specific to the Nursing program

The following courses must be completed as part of University Explorations sequence for the Nursing program:

MAT-151 College Algebra in Foundations

PSY-161 Introduction to Psychology in Human Adventure

EDU-226 Human Growth and Development in Human Adventure

BIO-140 Fundamentals of Anatomy & Physiology I in Science in a Changing World

BIO-140L Fundamentals of Anatomy & Physiology I Lab in Science in a Changing World 

BIO-150 Fundamentals of Anatomy & Physiology II in Science in a Changing World 

BIO-150L Fundamentals of Anatomy & Physiology II Lab in Science in a Changing World 

PHI-210 Thinking and Doing Ethics in the Philosophy requirement

## Major requirements

- BIO 245 - Applied Microbiology **3 credits**
- BIO 245L - Applied Microbiology Lab **1 credit**
- MAT 201 - Introduction to Statistics **3 credits**
- NUR 301 - Professional Nursing and a Culture of Health **3 credits**
- NUR 302 - Culture of Health I-Foundations of Nursing Practice **7 credits**
- NUR 303 - Nutrition and Health **3 credits**

- NUR 304 - Pharmacology in Nursing **3 credits**
- NUR 305 - Professional Nursing Scholarship **3 credits**
- NUR 306 - Culture of Health II - Acute Care Nursing **7 credits**
- NUR 307 - Culture of Health III - Mental Health Nursing **4 credits**
- NUR 401 - Professional Nursing Contemporary Practices **3 credits**
- NUR 402 - Culture of Health IV - Nursing Care of Women, Children, and Families **6 credits**
- NUR 403 - Culture of Health V - Chronic Care Nursing **6 credits**
- NUR 404 - Culture of Health VI - Population Health Nursing **4 credits**
- NUR 405 - Culture of Health VII - Complex Care Nursing **5 credits**
- NUR 406 - Personal, Professional, and Leadership Nursing **3 credits**
- NUR 407 - Professional Nursing Transition **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").

For admission into the final field placement, SWK 425 - Field Placement in Social Work, students must meet the specific program requirements (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 2.5, maintain a 2.5 in the social work major and 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 **Center for Adult Learning at University Campus** (Weekend Program). Please contact the Center for Adult Learning at University Campus for additional information. Email: CenterforAdultLearn@saintleo.edu.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology, and psychology.

## Technology Competency Skills

**Saint Leo University Technology Competency Skills**

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

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

**Technology Competency Skills Waiver Exam:**

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

## University Campus Only Course Requirements

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

## University Explorations (42 credit hours)

- Click here to view the University Explorations

## Required Courses

Complete SWK 210HA, SWK 225HM, PSY 161 , and (SOC 121 or SOC 222) as part of University Explorations.

- 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 344 - Social Work Documentation and Technology **3 credits**
- SWK 421 - Methods of Social Work Practice III **3 credits**
- SWK 425 - Field Placement in Social Work **12 credits**
- SWK 426 - Senior Seminar in Social Work **1-3 credits**

Complete one 200 or 300 level Social Work Elective course.

## 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 328 - Social Welfare Policy
- successful completion of SWK 331 - Methods of Social Work Practice I
- successful completion of SWK 344 - Social Work Documentation and Technology
- completion of the application form for admission to the social work major

- successful completion of interview with social work faculty first semester as a junior and in the 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 2.5 GPA in the major, 2.5 cumulative 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.

## Minor

## Social Work Minor

The Social Work minor provides the opportunity to learn more about social justice, social welfare and diverse populations in our society. For those in helping professions (religion, education, criminal justice, etc) a minor in Social Work will prepare students to work more effectively with social work professionals and will give an introductory understanding of at-risk populations and how to work with them.

## Requirements

- SWK 121 - Introduction to Social Work **3 credits**

  Complete 4 courses from the following choices or from any Social Work elective:

- SWK 327 - Research Methods for Social Work Practice **3 credits**
- SWK 328 - Social Welfare Policy **3 credits**
- SWK 336 - Gerontology **3 credits**
- SWK 337 - Diversity Issues in Social Work Practice **3 credits**
- SWK 344 - Social Work Documentation and Technology **3 credits**

## Total Credits: 15

# Chapter 9: Courses of Instruction

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

### Undergraduate Course Levels

100–199: Introductory courses or course sequences often without prerequisites.
200–299: Introductory courses or course sequences with or without prerequisites, ordinarily taken by students with 21 or more completed hours.
300–399: Intermediate courses or course sequences with specified prerequisites. Prerequisites include but are not limited to:

1. Successful completion of a minimum of 45 college credits.
2. Specific relevant courses enumerated in the catalog.
3. Or specific written permission from the appropriate academic advisor/or academic Dean.

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

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

## Accounting

### ACC 100-400 - Special Topics

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

### ACC 201 - Principles of Financial Accounting

**3 credits** *Prerequisite(s): COM 140*
An introduction to the preparation and use of accounting information found in financial statements. Topics include the analysis of transactions and accounting for assets, liabilities, revenues, and expenses. This course takes a user perspective in which interpretations of financial statements for measuring performance and making business decisions are emphasized.

### ACC 202 - Principles of Managerial Accounting

**3 credits** *Prerequisite(s): ACC 201*
This course is a continuation of ACC-201 and introduces cost accounting concepts, budgeting, cost-volume-profit analysis and managerial decision-making.

### ACC 301 - Intermediate Accounting I

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

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

### ACC 302 - Intermediate Accounting II

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

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

### ACC 303 - Accounting Information Systems and Data Analytics

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

This course explores the role of information systems in accounting and financial management, providing students with a foundational understanding of how technology supports accounting processes and decision-making. Topics include the design, implementation, and control of accounting information systems, with an emphasis on data processing, systems development, internal controls, and data analytics.

### 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): Grade of C or better in ACC 302*

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

### ACC 421 - Individual Federal Income Taxes

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

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

### ACC 425 - Accounting Internship

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

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

### ACC 430 - International Accounting

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

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

### ACC 498 - Financial Statement Analysis

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

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

## Anthropology

### ANT 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.

## Art/Art History

### ART 100-400 - Special Topics

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

A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Studio fees apply

### ART 110HM - UE: Women in Art

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

### ART 121 - Art and Design I

**4 credits**

This course is designed for students with no or limited prior knowledge of art and has been designed to provide a foundation for understanding the various disciplines of the visual arts. The course will look at contemporary and historic models, aesthetics, and technical information to provide a vocabulary of choices for the studio artist. Students will use this information to make choices while writing, presenting, and creating their work. This course introduces students to diverse art studio practices and concepts where topics include forms of communication, sourcing inspiration, and critical theory. Projects focus on critical thinking and problem solving and are augmented by lecture, discussion, reading, writing and critical analysis. (3 credits - Art Studio Class) (1 credit - Directed Study Hour)

Studio fees apply

### ART 122 - Art and Design II

**4 credits**

*Prerequisite(s):* ART 121

This course is designed for students with prior knowledge of art [ART 121 pre-req] and has been designed to provide a foundation for understanding the various disciplines of the visual arts as applies to three-dimensional media. The course will look at contemporary and historic models, aesthetics, and technical information to provide a vocabulary of choices for the studio artist. Students will use this information to make choices while writing, presenting, and creating their work. This course introduces students to diverse art studio practices and concepts where topics include forms of communication, sourcing inspiration, and critical theory. Projects focus on critical thinking and problem solving and are augmented by lecture, discussion, reading, writing and critical analysis. ( 3 credit - Studio Class) (1 credit - Directed Study hour)

Six hours of studio per week. Studio fees apply

### ART 123 - Art Appreciation

**3 credits** *Prerequisite(s): FAS 101*

Basic terms, theories, and techniques of the artist; major art movements; media in the visual arts.

### ART 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. Studio fees apply

### ART 222 - Drawing for Comics

**3 credits** This course is an introduction to the skills, techniques, theories, and mediums of drawing with an emphasis on visual communication through a narrative which will expand artistic and critical thinking skills and afford a foundation for creative development. Actual drawing acuity is extremely helpful, but first and foremost, this course is about drawing to communicate. Students will learn to not only create readable pictograms, but also use them to structure a narrative and in turn structure a completed book.

### 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. Studio fees apply

### ART 226 - Beginning Photography

**3 credits** *Crosslisted: CMS-335*

The art and techniques of black-and-white photography. Studio fees apply

### ART 227 - Ceramics I

**3 credits** An introductory course designed to expose students to the fundamental construction methods and processes of working with clay. In addition, this course is designed to introduce students to ceramic vocabulary as well as glazing and firing techniques. A student material fee will be charged to each student's account. Course materials fee will be applied.

### ART 229 - Jewelry Making

**3 credits** This course is designed to introduce students to metal/mixed media jewelry design as an art form. It is an introduction to the basic techniques necessary for the design and fabrication of jewelry and small three-dimensional forms, using a variety of materials. Students will utilize basic jewelry construction processes—sawing, filing, soldering, finishing, and casting, as well as piercing, surface texturing, enameling, polishing and forming to complete 5-7 projects. Various materials and techniques are explored while learning the fundamentals of contemporary jewelry design. The history of jewelry design is introduced. Students are taught through demonstrations, tutorials, critiques, lecture, presentations, and guided work.

### ART 230 - Stained Glass

**3 credits** This introductory course is designed to provide students with an opportunity to have hands-on instruction in making stained glass art. Students will learn the basic technical skills required for the production of stained glass using various specialized tools and equipment. This course is intended for any student who has an interest in stained glass as a mode for artistic expression. It introduces students to the elements of pattern design concepts, execution in glass selection, cutting, grinding, foiling, soldering, applying patina, and polishing glass to construct a finished work using the principles of the copper foil technique. Students will also learn the techniques of mosaics and recycling of scrap glass. A strong emphasis is placed on design and originality.

### ART 327 - Ceramics II

**3 credits** This course investigates the advanced level of technical, aesthetic and conceptual issues in ceramics. Students will continue with the coil, pinch, slab techniques as well as the potter's wheel, developing their construction and glazing skills. Both the functional and sculptural ceramic traditions will be explored. There is an emphasis on personalized expression through the ceramic design process. The course will look at contemporary and historic models, aesthetics and technical information to provide a vocabulary of choices for the studio artist. Students will use this information to make design choices while creating their work.

### ART 328 - Advanced Painting

**3 credits**

*Prerequisite(s):* ART 223

This course is more focused on the development of student acuity with particular media, methods, and concepts specific to their own artistic and critical thinking skills and building on the foundation of creative development from Beginning Painting. A studio material fee is required.

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

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

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

**3 credits**

*Prerequisite(s):* ART 331

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

### ART 426 - Black and White Photography

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

### IDS 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. A course fee may apply.

### BIO 125 - Biological Principles I

**3 credits** *Prerequisite(s): MAT 003 , MAT 110 , placement, or permission of instructor. Corequisite(s):* BIO-125L

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 , MAT 110 , 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. A course fee may apply.

### 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.

A course fee may apply.

### BIO 140 - Fundamentals of Anatomy and Physiology I

**3 credits** *Corequisite(s):* BIO 140L

This course is the first of a two-course sequence designed to study the structure and function of human anatomy, beginning with the cell through tissues and organ systems. The integumentary, skeletal, muscle, nervous systems and special senses will be studied. An emphasis will be placed on examining the interrelationships between systems and regulation of physiological functions essential to maintaining homeostasis. All students registered for this course must also be registered for BIO-140L Anatomy and Physiology I Lab. This course is designed for health profession majors and does not count towards the Biology major

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

**1 credit**

*Corequisite(s):* BIO 140

This course is the laboratory component of the first of a two-course sequence designed to study the structure and function of human anatomy, beginning with the cell through tissues and organ systems. This laboratory experience will provide students micro- and macroscopic study of vertebrate organisms from cells through tissues and systems, including the integumentary, skeletal, muscle, nervous systems and special senses. Comparisons with human anatomy will be made using static, virtual and comparative model systems. All students registered for this course must also be registered for BIO-140 Fundamentals of Anatomy and Physiology I. This course is designed for health profession majors and does not count towards the Biology or Medical Humanities majors.

### BIO 150 - Fundamentals of Anatomy and Physiology II

**3 credits** *Prerequisite(s):* BIO 140 BIO 140L

*Corequisite(s):* BIO 150L

This course is the second of a two-course sequence designed to study the structure and function of human anatomy and physiology. The endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems will be studied. The topics of inheritance and human development will also be covered. All students registered for this course must also be registered for HSC 1XXL Fundamentals of Anatomy and Physiology II Lab. This course is designed for health profession majors and does not count towards the Biology or Medical Humanities majors.

### BIO 150L - Fundamentals of Anatomy and Physiology II Lab

**1 credit** *Prerequisite(s):* BIO 140, BIO 140L

*Corequisite(s):* BIO 150

This course is the laboratory component of the second of a two-course sequence designed to study the structure and function of human anatomy, beginning with the cell through tissues and organ systems. This laboratory experience will provide students micro- and macroscopic study of vertebrate organisms from cells through tissues and systems; including the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Comparisons with human anatomy will be made using static, virtual and comparative model systems. All students registered for this course must also be registered for HSC 1XX Fundamentals of Anatomy and Physiology II. This course is designed for health profession majors and does not count towards the Biology or Medical Humanities majors.

### BIO 159 - Introduction to Research - Phage Hunters I

**3 credits** This class is an authentic research experience in partnership with the Howard Hughes Medical Institute [HHMI] SEA-PHAGES program. This class was specifically designed for freshmen students, including those without the experience of an introductory biology course, however, all students are welcome to take this class. During this class students will learn and master research-based laboratory skills. Students will isolate and characterize soil bacteriophage using microbiology, virology, molecular biology, electron microscopy and aseptic techniques. Students will also learn various other laboratory techniques such as notetaking and experimental problem solving. Students will isolate their own phage, will name it, and have their own dedicated web page. This is a lab-only class that meets for 4 hours weekly [2 x 2 hours] and is worth 3 credits. A lab fee will be applied. This class is offered in the Fall term only.

### BIO 223 - Botany

**3 credits** *Corequisite(s):* BIO-223L

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. 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** *Corequisite(s):* BIO-223

This laboratory course accompanies BIO 223. It is designed to provide students with hands-on experience in taxonomic studies using the local flora. Students can expect to have both indoor and outdoor laboratory experiences. There is one three-hour laboratory period scheduled each week. This course is offered in the spring semester. A course fee may apply.

### BIO 231 - Animal Behavior

**3 credits** *Prerequisite/Corequisite:* BIO 125 and BIO 126

The evolution of the brain, a structure that allowed animals to cohesively respond to stimuli and store information for future use, and accompanying sensory structures has given many groups of animals the capacity to engage in complex responses and species interactions which we collectively refer to as behavior. In this course we will explore the physiological (proximate) and evolutionary (ultimate) underpinnings of animal behavior. We will accomplish this goal by surveying the diversity of behaviors in animals and considering key behavioral theories in an effort to understand and predict behaviors associated with common activities such as foraging, mating, habitat

selection, cooperation, aggression, learning, and play.

### BIO 245 - Applied Microbiology

**3 credits** *Prerequisite(s):* Grade of B or higher in BIO 150 /BIO 150L

This course examines the interactions between microorganisms, humans and the environment to provide an introduction to essential principles and concepts in microbiology. The classification, characterization and molecular processes of micro-organisms will be explored. Topics of basic cellular biology and the processes of microbial metabolism, genetics, pathogenicity and anti-microbial approaches will be considered throughout the course. All students registered for this course must also be registered for BIO 200L Applied Microbiology Lab. This course is designed for health profession majors and does not count towards the Biology or Medical Humanities majors.

### BIO 245L - Applied Microbiology Lab

**1 credit**

*Prerequisite(s):* Grade of B or higher in BIO 140 /BIO 140L

This course examines the interactions between microorganisms, humans and the environment to provide an introduction to essential principles and concepts in microbiology. The classification, characterization and molecular processes of micro-organisms will be explored. Topics of basic cellular biology and the processes of microbial metabolism, genetics, pathogenicity and anti-microbial approaches will be considered throughout the course. All students registered for this course must also be registered for BIO 2XXL Applied Microbiology Lab. This course is designed for health profession majors and does not count towards the Biology or Medical Humanities majors.

### BIO 259 - Introduction to Research - Phage Hunters II

**3 credits** This course is part of a national program called SEA-GENES (Science Education Alliance-Gene-function Exploration by a Network of Emerging Scientists), which is directed by the Howard Hughes Medical Institute [HHMI]. This is a laboratory centered course, based on authentic research. In this course students will learn several important techniques involved in gene cloning and gene expression analysis. Phage genes are cloned and expressed, they are then assessed to identify interactions with the host bacteria proteins and hopefully, assign a potential function to the phage genes. This work will then be presented as part of the national SEA Symposium.

This is a lab-only class that meets for 4 hours weekly [2 x 2 hours] and is worth 3 credits. A lab fee will be applied. This class is offered in the Spring term only.

### BIO 311 - Invertebrate Zoology

**3 credits** *Prerequisite(s):* BIO 125, BIO 125L, BIO 126 *and* BIO 126L with a grade of C- or higher.

*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 with a grade of C- or higher.

*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.

A course fee may apply.

### BIO 312 - Vertebrate Zoology

**3 credits** *Prerequisite(s):* BIO 125, BIO 125L, BIO 126 *and* BIO 126L with a grade of C- or higher.

*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 125, BIO 125L, BIO 126 *and* BIO 126L with a grade of C- or higher.

*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. A course fee may apply.

### BIO 324 - Biochemistry

**3 credits**

*Prerequisite(s):* Grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L CHE 311, and CHE 311L.

*CHE 312 and CHE 312L are strongly recommended.*

*Corequisite(s):* BIO 324L

This course is an in-depth study of the metabolic pathways found in both eukaryotic and prokaryotic cells. There is particular emphasis on those pathways that involve carbohydrate, lipid, and protein metabolism, although nucleic acid metabolism is addressed. There are three hours of lectures per week. This course is offered in spring semesters.

### BIO 324L - Biochemistry Laboratory

**1 credit**

*Prerequisite(s):* Grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L, CHE 311, and CHE 311L.

*CHE 312 and CHE 312L are strongly recommended.*

*Corequisite(s):* BIO 324

This is a laboratory course that will provide students with experience in techniques such as chromatography, cell fractionation, electrophoresis, protein purification, spectrophotometry, and Western blot analysis. One three-hour laboratory period is scheduled each week. This course is offered in spring semesters. A course fee may apply.

### BIO 325 - Ecology

**3 credits** *Prerequisite(s):* BIO 223, and BIO 223L and with a grade of C- or higher complete BIO 125, BIO 125L, BIO 126 *and* BIO 126L

*Corequisite(s):* BIO 325L

This course discusses the principles of ecology and heavily emphasizes community relationships. The major portion of the course will cover the interactions of plants within communities, the interactions of animals within communities, and the interactions of plants and animals within communities. There are three hours of lectures per week. This course is offered in fall semesters.

### BIO 325L - Ecology Laboratory

**1 credit** *Prerequisite(s):* BIO 223, and BIO 223L and with a grade of C- or higher complete BIO 125, BIO 125L, BIO 126 *and* BIO 126L

*Corequisite(s):* BIO 325

A laboratory course that is based on field and laboratory studies of local plant and animal communities. One three-hour laboratory period is scheduled each week.

Offered in fall semesters. Course fee may apply.

### BIO 326 - Animal Physiology

**3 credits** *Prerequisite(s):* A grade of C- or higher in BIO 125, BIO 125L, BIO 126, BIO 126L

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):* A grade of C- or higher in BIO 125, BIO 125L, BIO 126, 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. 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):* A grade of C- or higher in BIO 125, BIO 125L, BIO 126, 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. There is one three-hour laboratory period scheduled each week. This course is usually offered in fall semesters.

A course fee may apply.

### 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 327 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.

### BIO 328L - Human Anatomy & Physiology 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. A course fee may apply.

### BIO 330 - Fundamentals of Genetics

**3 credits** *Prerequisite(s):* CHE 124 and CHE 124L, and grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L

*Corequisite(s):* BIO 330L

Principles of genetics dealing with the molecular nature of heredity determinants of both prokaryotes and eukaryotes. This course will provide an in-depth, background of classical and Mendelian genetics. Upon completion of this course students should be familiar with all of those areas of genetics and have sufficient basic knowledge to successfully master advanced topics in genetics. This course is offered in fall semesters.

### BIO 330L - Fundamentals of Genetics Laboratory

**1 credit** *Prerequisite(s):* CHE 124 and CHE 124L, and grade of C or better in BIO 125, BIO 125L, BIO 126, BIO 126L

*Corequisite(s):* BIO 330

This laboratory portion of the genetics courses will provide students with hands-on experience with techniques used to explore the molecular nature of heredity. There is one three-hour lab scheduled per week. This course is offered in fall semesters. A course fee may apply.

### 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 and junior class standing, or permission of instructor. A grade of C- or higher in BIO 125, BIO 125L, BIO 126, BIO 126L

In this course students will learn the factors that must be considered to plan a research project in the life sciences. Students will pose a research question, formulate a scientific hypothesis, employ the scientific method to test that hypothesis, and introduce the statistical methods employed to analyze the resulting data to reach a valid scientific conclusion. This project will then be performed in senior seminar (BIO 498) in the student's senior year. Students will demonstrate critical thinking skills, and an understanding of how research is conducted. Social and environmental justice themes are woven throughout the course.

### BIO 334 - Medicinal Botany

**3 credits** *Prerequisite(s):* BIO 223, BIO 223L. And with a grade of C- or higher BIO 125, BIO 125L, BIO 126, BIO 126L

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 will 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. A course fee may apply.

### BIO 341 - Virology

**3 credits** *Prerequisite(s):* A grade of C- or higher BIO 125, BIO 125L, BIO 126, BIO 126L

*Corequisite(s):* BIO 341L

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):* A grade of C- or higher BIO 125, BIO 125L, BIO 126, BIO 126L

*Corequisite(s):* BIO 341

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. A course fee may apply.

### 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 359 - Gene-Function Exploration SEA-GENES

**3 credits** *Prerequisite(s):* A grade of C- or better in BIO 125, BIO 125L, BIO 126 and

BIO 126L. BIO-159 and BIO-259 are encouraged.
This course is part of a national program called SEA-GENES (Science Education Alliance-Gene-function Exploration by a Network of Emerging Scientists), which is directed by the Howard Hughes Medical Institute [HHMI]. This is a laboratory centered course, based on authentic research. In this course students will learn several important techniques involved in gene cloning and gene expression analysis. Phage genes are cloned and expressed, they are then assessed to identify interactions with the host bacteria proteins and hopefully, assign a potential function to the phage genes. This work will then be presented as part of the national SEA Symposium.
This is a lab-only class that meets for 4 hours weekly [2 x 2 hours] and is worth 3 credits. A lab fee will be applied. This class is offered in the Spring term only.

### BIO 422 - Immunology

**3 credits** *Prerequisite(s):* Junior Standing. Grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L, 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):* CHE 124, and CHE 124L, and grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L
*Corequisite(s):* BIO 425L
This course is an in-depth study of viruses, bacteria, and fungi. In particular, their morphology, physiology, and pathogenesis are emphasized. There are three hours of lectures per week. This course is offered in spring semesters.

### BIO 425L - Microbiology Laboratory

**1 credit** *Prerequisite(s):* CHE 124, and CHE 124L, and grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L
*Corequisite(s):* BIO 425
In this laboratory course, students will be provided with hands-on experience with the morphology and physiology of various viral, bacterial, and fungal organisms. One three-hour laboratory period is scheduled each week. This course is offered in spring semesters. A course fee may apply.

### 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. A course fee may apply.

### BIO 430 - Biotechnology

**3 credits** *Prerequisite(s):* CHE 124 CHE 124L and grade of C- or better in BIO 125, BIO 125L, BIO 126 BIO 126L
*Corequisite(s):* BIO 430L
The purpose of this course is to provide a foundation in the principles and techniques of the many areas that utilize molecular, which include, biotechnology, recombinant DNA technology, RNA-based technologies, genomics, proteomics, transgenics, gene therapy, stem cell therapy, molecular biology of cancer, forensic molecular

biology, bioethics and epigenetics. There are three hours of lecture. This course is offered in spring semesters.

### BIO 430L - Biotechnology Laboratory

**1 credit** *Prerequisite(s):* CHE 124, CHE 124L and grade of C- or better in BIO 125, BIO 125L, BIO 126, BIO 126L
*Corequisite(s):* BIO 430
This laboratory course covers basic techniques in biotechnology such as isolation and manipulation of nucleic acids, transformation and transfection of cells and gene expression. This course will also introduce techniques and technologies used in molecular biology, forensic biology and bioinformatics, such as DNA sequencing and RT PCR. There is one three-hour lab scheduled per week. This course is offered in spring semesters. A course fee may apply.

### 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):* A grade of C- or higher in BIO 125, BIO 125L, BIO 126, BIO 126L
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 498 - Senior Seminar in Biology: Conducting Research

**3 credits** *Prerequisite(s):* Prerequisites: BIO 333 - Experimental Design and permission of instructor.
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 scientist who will act as a mentor and a guide. This is the capstone course in biology. This course is offered in fall and spring semesters. A course fee may apply.

## Chemistry

### CHE 100-400 - Special Topics

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

### CHE 123 - General Chemistry I

**3 credits** *Prerequisite(s): MAT 128 or higher, or permission of instructor*
*Corequisite(s): CHE 123L*
This course is required for students majoring in the sciences. It is the first half of

a two-part fundamentals course that emphasizes atomic and molecular structure, the periodic law, gas laws, mass and energy relationships, and chemical bonding. Three hours of lecture are scheduled each week. This course is offered in fall semesters.

### CHE 123L - General Chemistry I Laboratory

**1 credit** *Prerequisite(s): MAT 128 or higher, or permission of instructor*
*Corequisite(s): CHE 123*
This is a laboratory course designed to provide students with hands-on experience in the application of the fundamentals covered in lecture. There is one three-hour laboratory scheduled each week. This course is offered in fall semesters. A course fee may apply.

### CHE 124 - General Chemistry II

**3 credits** *Prerequisite(s): CHE 123 and CHE 123L* with a grade of C- or higher.
*Corequisite(s): CHE 124L*
The second part of a two-semester fundamentals sequence, CHE 124 is required for students majoring in the sciences. Coverage includes phases of matter, properties of solutions, reaction kinetics, chemical equilibrium, acids and bases, reaction thermodynamics, electrochemistry, and nuclear chemistry. Three hours of lecture are scheduled each week. This course is offered in spring semesters.

### CHE 124L - General Chemistry II Laboratory

**1 credit** *Prerequisite(s): CHE 123 and CHE 123L* with a grade of C- or higher.
*Corequisite(s): CHE 124*
This laboratory course introduces students to fundamental chemical, separation, and spectroscopic techniques. An introduction to qualitative analysis provides students with additional opportunities to work with unknown substances and determine their composition. There is one three-hour laboratory scheduled each week. This course is offered in spring semesters. A course fee may apply.

### CHE 311 - Organic Chemistry I

**3 credits** *Prerequisite(s): CHE 124 and CHE 124L* with a grade of C- or higher.
*Corequisite(s): CHE 311L*
This course is required for students majoring in the sciences. It is the first part of a two-semester sequence that explores the fundamentals of organic chemistry. Coverage topics include evaluation of structure, properties, reactions, and synthesis of saturated and unsaturated hydrocarbons, an introduction to stereochemistry and spectroscopy. Three lectures are scheduled each week. This course is offered in fall semesters.

### CHE 311L - Organic Chemistry I Laboratory

**1 credit** *Prerequisite(s): CHE 124 and CHE 124L* with a grade of C- or higher.
*Corequisite(s): CHE 311*
Students are introduced to fundamental techniques used in the synthesis and characterization of organic compounds. Students gain hands-on experience in the application of processes/reactions discussed in lecture. One three-hour laboratory period is scheduled each week. This course is offered in fall semesters. A course fee may apply.

### CHE 312 - Organic Chemistry II

**3 credits** *Prerequisite(s): CHE 311 and CHE 311L* with a grade of C- or higher.
*Corequisite(s): CHE 312L*
A continuation of CHE 311, the course is required for students majoring in the sciences. Coverage includes investigating the structure, properties, reactions, synthesis, and spectroscopy of aromatic hydrocarbons, and the functional groups found in organic chemistry. There are three

lectures scheduled each week. This course is offered in spring semesters.

### CHE 312L - Organic Chemistry II Laboratory

**1 credit** *Prerequisite(s): CHE 311 and CHE 311L* with a grade of C- or higher.
*Corequisite(s): CHE 312*
Laboratory course further investigates the properties and reactions discussed in lecture. Spectroscopic methods commonly used in organic chemistry are used for characterizing and identifying reaction products. Students are also introduced to an overview of functional group identification using organic qualitative analysis. One three-hour laboratory is scheduled each week. This course is offered in spring semesters. A course fee may apply.

### CHE 329 - Directed Study: Readings or Research

**3 credits** *Prerequisite(s): Permission of faculty member and Dean*
Designed for small groups of students to pursue in-depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed. A course fee may apply.

### CHE 330 - Environmental Chemistry

**3 credits** *Prerequisite(s):* CHE 311 and CHE 311L with a grade of C- or higher.
*Corequisite(s):* CHE 330L
It is a one-semester course that explores the fundamentals of environmental chemistry. Topics covered include: the ozone layer, photochemical smog, acid rain, radon, the greenhouse effect, climate change, energy sources, pesticides, the chemistry of natural water systems, types of water contamination and remediation, bioaccumulation, heavy metals, and waste disposal. Three hours of lecture are scheduled each week.

### CHE 330L - Environmental Chemistry Lab

**1 credit** *Crosslisted:* with a grade of C- or higher.
*Prerequisite(s): CHE 311 and CHE 311L* with a grade of C- of higher.
*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.

### CHE 429 - Advanced Directed Study and Research

**1-3 credits** *Prerequisite(s): Permission of faculty member and Dean*
Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed. A course fee may apply.

### CHM 1025 - General Chemistry I

**3 credits** *Prerequisite(s): MAT 128 or higher, or permission of instructor*
*Corequisite(s): CHE 123L*
This course is required for students majoring in the sciences. It is the first half of a two-part fundamentals course that emphasizes atomic and molecular structure, the periodic law, gas laws, mass and energy relationships, and chemical bonding. Three hours of lecture are scheduled each week.
*Note:* Florida Statewide Course Numbering System

### CHM 1025L - General Chemistry I Laboratory

**1 credit** *Prerequisite(s): MAT 128 or higher, or permission of instructor*
*Corequisite(s): CHE 123*
This is a laboratory course designed to provide students with hands-on experience in the application of the fundamentals covered in lecture. There is one three-hour laboratory scheduled each week. A course fee may apply.
*Note:* Florida Statewide Course Numbering System

## Communication

### CMS 101 - Introduction to Communication and Media Studies

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

### CMS 205 - Dynamic Presentations

**3 credits** *Crosslisted: SPH-221*
This course teaches students how to give effective professional presentations in both face-to-face and online contexts. Students will examine the relevant theory and best practices to give public speeches and small group presentations.

### CMS 210 - Video Production

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

### CMS 220 - Radio Practicum I

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

### CMS 221 - Communication Pre-Internship

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

### CMS 301 - Applied Communication Theory

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

### CMS 303 - Interpersonal Communication

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

### CMS 305 - Visual Design

**3 credits**
*Crosslisted: ENG-450*
In this course students will be introduced to how organizations use graphic design. Students will learn about the principles and practices of graphic design in the context of

business in addition to learning industry standard graphics software. Students will apply their skills and knowledge by creating original content in this course.

### CMS 310 - Post-Production

**3 credits**

*Prerequisite(s):* CMS 210

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

### CMS 312 - Branding Design

**3 credits** *Prerequisite(s):* CMS 305

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

### CMS 323 - Strategic Communication

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

### CMS 324 - Public Relations

**3 credits**

*Prerequisite(s): CMS 101*

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

### CMS 330 - Podcasting

**3 credits**

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

### CMS 335 - Digital Photography

**3 credits** *Crosslisted: ART-226*

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

### CMS 340 - Negotiation Strategies

**3 credits** This upper division course explores negotiation and introduces students to both theories and practical skills for navigating successful deal making and conflict resolution.

### CMS 355 - Writing for Online Media

**3 credits**

*Crosslisted: ENG-310*

*Prerequisite(s):* ENG 122

In this course students will learn the strategy and practice of writing for various online media including blogs, websites, social media, and videos. Students will learn the importance of secondary content,

design, and images in these media. There is a focus on how organizations use communication in online media to create messages and engage audiences. Students will apply their skills and knowledge by creating original content in this course.

### CMS 410 - Digital Literacy

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

### CMS 425 - Communication Internship

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

### CMS 430 - Digital Portfolio

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

### CMS 498 - Senior Capstone

**3 credits** *Prerequisite(s): CMS 101, CMS 221, CMS 410, and CMS 430*
This course is the capstone for the communication major. Students will work together to create a campaign that includes multiple components (for example text, pictures, video, graphics, or audio). The campaign will address a challenge or issue facing an organization. Students will hone their skills from the major to create an effective and cohesive campaign. Offered spring semester.

## Computer Science & Information Systems

### COM 100-400 - Special Topics

**1-3 credits** *Prerequisite(s): Permission of department chair and Dean*
A variable-content course in computer studies designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

### COM 111 - Introduction to Artificial Intelligence

**3 credits** This course will cover historical evolution of AI, core definitions (AI vs. Machine Learning vs. Deep Learning), and how AI "thinks" (searching, logic, and data patterns). Students will be able to identify AI's role in daily life and explain the basic mechanics of how models are trained without needing to write code.

### COM 140 - Basic Computer Skills

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

accredited higher education institution. Course fee may apply.

### COM 203 - Computer Systems

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

### COM 204 - Programming Logic and Design

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

### COM 207 - Programming in C/C++

**3 credits** *Prerequisite/Corequisite: COM 203*

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

### COM 209 - Programming in Java

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

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

### COM 211 - Responsible Artificial Intelligence

**3 credits** *Prerequisite(s):* COM 111

This course explores the ethical, legal, and societal dimensions of Artificial Intelligence (AI), focusing on how to design, develop, and deploy technologies that align with human values. Students will move beyond "just making it work" to investigate the critical pillars of Responsible AI: fairness, accountability, transparency, privacy, and safety.

### COM 212 - System Administration

**3 credits** *Prerequisite(s): None*

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

### COM 215 - Principles of Networking

**3 credits** *Prerequisite(s):* COM 203

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

### COM 217 - Theoretical Foundations of Computer Science

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

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

### COM 221 - Fundamentals of Cybersecurity

**3 credits** *Prerequisite(s):* COM 215

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

### COM 222 - Applied AI & Generative Tools

**3 credits** *Prerequisite(s):* COM 111

This course provides a comprehensive, hands-on introduction to the rapidly evolving field of Artificial Intelligence and its practical applications using Generative AI tools. Designed for students across all disciplines, the course focuses on using AI to enhance individual productivity, streamline professional workflows, and solve complex problems.

### COM 225 - Penetration Testing and Counter Measures

**3 credits** *Prerequisite(s):* COM 221

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

### COM 233 - AI Applications in Business

**3 credits** *Prerequisite(s):* COM 111

This course explores how Artificial Intelligence (AI) is transforming the modern business landscape, focusing on the strategic integration of AI to drive innovation and competitive advantage.

### COM 301 - Algorithms and Data Structures

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

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

### COM 302 - Python Programming

**3 credits**

*Prerequisite(s):* COM 209

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

### COM 303 - Human Computer Interaction

**3 credits**

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

A comprehensive study of techniques in design and implementation of user interfaces engineering. Topics include the foundation of human-computer interaction and interface related to software lifecycle,

building a graphic user interface engineering, interaction devices and technologies, human-computer dialogue, cognitive models, usability, the design and development process, user interface management systems (UIMS), interface style and techniques, user learning, and diversity in interaction styles.

### COM 309 - Network Theory and Design

**3 credits** *Prerequisite(s): COM 203*

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

### COM 312 - Computer Architecture

**3 credits** *Prerequisite(s): COM 203*

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

### COM 315 - Decision Support Systems

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

### COM 320 - Systems Analysis and Design

**3 credits** *Prerequisite(s): COM 203*

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

### COM 327 - Business Information Systems

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

This course in an introduction to management information systems, the five components of Business Information Systems, and their strategic role in supporting and transforming modern organizations and management activities. Topics include role of information systems in business, fundamentals of information technology - hardware, software, communications and computer networks, databases and enterprise systems; ethical issues in the information age, as well as issues of globalization, social impact, privacy and security. The course also covers fundamentals of business intelligence tools and techniques used to analyze data as part of driving informed business decisions.

### COM 329 - Directed Study or Research

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

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

### COM 330 - Database Concepts and Programming

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

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

database administrator will be studied. Course fee may apply.

### COM 333 - Web Design and Information Resources

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

### COM 340 - Introduction to Internet Applications

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

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

### COM 355 - Systems Security

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

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

### COM 405 - Operating Systems

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

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

### COM 416 - Introduction to Information Security

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

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

### COM 420 - Disaster Recovery

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

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

### COM 424 - Information Technology and Project Management

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

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

### COM 425 - Computer Information Systems Internship

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

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

### COM 429 - Advanced Directed Study and Research

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

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

### COM 430 - Software Engineering

**3 credits**

*Prerequisite(s): COM 209 or an equivalent programming language course*

This course presents a variety of different view of the software development process, considering all important process models as well as system analysis and design methods with an emphasis on object-oriented techniques. Concepts, procedures, techniques and methods that enable a software team to assess software quality and manage and control a software development project are also discussed.

### COM 435 - Software Requirements Engineering

**3 credits** *Prerequisite(s):* COM 430

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

### COM 437 - Mobile Application Development

**3 credits**

*Prerequisite(s):* COM 209

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

### COM 440 - Software Architecture

**3 credits** *Prerequisite(s):* COM 430

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

### COM 445 - Software Quality Assurance

**3 credits**

*Prerequisite(s):* COM 209

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

### COM 450 - Network Defense and Security

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

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

### COM 452 - Computer Forensics

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

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

### COM 460 - Internet/Intranet Security

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

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

### COM 465 - Artificial Intelligence

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

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

### COM 470 - Management and Ethics of Cybersecurity

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

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

### COM 475 - Penetration Testing

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

An introduction to simulating real world attacks to expose the vulnerabilities of an organization without damaging the available services or assets. This course

covers computer security techniques required to prevent or mitigate attacks.

### COM 496 - Software Engineering Capstone

**3 credits**

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

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

### COM 497 - Computer Science Capstone

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

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

### COM 498 - Advanced Computer Skills

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

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

## Criminal Justice

### CCJ 2020 - 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.

*Note:* Florida Statewide Course Numbering System

### CJE 2641 - 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.

*Note:* Florida Statewide Course Numbering System

### CJE 2670 - 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.
*Note:* Florida Statewide Course Numbering System

### CJL 1000 - Introduction to Law and the Legal System

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

### CRM 123 - Introduction to Law and the Legal System

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

### CRM 220 - Survey of the Criminal Justice System

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

### CRM 222 - Introduction to Homeland Defense

**3 credits** *Crosslisted: POL 222*
This class is designed to help students understand the Department of Homeland Security (DHS). It provides a comprehensive overview of the department's history, mission, organization, and programs designed to reduce America's vulnerability to attack and to quickly recover from disaster.

### CRM 230 - Introduction to Crime Scene Investigation

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

### CRM 231 - Forensic Science and Criminal Justice

**3 credits** *Prerequisite(s): CRM 230*
This course is a comprehensive overview of those areas of practice that are useful for determining the evidential value of a crime scene and other crime-related circumstances. The major contributions to the development of the use of the forensic

sciences in criminal prosecution will be presented. The student who successfully completes this course will have obtained a working knowledge in this field and will understand the principles and techniques needed to identify or compare physical evidence in a criminal investigation.

### CRM 300 - Special Topics

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

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

### CRM 301 - Leadership and Management in Criminal Justice

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

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

### CRM 302 - Critical Incidents in Policing

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

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

### CRM 303 - Legal Issues in Criminal Justice Administration

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

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

### CRM 321 - Substantive Criminal Law

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

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against persons, habitation, property, the public order, and morals.

### CRM 322 - Law of Criminal Procedure

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

This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships among the U.S. Constitution, courts, and criminal procedure. Topics covered include remedies for state law-

breaking, initial police-citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea, and post-sentencing considerations.

### CRM 323 - Criminal Investigation

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

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

### CRM 328 - Drugs, Society, and Human Behavior

**3 credits** *Crosslisted: SSC 328*
*Prerequisite(s): CRM 123 and CRM 220*

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

### CRM 330 - Organized Crime

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

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

### CRM 331 - White-Collar Crime

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

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

### CRM 332 - Terrorism

**3 credits** *Crosslisted: POL 332*
*Prerequisite(s): CRM 123, and CRM 220*

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

### CRM 333 - Violent Crime

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

This course is a comprehensive overview of the problems and types of violent crime occurring in the United States. Course analysis includes youth gang violence, serial

homicide, mass murder, domestic violence, and sexual battery in contemporary society. The nature and extent of these deviant acts along with official reports and surveys that provide measurement techniques of violent crime will be detailed. Included will be coverage of law enforcement, prosecution, and correctional efforts aimed at curtailing violent crime.

### CRM 335 - Serial Killer and Mass Murders Myth or Reality

**3 credits**

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

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

### CRM 341 - History and Science of Criminal Identification

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

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

### CRM 342 - Evidence Collection and Preservation

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

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

### CRM 343 - Bodily Fluids as Evidence

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

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

antigen-antibody reactions, and presumptive blood and presumptive seminal fluid testing; and the history of DNA analysis and its modern-day evidentiary value.

### CRM 344 - Scientific Writing and Courtroom Testimony

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

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

### CRM 350 - Criminal Justice Ethics

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

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

### CRM 351 - Forensic Photography

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

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

### CRM 355 - Stress Management in Law Enforcement

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

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

### CRM 361 - Legal Issues in Counter-Terrorism

**3 credits** *Crosslisted: POL 361*
*Prerequisite(s): CRM 123 and CRM 220*

This course provides a comprehensive overview of legal issues attendant to international terrorism. In particular, students will examine the "War on Terror" and the tension between approaches based on criminal law enforcement versus a

military or warrior basis. A special emphasis will be placed on the interrelationship between United States law and international law and agreements. The course will address current efforts in counter-terrorism, with special emphasis on recent federal prosecutions for terrorist acts or aiding terrorist organizations. As a criminal justice course, this study will include historical and political information and current, relevant information on counter-terrorism objectives and methods.

### CRM 363 - Exploitable Weaknesses in Terrorist Organizations

**3 credits** *Crosslisted: POL 363*
*Prerequisite(s): CRM 123 and CRM 220*
This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. The course will examine exploitable weaknesses of terrorists; terrorist typology; human factors as applied to terrorists; modus vivendi of terrorists; conspiratorial association theorems; weaknesses of terrorist groups; and proactive measures in support of terrorist investigations. The course will address current efforts in counter-terrorism, with special emphasis on the federal and state responses. As a criminal justice course, this study will consist of a hybrid of historical and political information and current, relevant information on counter-terrorism objectives and methods.

### CRM 365 - Local Response to Terrorism

**3 credits** *Crosslisted: POL 365*
*Prerequisite(s): CRM 123, and CRM 220*
This course provides a comprehensive overview of the need to plan for the possibility of a terrorist event on the local level. A terrorist event could take place that restricts or retards the state and federal government's response to a local community. The course will give the student the tools needed to prepare a local agency for immediate response to an event in his or her community. The course will give an introduction to the National Incident Management System and will provide the student with the information necessary to ensure local government compliance with federal law.

### CRM 367 - International Sex Trafficking of Women and Children

**3 credits** *Prerequisite(s): CRM 123 and CRM 220*
This course will examine the existing scholarly research available on the international sex trafficking of women and children. It will also review what is presently being done by law enforcement agencies around the world to cope with the problem. It will consider the psychological and physical impact these crimes have upon the victims, as well as the efforts by mental health workers to assist them. Finally, it will examine the efforts of both governmental and non-governmental agencies throughout the world to address the problem of sex trafficking of women and children.

### CRM 370 - Juvenile Justice

**3 credits** *Prerequisite(s): CRM 123, and CRM 220*
This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem; the measurement of official delinquency; unofficial accounts of delinquency; the role of the family, schools, and peers; an overview of the juvenile justice process including law enforcement, courts, and corrections; and efforts towards delinquency prevention and prediction.

### CRM 372 - Introduction to Community Policing

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

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

### CRM 375 - Supreme Court: Myth or Reality

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

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

### CRM 405 - Behavioral Issues in Criminal Justice

**3 credits**

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

Students will identify and assess personality disorders behaviorally observed while applying reliable theories that support policies and administrative protocol for their departments. Students will recognize psychological concepts, relevant theoretical dynamics and cultural influences for dealing with dysfunctional behaviors in fellow employees and their service population.

Methods for identifying and assessing human behaviors that are valid and reliable will be presented. Topics and areas of focus will include biological and psychological behaviors, emotional intelligence, psychopathology, and the utilization of personality inventories for completing employment screening and promotional assessments.

### CRM 409 - Leadership and Ethics in Criminal Justice

**3 credits**

This course examines the ethical issues relevant to the administration of criminal

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

### CRM 413 - Planning & Financial Management for Criminal Justice

**3 credits**

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

### CRM 415 - Personnel Management for Law Enforcement Professionals

**3 credits**

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

### CRM 417 - Law Enforcement Organization and Administration

**3 credits**

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

### CRM 418 - Law Enforcement Organization Theory and Design

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

### CRM 419 - Police Organization and Administration

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

This course is designed to be a comprehensive overview of police organization and administration in the United States. The history of police administration and the evolution of policing as a profession will be thoroughly explored. Current and future trends in law

enforcement will be discussed in detail. Emphasis will be placed on police personnel issues and the leadership skills required to manage a professional police organization. The student will be exposed to the past, the present, and the future of police administration in this country.

### CRM 421 - Managing Projects for Law Enforcement Personnel

**3 credits**

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

### CRM 422 - Law Enforcement Systems

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

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

### CRM 423 - Planning & Strategic Management for Law Enforcement

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

### CRM 424 - Academy Field Placement

**6 - 12 credits**

*Prerequisite(s):* Senior standing, 2.5 GPA or higher and permission of the Department Chair.

The Academy Field Placement is designed to give criminal justice majors the opportunity to attend an Academy to receive job-related training at the entry level for criminal justice positions. The curriculum is prescribed by the Police Officer/Detention Officer Standards and Training Council (POST) that certifies an individual to meet the minimum state requirements for Certification within a state Law Enforcement/Corrections Academy.

### CRM 425 - Field Placement in Criminal Justice

**6-12 credits** *Prerequisite(s): Senior standing and permission of the departmental chair; 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): CRM 123 and* CRM 220

This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social, and economic correlations of crime. The focus is

on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

### CRM 430 - Correctional Systems

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

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

### CRM 490 - Cold Case - Homicide Investigation

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

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

### CRM 499 - Senior Seminar in Criminal Justice

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

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

### DSC 2003 - Introduction to Homeland Defense

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

*Note:* Florida Statewide Course Numbering System

## Economics

### ECO 100-400 - Special Topics

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

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

### ECO 110HA - UE: Economics for Life

**3 credits** With a focus on the fundamental economic problem of scarcity, this course will prepare students to be effective decision makers. The course focuses on the economic way of thinking that enables individuals to decide how to best allocate

their time, to decide whether to spend their money or save it, and to understand the primary statistics used to measure the well-being of an economy. As a result of this course, students will acquire the critical thinking skills that are not only essential to making everyday choices but are also essential in making major life decisions such as choosing a career or choosing a life partner.

### ECO 201 - Principles of Macroeconomics

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

### ECO 202 - Principles of Microeconomics

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

### ECO 301 - Intermediate Macroeconomics

**3 credits**

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

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

### ECO 302 - Intermediate Price Theory

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

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

### ECO 311 - Analytical Tools for Economics

**3 credits**

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

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

### ECO 333 - International Economics

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

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

### ECO 366 - Money and Banking

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

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

### ECO 411 - Game Theory

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

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

### ECO 412 - Behavioral Economics

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

### ECO 422 - Econometrics

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

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

### ECO 425 - Economics Internship

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

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

### ECO 498 - Senior Seminar in Economics

**3 credits** *Prerequisite(s): A grade of C or better in ECO 301 , ECO 302, ECO 311,and ECO 333.*

This course is designed to integrate previous coursework and focuses on the student's ability to apply economic concepts, methods, and analytical tools in real world scenarios.

### ECO 2013 - Principles of Macroeconomics

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

*Note:* Florida Statewide Course Numbering System

### ECO 2023 - Principles of Microeconomics

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

*Note:* Florida Statewide Course Numbering System

## Education

### EDF 2116 - Human Growth and Development

**3** 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. *Note:* Florida Statewide Course Numbering System

### 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. The 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 the 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*

This 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 301 - Introduction to the Education Profession

**3 credits** This course provides an overview of Florida's educator certification pathways and career options in education in accordance with Florida Statutes. Topics include: key educational philosophies; professional ethics; legal responsibilities, including mandatory reporting for child abuse and neglect; the Florida Educator Accomplished Practices (FEAPs); key instructional practices associated with effective teaching of students with exceptionalities; Florida's state academic standards; and historical, legal, and financial foundations of the Florida education systems. Students will explore effective teaching strategies in classroom management, educational technology, and the foundations of all student learning needs. Includes clinical experiences in a variety of settings.

### EDU 304 - Human Exceptionalities in the Classroom

**3 credits** *Prerequisite(s): EDU 328 or concurrently, junior standing*

This course offers secondary 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 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 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 330 - Mathematics in the Elementary Classroom

**3 credits**

*Corequisite(s):* EDU 301, 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 301, EDU 330, EDU 334, AND EDU 341

*Corequisite(s):* EDU 363 , EDU 339, AND EDU 342

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 learn how to develop evidence-based strategies and practices for native English speakers and for English language learners. Field experience is required.

### EDU 333 - Adolescent Literacy

**3 credits** *Prerequisite(s):* EDU 350

*Corequisite(s):* EDU 363 or EDU 462

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** *Corequisite(s):* EDU 301, *EDU 330, EDU 341*

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 336 - Teaching Reading in the Secondary Content Area

**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 School

**3 credits**
*Prerequisite(s):* EDU 363, EDU 332, EDU 339, *and* EDU 342
*Corequisite(s): EDU 462, EDU 343, and EDU 465*
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 Florida science 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. Field experience is required.

### EDU 339 - Social Studies in the Elementary Classroom

**3 credits**
*Prerequisite(s):* EDU 301, EDU 330, *EDU 334, and EDU 341*
*Corequisite(s): EDU 363, EDU 332, and EDU 342*
This course focuses on the knowledge defined by the Florida Standards in history, geography, government & economics. The roles, rights, and responsibilities of U.S. citizens and ways to support civic engagement are also explored. Students will write and teach lessons and create a social studies integrated unit. Field experience is required.

### EDU 340 - Comprehensive ESOL Strategies

**3 credits** *Corequisite(s):* EDU 333 and EDU 363
This course provides an overview of the five ESOL strands pertinent to teaching English language learners (ELLs). The five areas are (1) Communication and Understanding for English Language Learners (CU), (2) Applied Linguistics (AL), (3) Methods of Teaching English to Speakers of Other Languages (ESOL) (MT), (4) ESOL Curriculum and Materials Development (CM), and (5) Testing and Evaluation of ESOL (TE). This course meets the 60-hour ESOL education requirement for social studies, math, and science teachers, as determined by the Florida Department of Education. A field experience of 20-25 hours is required as a part of the course to work with ELLs in a classroom setting.

### EDU 341 - ESOL Foundations and Applied Linguistics

**3 credits**

*Prerequisite(s): EDU 228*
*Corequisite(s): For Elementary Education & Educational Studies: Education and Children majors: EDU 301*
*For Secondary and Middle Grades English majors: EDU 363*
This course will provide pre-service teachers with knowledge and skills that focuses on developing their knowledge and skills from the ESOL strands from Florida ESOL Teacher Standards (2025) including Communication and Understanding for English Language Learners (ELLs) (CU), Applied Linguistics (AL), Methods of Teaching ESOL (MT), ESOL Curriculum and Materials Development (CM) and Testing and Evaluation of ESOL (TE). The focus of this course is on the following topics: learning of academic content and language for ELLs specifically how to collaborate with families, schools, and larger communities to engage ELL's families in supporting their children's education and encourage parental rights and involvement, applied linguistics and understanding language as system, methods of teaching ESOL and ESOL requirements and practices including the identification, instruction, planning and standards-based instruction for ELLs, as well as identifying appropriate accommodations for assessments and progress monitoring tools to evaluate ELLs. A field experience of 20 hours working with ELLs over the course of the semester is a required part of this course.

### EDU 342 - ESOL Applications

**3 credits** *Prerequisite(s): For Elementary and Middle Grades English majors: EDU 341*
*Corequisite(s): For Elementary and Middle Grades English majors:* EDU 363 or EDU 462
This course assesses the Communication and Understanding for English Language Learners (ELLs) (CU), Methods of Teaching (MT), ESOL Curriculum and Materials Development (CM), Testing and Evaluation (TE) ESOL strands from Florida ESOL Teacher Standards (2025). The course will cover topics related to the learning of academic content and language for ELLs, methods of teaching and ESOL requirements and practices including knowledge of Florida's educational statutes and rules in the identification, instruction, and progress monitoring of ELLs. Additionally, the course will cover English language acquisition and development and applying evidence-based practices to deliver instruction that supports and accelerates English language acquisition, as well as standards-based instruction for ELLs to meet the needs of varying English proficiency levels. The course will also assess critical knowledge in the key factors and considerations for assessment of ELLs. A field experience of 25 hours working with ELLs over the course of the semester is a required part of this course.

### EDU 343 - Reading Across the Curriculum

**3 credits**
*Prerequisite(s): EDU 332, EDU 342, EDU 339, and EDU 363*
*Corequisite(s):* EDU 339, EDU 462, and EDU 465
This course introduces elementary education majors to the theoretical and practical issues involved in teaching the reading skills necessary for success in various content areas, such as science, social studies, and mathematics. Topics will include literacy in the elementary classroom, assessment, technology and literacy, strategies for vocabulary and meaning instruction, study skills, and writing in the content areas.

### EDU 350 - Middle 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 352 - ESE Foundations

**3 credits**

*Prerequisite(s):* EDU 226

This course offers elementary education students a multidisciplinary view of exceptionalities in the general education classroom 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 research based instructional strategies for students with exceptionalities are highlighted.

### EDU 363 - Seminar 2: Planning

**3 credits** *Prerequisite(s):* EDU 322 , EDU 330, EDU 334, and EDU 341

*Corequisite(s):* EDU 339, EDU 342, and EDU 332

This course focuses on planning, teaching, and evaluating lessons effectively using Florida's Curriculum Framework and Bloom's Taxonomy, with emphasis on direct instruction and the integration of physical movement, music and art. Students will also be exploring how to manage today's classroom through an examination of restorative practices for positive classroom management.

### EDU 370 - Brain Based Learning in the Digital Age

**3 credits** This course examines the principles of brain-based learning and ways that technology can engage the brain and enhance learning experiences. Integrating cognitive science with instructional technology offers the potential to empower teachers to make decisions that reach more learners in more ways, thereby increasing student achievement.

### EDU 409 - Str2eam in Early Childhood

**3 credits**

This course examines developmentally appropriate methods for early childhood teachers to integrate $STR^2EAM$ concepts with young children. Science, technology, reading, religion, engineering, art, and math are concepts that may be combined to enhance children's content understanding. Real-world application through inquiry and exploration will provide students authentic ways to present inter-disciplinary concepts for young learners.

### EDU 425 - Educational Management and Organization

**3 credits**

*Prerequisite(s):* EDU 322 or EDU 344

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.

### EDU 427 - Educational Assessment

**3 credits** *Prerequisite(s):* EDU 363, *EDU 450/455 (or concurrently); senior standing or permission of department chair*

This course builds on assessment introduced in earlier methods and practice. 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 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 462

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; rubrics; and using peer feedback. It is a required course for all Middle Grades and Secondary Education majors, all content specializations.

### EDU 451 - English/Language Arts Methods in the Middle and Secondary School

**3 credits** *Prerequisite(s): EDU 226 and EDU 350*
*Corequisite(s): EDU 333 and EDU 363*

This course examines effective methods for teaching English Language Arts in middle and secondary classrooms by utilizing the ELA B.E.S.T. Standards and the 2025 Florida Teacher Standards for English for Speakers of Other Languages (ESOL) to plan, deliver, and evaluate effective English Language Arts instruction in middle and secondary classrooms. Students in this course will design and teach standards-based lessons, implement evidence-based strategies, differentiate for students including ELL students, and use assessment data to inform instruction. Requirements include a two full lesson plans with peer critique and practicum implementation, five focused ELA mini-lessons, reflective journaling, and a research-based strategy collection. Emphasis is placed on supporting literacy development, academic discourse, and access to grade-level ELA content for all learners, including ELL students.

### 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 Florida 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 Florida 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 Florida 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 462 - Seminar 3: Integration

**3 credits** *Prerequisite(s):* EDU 363 and must have passed all sections of the FCTE Exam
*Corequisite(s):* EDU 338, EDU 343, and EDU 465

Elementary education majors enroll in EDU 462 as part of their third block of study. This course integrates best practices related to creating welcoming classroom environments to optimize learning. Students will explore effective teaching aspects to meet the needs of all learners. Students will deepen their knowledge of the various learners in classroom settings while developing dispositions that embrace strategies to differentiate to meet the needs of all students. Emphasis will be on

cooperative learning, differentiation, lesson planning, reflective practice, and identifying school and community needs. Additionally, the course assesses ESOL standard CM.2 as teachers learn how to use technological tools and benchmarks-aligned resources to effectively meet the needs of ELLs at varying English proficiency levels. Extensive professor feedback characterizes this course as students prepare for their final internship in the next block of courses.

### EDU 465 - Instructional Strategies for Teaching Diverse and Exceptional Learners

**3 credits** *Prerequisite(s):* EDU 352

This course presents the practical application of K-12 instructional strategies for working with students identified as exceptional learners. Students will learn to apply accommodations as identified in K-12 student IEPs, differentiate instruction for K-12 students with specific learning disabilities / disorder and monitor student progress during interventions. Furthermore, students will retrieve RtI data and use it to develop interventions for student success.

### EDU 480 - Internship

**6 - 9 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 must have attempted the SAE and PED parts of the Florida Teacher Certification Exam.*

*Corequisite(s): EDU 481*

This is the culminating, full-time, classroom teaching experience, under the supervision of a qualified mentor teacher and a university supervisor. Final interns will apply the knowledge and skills acquired in their course work and previous practicum experiences in preparation for a career as a professional educator. The final internship requires a time block coinciding with the daily schedule of the mentor teacher, approximately 7.5 hours each weekday, for the duration of the university semester. The internship is open only to seniors who have applied and been approved for student teaching through the Education Department. This is a pass/fail course.

### EDU 481 - Seminar: Final Internship--Synthesis

**3 credits**

*Prerequisite(s): All EDU coursework except EDU 428 , which may be taken concurrently with EDU 480/481.*

Senior standing; 2.5 minimum GPA; Must have attempted all portions of the Florida Teacher Certification Exam prior to application for final internship.

*Corequisite(s): EDU 480.*

The three-credit hour senior seminar (EDU 481) focuses on synthesizing the knowledge base gained during course work with the experiences of final internship. Students will collaboratively problem-solve concerns arising from the fieldexperience and participate in activities designed to prepare them for employment as a professional educator. Students will demonstrate knowledge of assessments and data analysis in the implementation of a research-based plan of instruction for their K-12 students. Elementary Education and Middle Grades English majors will demonstrate knowledge of the competencies of reading as set forth by the Florida Department of Education. Students enrolled in EDU 481 will participate in Professional Learning Communities (PLCs), utilizing special topic texts, engage in role-playing and simulations to problem-solve difficult classroom scenarios, and build a

repertoire of strategies for resolving challenging student behaviors.

### EEC 3228 - 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.

*Note:* Florida Statewide Course Numbering System

### EME 2041 - Educational Technology

**3** *Prerequisite(s): Sophomore standing required.*

This 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.

*Note:* Florida Statewide Course Numbering System

## Emergency Management

### EME 201 - Principles and Practices of Emergency Management

**3 credits** An examination of the principles and practices of emergency management, to include the history and evolution of the profession. Students will explore the nature and organization of emergency management systems in the public and private sectors and understand the various phases of emergency management. The course will also examine the political issues and legal framework impacting the field, as well as existing relationships between local, State, and federal governments and agencies.

### EME 210 - Emergency Management Planning

**3 credits** This course will explore various aspects of emergency planning, and how the discipline fits in within the field of emergency management. Students will examine the components of a comprehensive emergency plan, principles and practices that guide the planning process, applicable governmental mandates, and resources that can be used in developing the plan. The course will emphasize the importance of fostering a successful emergency planning environment, analyzing and selecting protective actions, identifying structures and systems for managing emergencies, implementing effective strategies for communicating the plan, as well as considering emergency plans as living documents that must be reviewed and revised on a regular basis.

### EME 215 - Hazard Identification, Vulnerability Analysis and Mitigation

**3 credits** This course explores various natural and human-made hazards, how hazards differ from disasters, and the types of costs associated with disasters. Students will identify the role of federal, State, and local government in mitigating hazards, and how the private sector can contribute to building community resilience. Students will examine the process of identifying hazards and assessing vulnerability, explain various mitigation tools and techniques, and assess strategies for reducing vulnerability. Students will also understand

the importance of building a "Whole Community" coalition for building a culture of disaster resilience.

### EME 220 - Community Risk Reduction for Fire and Emergency Services

**3 credits** This course provides a theoretical framework for the understanding of the ethical, sociological, organizational, political, and legal components of community risk reduction. Students will identify and develop community risk reduction intervention strategies and examine various methods for the development of a comprehensive community risk reduction plan.

### EME 225 - Principles of Fire and Emergency Services

**3 credits** This course provides an overview of fire protection and emergency services. Students will examine career opportunities in fire protection and related fields; fire loss analysis, the culture and history of emergency services; the organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics, and; life safety initiatives.

### EME 310 - Disaster Response and Recovery

**3 credits** This course will explore various principles and practices related to disaster response and recovery operations. Students will examine the nature, prevalence, and consequences of disasters, as well as hazard types and their interaction with each other. The course will also explore the role and responsibilities of local, State, and federal government agencies, NGOs, and citizen volunteers, and why coordination and collaboration is essential for achieving success. Various approaches to response and recovery operations will be examined, to include strategies and programs for facilitating mitigation.

### EME 315 - Interagency Disaster Management

**3 credits** This course will examine various disaster events to illustrate the high levels of communication, coordination, and collaboration that are necessary among responding agencies when disaster strikes. The course will explore the guiding principles, strategies, operating structures, and technologies in place for effective disaster management, as well as the roles and responsibilities of disaster participants. Through the use of case studies and in-class exercises, students will examine the National Incident Management System, the National Response Framework, the Incident Command System, and other guidance and policy documents. Students will also assess potential issues with interagency disaster response, and identify applicable leadership and management interventions to solve problems.

### EME 320 - Fire Prevention Organization and Management

**3 credits** This course will introduce students to various concepts, principles, and methods for the effective leadership of comprehensive fire-prevention and risk-reduction programs. Students will examine policies, procedures, and outcomes of successful fire-prevention efforts, and explore historical events and their influence on fire prevention. The course will also provide an overview of applicable local, State, and federal resources.

### EME 325 - Social Impact of Disasters

**3 credits** This course explores the social impact that disasters have on individuals, families, organizations, and communities. Disaster case studies will be used to identify various aspects of social vulnerability, to include the social, political, and economic impact that this has had on communities over the years. Students will examine various topics such as socially vulnerable groups, how these groups have been impacted by disaster, community responses to disaster, the role of NGOs in times of crisis, as well as societal expectations of government. The course will help students to understand the importance of building capacity and community resilience.

### EME 330 - Terrorism and Emergency Management

**3 credits** This course provides an overview of domestic and international terrorism, and how associated threats and risks impact both homeland security and emergency management. The course will examine topics such as terrorist groups and their methods, counter-terrorism measures, critical infrastructure protection, border security issues, as well as legal and political responses to the terrorist threat. Case studies will be used to illustrate the challenges facing all levels of government and the private sector in responding to various terrorist threats, and to identify best practices in the field. The course will emphasize the importance of applying a comprehensive emergency management framework to terrorism.

### EME 335 - Crisis Communication and Social Media

**3 credits**

An analysis of the principles and practices of crisis communications, and the impact that social media continues to have on emergency management. The course will focus on identifying and applying lessons learned from various incidents to achieve effective crisis communications and develop successful crisis leadership. Students will assess the uses and functions of social media, design strategies for social media sites in emergency management, as well as challenges and opportunities in this increasingly important area.

### EME 410 - Leadership and Ethics in Emergency Services

**3 credits** This course provides an overview of essential traits and skills that contribute to effective leadership and ethical behavior within the context of emergency management. The course will introduce students to fundamental theories, concepts, and principles of leadership, and how these can be applied to the practice of emergency management. Students will identify leadership strategies that promote a positive work environment, encourages ethical conduct, and builds trust among stakeholders. Students will assess various problem-solving and decision-making models and examine the impact of effective leadership and influence in emergency management.

### EME 415 - Technology in Emergency Management

**3 credits** An examination of the nature and scope of current and emerging technologies in emergency management, and the impact that these technologies are having on the field. The course will explore various technology applications, to include their role in emergency planning, response, recovery, and mitigation efforts. Students will assess the impact that technology has on decision making, and how effective use of technology can help to achieve greater interconnectedness among the emergency

management community. The course will also examine challenges and issues with technology applications and explore strategies for resolving problems.

### EME 420 - Fire and Emergency Services Administration

**3 credits** This course is a progressive primer for students for students interested in fire and emergency services administration. The course focuses on various skills necessary for managing and leading a fire and emergency services department in the 21st Century. These include persuasion and influence, accountable budgeting, anticipation of challenges and the need for change, and using specific management tools for analyzing and solving problems. An important component of the course is how the leadership of a fire and emergency services department develops internal and external cooperation to create a coordinated approach for achieving the department's mission.

### EME 425 - Internship in Emergency Management

**3 credits**

This course is designed to provide students pursuing a degree in emergency management with professional experience in the field. Students will have the opportunity to obtain direct exposure to the daily operations of an emergency management related agency. This is a pass/fail course.

### EME 427 - Managing Critical Incidents and Large Scale Events Security

**3 credits** This course examines the complex nature of critical incidents and large-scale special events, and the dramatic impact that these events can have on organizations and communities. Case studies and after-action reports will be used to identify lessons learned from a multitude of incidents and events. The course will emphasize effective operational, tactical, and strategic planning, and will introduce students to a comprehensive approach to planning, responding to, and managing large-scale special events and high-profile critical incidents. Students will also assess the importance of communication, coordination, and collaboration with various stakeholders.

### EME 430 - Management and Operations

**3 credits** This course will explore the role of Emergency Operations Centers (EOC's), and the coordinating function that they serve for managing complex emergencies and disasters. The course will examine how the EOC mobilizes people and resources to manage critical incidents that typically are beyond the capabilities of a single agency. The organizational structure, essential functions, and types of EOC's will be covered at length. The course will also Identify various characteristics of the Incident Command System (ICS), the various emergency support functions (ESF's), Unified Command (UC), and Joint Information Centers (JIC's). Students will be expected to explain the importance of effective leadership, coordination, and interagency cooperation during EOC activation.

### FES 2010 - Principles and Practices of Emergency Management

**3** An examination of the principles and practices of emergency management, to include the history and evolution of the profession. Students will explore the nature and organization of emergency management systems in the public and private sectors, and understand the various phases of emergency management. The course will also examine the political issues and legal framework impacting the field, as well as existing relationships between local,

State, and federal governments and agencies.
*Note:* Florida Statewide Course Numbering System

### FES 2232 - Community Risk Reduction for Fire and Emergency Services

**3 credits** This course provides a theoretical framework for the understanding of the ethical, sociological, organizational, political, and legal components of community risk reduction. Students will identify and develop community risk reduction intervention strategies and examine various methods for the development of a comprehensive community risk reduction plan.
*Note:* Florida Statewide Course Numbering System

### FES 2850 - Emergency Management Planning

**3 credits** This course will explore various aspects of emergency planning, and how the discipline fits in within the field of emergency management. Students will examine the components of a comprehensive emergency plan, principles and practices that guide the planning process, applicable governmental mandates, and resources that can be used in developing the plan. The course will emphasize the importance of fostering a successful emergency planning environment, analyzing and selecting protective actions, identifying structures and systems for managing emergencies, implementing effective strategies for communicating the plan, as well as considering emergency plans as living documents that must be reviewed and revised on a regular basis.
*Note:* Florida Statewide Course Numbering System

### FFP 2000 - Principles of Fire and Emergency Services

**3 credits** This course provides an overview of fire protection and emergency services. Students will examine career opportunities in fire protection and related fields; fire loss analysis, the culture and history of emergency services; the organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics, and; life safety initiatives.
*Note:* Florida Statewide Course Numbering System

## English

### ENG 100-400 - Special Topics

**1-3 credits** *Prerequisite(s): Permission of faculty member and Dean/Center Director*
A variable-content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered annually.

### ENG 110 - How to Write Well

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

### ENG 111 - Academic Learning Lab I

**2 credits** This course is designed to support the academic development of Bridge

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

### ENG 112 - Academic Learning Lab II

**3 credits** *Prerequisite(s):* ENG 111 or enrollment in the fast-track program.
This project-based course is designed to support the academic development of the international students enrolled in the second-semester of Bridge Program course sequence. While working on the course projects, the students will have the opportunities for: (1) active use of Saint Leo Campus, library, and online resources for academic purposes; (2) further development of academic writing skills; (3) effective presentation of the results of academic research in writing; (4) guided reflection on their language acquisition process and academic skills development.

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

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

### ENG 115 - College Reading I

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

### ENG 117 - College Reading II

**3 credits**
*Prerequisite(s):* ENG 115 or enrollment in the fast track Bridge Program.
This course aims to support the development of key reading skills and the application of effective reading strategies of the international students enrolled in the second-semester of Bridge Program course sequence. During the course, students will involve in active reading of college-level texts, examination of text organization patterns, identification of main and supporting ideas, and analysis of the connections of ideas presented in the texts. The texts included in the course focus on topics of high interest for international students such as multiculturalism, language acquisition, health, and global environment.

### ENG 118 - Composition for Speakers of Other Languages

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

### ENG 119 - Composition for Advanced Speakers of Other Languages

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

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

**3 credits** This course is designed to improve the academic listening and speaking skills of non-native speakers of

English. Emphasis is on note-taking and presentation skills.

### ENG 121 - UE: Rhetoric and Composition

**3 credits** *Prerequisite(s):* ENG 110 or satisfactory score on the English Placement Test

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

### ENG 122 - UE: Academic Writing

**3 credits** *Prerequisite(s): ENG 121*

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

### ENG 199 - Introduction to the English Portfolio

**1 credit** *Prerequisite(s):* ENG 121

In this course, students from each of the English specializations will be introduced to the general concept of the English Portfolio and learn how the portfolio functions professionally in their chosen specialization beyond the bachelor's degree. They will learn key functions of the portfolio platform that they will maintain throughout their program. Cohorts will increase critical and creative thinking skills through course discussion of the English Portfolio.

### ENG 202 - Being a Writer

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

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

### ENG 205 - Introduction to Professional Writing

**3 credits**

*Prerequisite(s): ENG 122*

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

Good writers and editors can put their skills to use in a myriad of professional careers, including public relations, book and

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

### ENG 210CL - UE: Love and Desire in Literature

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

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

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

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

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

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

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

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

### ENG 220 - Introduction to Literary Study and Research

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

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

### ENG 225CL - UE: Intro to Creative Writing

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

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

### ENG 227 - Basic Journalistic Writing

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

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

### ENG 228 - Technical Writing and Communication

**3 credits** This course exposes students across different majors to the process of creating, shaping, and communicating technical information so their readers can use it safely, effectively, and efficiently. The main focus is to teach students how to use critical thinking and rhetorical skills to

create effective technical and professional written and oral information for a specific audience/s in a variety of media within differing professional communities, such as healthcare, computer science, and data analysis. The course will focus on content creation, rhetorical analysis, and performance and real-time interactions/engagement with users/readers. Students will gain practical experience while developing insight into a variety of communication that can be taken into their professional careers. Through out-of-class and in-class exercises/projects, presentations, and discussions, students will develop skills that provide first-hand experience in creating written and oral content in real-world situations.

### ENG 230 - Rhetoric in Writing

**3 credits**

*Prerequisite(s):* ENG 122

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

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

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

### ENG 240 - Reading Everything: An Introduction to Cultural Studies

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

### ENG 310 - Social Media Communications

**3 credits**

*Crosslisted: CMS-355*

*Prerequisite(s):* ENG 122

This course exposes students to social media platforms and their application in the digital world. Students gain practical experience while developing insights into social media that can be taken into their professional careers. Through case studies, out-of-class exercises, and discussions, students develop skills to connect company needs and objectives to social media strategy, platforms, and tactics. Topics include appropriate platforms, creating effective and engaging social media content, content management, social listening, policy, and ethics. Students are provided

first-hand experience in creating content on real-world social media platforms.

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

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

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

### ENG 312 - Foundations of British Literature I

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

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

### ENG 313 - Foundations of British Literature II

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

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

### ENG 315 - Studies in Narrative: Telling Tales in School

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

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

### ENG 316 - Southern Literature

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

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

### ENG 318 - English Pre-Internship

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

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

### ENG 319 - Studies in Speculative Fiction

**3 credits**

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

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

### ENG 320 - Foundations of American Literature

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

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

### ENG 321 - The English Novel

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

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

### ENG 330 - Foundations of American Literature II

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

This course is the second in a sequence of courses in American literature for the English major. The course will focus on American literary history from 1865 to the present. Emphasis is on the relationship between literature and culture during certain historical periods from the post-Civil War period through the present and includes an introduction to realism, naturalism, modernism, and postmodernism in American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG-122 and ENG-220.

### ENG 340 - Topics in Selected Literary Studies

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

Revolving course offerings focusing on literary communities and texts of diverse cultures such as African American literature, Native American literature, and Latin American literature.

### ENG 343 - Major Writer Seminar

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

This discussion-centric course is dedicated to the intensive study of a singular, notable writer, which can vary by offering and instructor. Informed with multi-disciplinary approaches, students will give special attention to selected primary works by the same author, and relevant secondary materials, such as biography, essays by the author, and/or scholarly writings about the texts. Upon completion, students should be able to demonstrate the critical thinking skills of diligent analysis, evaluation, and interpretation regarding the works examined in the form of research, reports, and/or writing assignments. Satisfies the requirement for Group IV of the Literary Studies specialization.

### ENG 345 - Studies in Place: Are We There Yet?

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

Students will read poetry, fiction and nonfiction that explore the essential element of place in this reading and writing intensive creative writing course. Using seminal works from diverse authors as models, students will apply creative writing techniques to craft believable places in their own writing.

### ENG 346 - Literary Conflicts and Conversations

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

This course examines the important conflicts that writers have grappled with from literature's early development through our contemporary time period. As humans have questioned their relationships to self, God, nature, and other humans, literature has explored and answered these debates. Students will engage in these

conversations by exploring diverse literature while developing their skills as readers and writers.

### ENG 349 - History and Literary Movements in Literature

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

A study of Western canonical literature published before the twentieth century that concentrates on a recognized historical age (such as the Renaissance or Victorian era) or literary movement (such as the Romantics or slave narratives).

### ENG 355 - Studies in Voice: What Do You Have to Say?

**3 credits**

*Prerequisite(s):* ENG 122

What makes you sound like you and no one else? This course aims to help students discover what they want to say and how to say it. Students will read seminal and diverse texts as they develop a better understanding of the major elements of three genres, the workshop environment, and most importantly, their own individual writing voice.

### ENG 357 - Reading the Environment in Literature and Film

**3 credits**

*Prerequisite(s):* ENG 122

This course explores a variety of literary and cinematic texts with environmental themes. It considers the role of humans and culture within the environment and connects literary studies with environmental ethics and social justice. Students will become familiar with various ecocritical approaches to literature in order to understand the intersections of globalization, gender, race, and class with environmental issues.

### ENG 398 - English Portfolio Review

**1 credit** In this course, students from each of the English specializations will carefully assess their progress towards completion of their digital English portfolio. All major contributions will be identified, compiled within the chosen platform, and revised accordingly. Students will make brief presentation of their work in progress and will hone peer review skills by critically reading one another's portfolios in progress.

### ENG 410 - Reading the Planet: Comparative Global Literatures in Translation

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

This course - as designated by instructor - is intentionally focused on select comparative, non-Anglophonic figures and cultural texts in translation from diverse geopolitical regions, genres, styles, movements, and epochs. It provides English majors an opportunity to explore both canonical and non-canonical writers and works of significance normally excluded from the British and American foundation courses, encourages an array of eclectic critical approaches, and continues to refine research tools acquired in both ENG-122 and ENG-220. Seminar format. Offered in alternate years.

### ENG 413 - Studies in Early British Literature

**3 credits** *Prerequisite(s): ENG 220 and ENG 312 or ENG 313*

An in-depth focus, as designated by instructor, on select writers (excluding Shakespeare), movements, genres (excluding the novel), or literary periods in British literature from its beginnings to the 20th century. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the foundations of British literature courses and an opportunity to

study authors potentially excluded from the foundations courses. Offered in alternate years.

### ENG 415 - Contemporary Literature's Winners, Losers and Also Rans

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

An intensive study of prose (fiction and nonfiction) and poetry written by award-winning, nominated, and un-nominated but deserving writers. All texts in the class must have been written originally in English and created during the past twenty-five years.

### ENG 416 - Women and Literature

**3 credits** *Prerequisite(s): ENG 220 - Introduction to Literary Study and Research*

A study of works written by and about women within the British and American literary traditions. This course will familiarize students with the contributions of women writers and issues of feminist theory and gender within these traditions.

### ENG 420 - Studies in American Literature

**3 credits** *Prerequisite(s): ENG 220 and ENG 320*

In-depth focus, as designated by instructor, on select writers, movements, genres, or literary periods in the study of American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the foundations of American literature course and an opportunity to study authors potentially excluded from the foundations course. Offered in alternate years.

### ENG 421 - Professional Editing

**3 credits** *Prerequisite(s):* ENG 205 and ENG 230

This is not a lecture-based course. This is a skills-based course, and students are expected to do the real work of editors, which includes research, creative and technical writing, and collaborative work with teams and clients. Professional Editing introduces students to the practice of editing in a business, government, or non-profit environment. Editors play a crucial part in the communication of information in these contexts, and this course will offer students the opportunity to assume the role of editor for various projects. Through hands-on experience with real-world clients, students will learn how to develop objectives for different levels of editing, work with and substantially improve print and visual texts in both print and digital contexts, and effectively establish and maintain relationships with authors and others involved in the production of texts.

### ENG 428 - English Internship

**3 credits** *Prerequisite(s): ENG 318, acceptance to the internship by the chair of the department, and approval by the Dean*

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

### ENG 430 - The Independent Writer

**3 credits**

*Prerequisite(s): ENG 326 , ENG 332 , ENG 334 , or ENG 335*

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

### ENG 435 - Literary Criticism

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

Principles and methods of literary criticism and theory, with application of critical methods to works by representative writers in the Western canon. Offered in alternate years.

### ENG 440 - Selected Topics in Professional Writing

**3 credits** *Prerequisite(s): ENG 205*

A rotating topics course that focuses on particular topics in professional writing, including advanced journalism, professional editing, advanced playwriting, advanced verse writing, and advanced fiction writing. Offered in alternate years.

### ENG 441 - Advanced Journalism

**3 credits**

This course is designed to expand on the knowledge of the basic journalism class. The focus of the course is to not only on improve writing skills in different areas of journalism, such as feature or editorial writing, but also to strengthen interviewing, presentation, and layout skills. It will also delve into the digital when dealing with how to create online, multimedia articles. The class will also learn to work as a team to create and complete various projects both in and out of class.

### ENG 443 - Reading with Pictures: Graphic Novels and Comics as Literature

**3 credits** From prehistoric cave paintings to the daily "funnies" to animated cartoon films and television, storytelling—with visual images—has an extensive historical connection to popular culture. The artistically complex Graphic Novel, a subgenre of sequential art, is part of this long tradition and, like its older relative the Comic Book, it interweaves and negotiates two distinct sign systems, the image and the word, to both entertain and communicate a narrative. In this course, frame by frame, students will learn how to read, translate, and analyze these cultural artifacts while discussing how they are created, how they operate, and how they contribute meaning to the ongoing literary conversation.

### ENG 450 - Desktop Publishing and Design

**3 credits** *Crosslisted: CMS-305*

*Prerequisite(s): ENG 122*

This course will expose students to the essentials of desktop publishing through practical experience. This goal will be accomplished through reading, in-class and out-of-class assignments, quizzes, and tests. Students will learn to create a variety of publications ranging from typography to newsletters to brochures. Particular emphasis is placed on the elements of layout and design. Offered every fall.

### ENG 462 - Seminar in Prose: Fiction/Nonfiction

**3 credits**

This course is designed to provide the foundations for fiction and creative nonfiction writers to continue studying and honing their craft in a workshop environment. Students will not only learn the discipline of writing creative prose but also to begin the development of a personal aesthetic.

### ENG 463 - Seminar in Poetry

**3 credits** Students will read and analyze the techniques of traditional and free verse form poetry by diverse authors. Using seminal works as models, students will apply poetic techniques to craft their own form and free verse poems.

### ENG 498 - Senior Seminar

**3 credits** *Prerequisite(s): ENG 220 and Junior Standing.*

This senior seminar course has been designed for English majors to develop a project proposal and carry out a capstone project under the guidance of the instructor. Thus, it entails researching the available bibliographical and material resources necessary to achieve the proposed project. Additionally, the course includes sessions on graduate schools, career planning, and resume writing. Recommended during the fall semester of the senior year for English majors.

### ENG 499 - Senior English Portfolio Assessment

**1 credit** In this course, students from each of the English specializations will finalize selection of portfolio pieces, conduct final revision, peer review one another's portfolios, draft, revise, and finalize their portfolio reflection essay, and submit the complete portfolio for assessment by three faculty members.

## Environmental Science

### ENV 200-400 - Special Topics

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

This course is designed to enhance the academic experience by offering courses in specialized technical areas outside of the course requirements. Offered as needed. A course fee may apply.

### ENV 330 - Environmental Studies: Creating Sustainable Societies

**3 credits** This course is designed to help the student consider how human societies must change in order to create a long-term sustainable interdependent relationship between humans and the rest of the ecosphere. Current rates of human population growth, habitat destruction, energy use, greenhouse gas emissions and climate change, soil erosion and desertification, extinction of species, air and water pollution, living and mineral resource depletion, and waste production point towards an unsustainable future without significant changes. The scientific, social, economic, ethical, political, religious, social justice, and technological aspects of the problems and their solutions will be considered. Students will be challenged to participate in the creation of an ecologically sustainable future. This is a required course for the B.A. in liberal studies.

## Exercise and Sport Science

### EXS 301 - Foundations of Exercise and Sport Science

**3 credits** *Prerequisite(s):* Junior Standing

This course provides a foundational, interdisciplinary overview of the application of science to human movement, exercise, and athletic performance. Mental performance is also examined. The emerging role of artificial intelligence in exercise and sport science including monitoring, coaching tools, and related ethics are introduced. In addition, the role and career opportunities in exercise and sport science are addressed.

### EXS 302 - Exercise Physiology

**3 credits** *Prerequisite(s):* BIO 140, BIO 140L, BIO 150, and BIO 150L.

This course introduces the study and investigation of the function and response of body systems during exercise. Use of wearables and their relationship to human performance variables is addressed.

### EXS 304 - Exercise Prescription and Assessment

**3 credits** *Prerequisite(s):* EXS 301

This course examines methods used to assessment health components of physical fitness and development of basic exercise prescriptions. Health histories, selection and conduction of fitness assessments, and development of exercise prescriptions are addressed. Artificial intelligence in risk screening, exercise prescription, and digital health decision-support tools is addressed.

### EXS 305 - Strength Conditioning

**3 credits** *Prerequisite(s):* EXS 302

This course addresses muscle strength and endurance condition evaluation, and organization and administration of strength training programs. In addition, the course is designed to prepare students for the certified strength and conditioning specialist (NSCA) exam.

### EXS 401 - Essentials of Personal Training

**3 credits** *Prerequisite(s):* EXS 302, EXS 304, and PED 230.

This course provides the knowledge, skills, and expectations associated with personal trainers or fitness professionals. In addition, the course is designed to prepare students for the nationally accredited Certified Personal Trainer (CPT) certification exam.

### EXS 402 - Exercise Science and Diverse Populations

**3 credits** *Prerequisite(s):* EXS 301 and EXS 302.

This course addresses exercise principles across various groups, focusing on anatomy, physiology, and biomechanics to create personalized programs for health, wellness, and performance, addressing needs of different ages, abilities, cultures, and health statuses for improved quality of life. Applicable artificial intelligence support and coaching tools that support positive health outcomes for diverse populations are also addressed.

### EXS 403 - Evidence-based Practices in Health Professions

**3 credits** *Prerequisite(s):* EXS 301

This course examines knowledge and skills regarding the design, implementation, analysis, and interpretation of research in health sciences. Emphasis is placed on locating, selecting, and critiquing relevant research to assure life-long focus on evidence-based care in health professions. Use of data analytics in evaluating human performance outcomes is also addressed.

### EXS 406 - Internship in Exercise and Sport Science

**6 credits** *Prerequisite(s):* Senior standing in the major

*Corequisite(s):* EXS 407

This senior-level pass/fail course provides experiential learning to allow for demonstration of knowledge and skills in exercise and sport science. Students complete an internship in health care and community organizations to gain practical experiences to position for transition to employment.

### EXS 407 - Senior Seminar in Exercise and Sport Science

**3 credits** *Prerequisite(s):* Senior standing in the major

*Corequisite(s):* EXS 406

This capstone course synthesizes prior learning and addresses trends and issues in exercise and sport science. Students develop a portfolio that highlights their demonstration of knowledge in the field, including use of artificial intelligence to support health outcomes.

## Finance

### FIN 325 - Finance for Managers

**3 credits** *Prerequisite(s):* ACC 201

An introduction to the principles of corporate financial management. The principles apply also to other forms of business, governments, and nonprofit organizations. The time value of money is emphasized in investments of real or financial assets. Planning for current assets and liabilities and long-range capital is covered. Risk and expected values (statistics) are used in the planning and assessment of investments. Also, the knowledge of different kinds of markets is described along with some financial theories.

### FIN 410 - Investment and Portfolio Management

**3 credits** *Prerequisite(s):* FIN 325

Successful portfolio management requires the development of a broad array of quantitative and qualitative skills, involving an analysis of both the investment instruments available in the capital markets and the objectives and constraints of the intended investor. The purpose of this

course is to acquaint the student with conventional and state-of-the-art tools currently employed in the asset management industry. Through a series of lectures, projects, and case analyses we will examine the process of creating, maintaining, and evaluating the performance of profitable investment portfolios. This course, which will follow the general approach used in the Chartered Financial Analyst (CFA) candidate training program, is appropriate for anyone contemplating a career as an investment professional, portfolio manager, or security analyst.

### FIN 420 - International Finance

**3 credits** *Prerequisite(s):* ECO 201 and FIN 325

This course introduces students to the major issues of the international financial system and the challenges of managing financial operations in the global markets. Students learn how to deal with foreign exchange exposure, how to assess and hedge against political and economic risks, how to manage multinational capital budgeting, how to deal with multinational tax requirements, and how to practice good corporate governance and responsible stewardship in a global environment.

### FIN 430 - Financial Planning

**3 credits** *Prerequisite(s):* FIN 325

A survey of personal financial planning and wealth management, which includes insurance and risk management, investments, income tax planning, retirement planning and estate planning. Opportunities will be provided to learn financial planning strategies, to develop research techniques and methods of analysis in the personal financial planning process. This course, which will follow the general approach used in the Certified Financial Planner (CFP®) candidate training program and is appropriate for anyone contemplating a career as an investment professional, financial planner, or investment advisor.

### FIN 450 - Applied Finance

*Prerequisite(s):* FIN 325, FIN 410, and FIN 430

This course exposes students to the practical aspects of financial decision-making in a wide range of contexts. Theory and knowledge obtained from previous courses (i.e., Finance for Managers, Investment and Portfolio Management, Financial Planning and Wealth Management, and International Finance) will be leveraged to analyze case studies. The subject adopts a hands-on approach, exposing students to real data and the imperfections of the real world. Students will hone their decision-making skills in personal wealth management, investment management, risk management, corporate investment, corporate financing, capital structure, and business valuation.

### FIN 470 - Risk Analysis

**3 credits** *Prerequisite(s):* FIN 325

This course is designed to help students learn quantitative models for estimating risk in various financial settings for different types of financial institutions (banks, hedge funds, and others). It is a very hands-on course where students will become familiar with several state-of-the-art quantitative risk models as well as their detailed implementation procedure in the real world. The course uses several in-class Excel/Python exercises to illustrate the models as well as their practical implementation using real financial data.

### FIN 498 - Senior Seminar in Economics & Finance

**3 credits** *Prerequisite(s):* FIN 410 FIN 420 FIN 450 FIN 470

This capstone seminar integrates economics and finance concepts through the lens of AI, data science, and visualization. Students will apply theoretical knowledge to real-world problems using empirical analysis, policy simulations, and ethical reflections.

## 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 110CL - UE: Theater Skills

**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 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 137 - Stagecraft

**3 credits**
Execution of the technical elements of theatrical production, including lighting, scenery, audio, costumes, and makeup.

### FAS 147 - Script Analysis

**3 credits** This course covers analysis of the dramatic text. Study will focus on the forms, styles, and structures of various dramatic pieces and genres.

### FAS 227 - Acting II Scene Study

**3 credits**
*Prerequisite(s):* FAS 127
This course utilizes objective-driven acting technique to scene work to improve each actor's ability to work with scene partners to bring about realistic, emotional scenes. This course proposes practical solutions to balancing preproduction script analysis and spontaneous, moment-to-moment discoveries in performance using the actor's mind, intuition, and physicality. Course concepts are applied to an intensive scene study, primarily in contemporary theatrical literature

### FAS 228 - Movement I

**3 credits**
*Prerequisite(s):* FAS 127
Theory and practice in movement for the actor to facilitate efficiency of movement patterns and development of characterization skills. Focus is on Laban and Viewpoints training.

### 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 237 - Introduction to Scenography

**3 credits**
*Prerequisite(s):* FAS 137
Introduction to the art, theory, and practice of scenic design. Topics include color theory, visual imagery, scenographic imagination, and the practical communication of ideas through renderings, drawings, and models.

### FAS 238 - Directing
**3 credits**

*Prerequisite(s):* FAS 147

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 247 - Theatre History I
**3 credits**

*Prerequisite(s):* FAS 147

This course emphasizing the ways in which theatre functions as a social, political, and economic institution in a variety of representative settings. The course covers the physical spaces of performance, methods of scenic design, lighting, costuming, staging, acting, and the organization of theater as a social event from the origin of theatre until the end of the 18th century. In other words, we will try to reconstruct what the theater event was like in other times and places.

### FAS 327 - Acting III Acting for Camera and Voice
**3 credits**

*Prerequisite(s):* FAS 127

This course teaches students not only to work in front of the camera and a microphone but includes the professionalization skills needed to market that work.

### FAS 328 - Movement II
**3 credits**

*Prerequisite(s):* FAS 127

Theory and practice in movement for the actor to facilitate efficiency of movement patterns and development of characterization skills. Focus is on historical movement, Feldenkrais, and Suzuki methods.

### FAS 337 - Advanced Direction
**3 Credits**

This course builds on the first directing class by helping the student solve stage problems, experiment with different directing techniques, and find confidence in discovering each student's directorial voice.

### FAS 338 - Stage Management
**3 credits**

*Prerequisite(s):* FAS 137

Students will be introduced to the fundamentals of organization, production, and stage management for theatre and live performance.

### FAS 347 - From Page to Stage
**3 credits**

*Prerequisite(s):* FAS 137

Every theatre artist must learn to read plays and decide for themselves what is a good fit for them and for their theatres. This class will expose students to a wide variety of genres and historical eras of plays to help guide each student's understanding of what makes a good show. The emphasis in the class is on discovery of texts.

### FAS 348 - Devised Theatre
**3 credits** *Prerequisite(s):* FAS 137 and FAS 147

This course uses improvisation and physical theatre exercises to create a work of theatre for a specific audience. The finished work may be part of the mainstage season or a touring show for a center or a local community. Students will gain knowledge of both the writing process as well as the work of Boal and Theatre of the Oppressed.

### FAS 349 - Introduction to Dramatic Writing
**3 credits**

*Prerequisite(s):* FAS 147

Introduction to Dramatic Writing will inspire the students to write creatively and dramatically by opening up their imaginative and inventive resources. It will focus on factors essential to drama, including an overview of the language used

by actors and improvisers, to enable the students to write their first plays. Upon completion of this course, each student will have submitted two short dramatic works: a one-act play (for the stage) AND a screen adaptation of that selfsame play (approx. 20-25 pages each), a graphic novel of the story (8-10 pages), or a design narrative for a video game (3-4 pages with additional graphs and models). These pieces will demonstrate creative control of characterization, dramatic action, tension, and conflict, dialogue, structure, and medium, as well as a knowledge of the professionally accepted formats of playwriting and/or screenwriting. The student will also gain experience in hearing their own work "read," hearing the work of other students, and giving and receiving critical response to those works.

### FAS 427 - Selected Topics in Acting

**3 credits**

*Prerequisite(s):* FAS 127

This course covers areas of acting with a highly specialized focus. Topics could include specialized acting training (Vakhtangov, Chekhov, Grotowski, etc.), styles (Theatre of the Absurd, Theatre of the Oppressed), or topics (Theatre for Social Justice, Theatre for Community Engagement.

### FAS 430 - Digital Performance

**3 credits**

*Prerequisite(s):* FAS 127, FAS 137 and FAS 147

Digital technologies have created new ways for theatre artists to perform and tell stories. This course melds theory with practice to investigate new art forms that combine theatre, music, video, installation, computers, sensors, and digital technology. Students will learn to manipulate sound, light, and projections and to use sensors that respond to touch, light, sound, and movement.

### FAS 436 - Theatre Practicum

**1 credit**

*Prerequisite(s):* FAS 147

Provides students an opportunity to master technical aspects of set, costumes, lights, media, sound, and/or make-up. May be repeated two times for credit.

### FAS 437 - Selected Topics in Technical Theatre

**1 credit**

*Prerequisite(s):* FAS 137

Offered irregularly, this course offers specialized instruction focused on a particular area of technical theatre with the intention of creating a professional resume line for the student. Topics could include advanced stage direction or management, pattern making, furniture construction, prop making, or advanced design.

### FAS 447 - Selected Topics in History, Literature and Creation

**1 credit**

*Prerequisite(s):* FAS 147

Offered irregularly, this course offers specialized instruction focused on a particular area of technical theatre with the intention of creating a professional resume line for the student. Topics could include advanced stage direction or management, pattern making, furniture construction, prop making, or advanced design.

### FAS 450 - Senior Seminar

**3 credits**

*Prerequisite(s):* FAS 127, FAS 137, and FAS 147

Culmination of the study of theatre with a comprehensive reflection of skills learned through production and classes.

## General Business Administration

### BUL 2131 - 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.
*Note:* Florida Statewide Course Numbering System

### GBA 100-400 - Special Topics

**1-3 credits** *Prerequisite(s): Permission of the department chair and Dean*
A variable-content course in general business administration that is designed for a particular class level: freshman (100) through senior (400). The topic is announced in advance of registration. Offered as needed.

### GBA 105 - Introduction to Business

**3 credits** An introductory course in business administration. This course examines business as an active partner in our total economic system. It will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor, and the public.

### GBA 231 - Business Law I

**3 credits** *Prerequisite(s): ENG 122*
The U.S. legal system (constitutional framework), the judicial system, the administrative agency system, the legal theory of the organization (agency law, forms of organization), an organization's legal obligations (torts, contracts, common law, and the Uniform Commercial Code), and public law (employment, securities, antitrust, consumer and environmental protection) are reviewed.

### GBA 298 - Professional Development Seminar

**3 credits** *Prerequisite(s):* Sophomore Standing required
This capstone course will focus on the practical application of knowledge attained in all functional business areas studied throughout the course. Course contents include such topics as decision-making methods, active listening, interpersonal communications, written communications, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, barriers to effective management, office politics, PowerPoint applications, non-verbal communication, business etiquette, impromptu speaking, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, business etiquette, coaching/mentoring, conducting meetings, and self-assessment. The student is required to use his or her skills attained in the program to create a comprehensive, innovative, and realistic professional development plan that illustrates how they plan to succeed in their chosen career path. In addition, the student must demonstrate his or her written, oral, and creative skills through the presentation of their Professional Development Plan to the class. Additional examination fees may apply for this course.

### GBA 321 - Essential Business Skills

**3 credits** *Prerequisite(s): ENG 122 and junior standing*
This course will focus on the practical application of business skills needed by the emerging college graduate. Course contents include such topics as active listening, interpersonal communications, interviewing, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, written

communications, barriers to effective management, office politics, PowerPoint applications, nonverbal communication, business etiquette, impromptu speaking, decision making, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, coaching/mentoring, conducting meetings, and self-assessment.

### GBA 332 - Business Law II

**3 credits** *Prerequisite(s): GBA 231*

An advanced course in the legal aspects of the banking system, an in-depth analysis of the Uniform Commercial Code, financial instruments, bankruptcy, creditor-debtor relationships, and securities regulation. Offered as needed.

### GBA 334 - Applied Decision Methods for Business

**3 credits** *Prerequisite(s): MAT 201*

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

### GBA 335 - Administrative and Personnel Law

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

### GBA 398 - Integrated Perspectives on Business

**3 credits** *Prerequisite(s):* ACC 201, ACC 202, ECO 201, ECO 202, GBA 231, GBA 334, COM 327, MAT 201, MGT 301, FIN 325, and MKT 301

This course is designed to integrate the common body of knowledge program components in the Donald R Tapia School of Business and focus its students on applying critical thinking techniques to solve real-world problems and issues. In addition, this class will serve as a review mechanism to prepare the student to take the Peregrine Test exam in Business. Additional examination fees may apply for this course.

### GBA 429 - Advanced Directed Study and Research

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

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

### GBA 440 - International Business

**3 credits** *Prerequisite(s): MKT 301 and MGT 301*

A global perspective that educates students and professionals on the key issues facing international business managers as well as the strategies to operate and manage successfully multinational companies. It provides the tools and knowledge on how to use marketing, finance, operations, human resources, accounting, and logistics to create a sustainable competitive advantage. Basic theoretical principles are combined with real applications to

demonstrate how they should be applied in the global business arena.

### GBA 498 - Strategic Management

**3 credits** *Prerequisite(s): ACC 202, FIN 325, MKT 301, GBA 334, and senior standing*
Formulation and implementation of strategies for top-level managers. An integrating course that applies all functional business areas in dealing with organizational challenges. Decision-making crucial to strategy formulation and implementation is applied in a global setting.

### GBA 499 - Business Analytics Capstone

**3 credits** *Prerequisite(s):* ACC 303, COM 203, COM 340, ECO 311, FIN 410, MAT 330, MKT 315, and SPB 415
The Business Analytics Capstone is a culminating, project-based course that allows students to integrate and apply the knowledge, tools, and techniques acquired throughout the Business Analytics program. Students will work both in teams and individually on real-world analytics projects that require defining business problems, gathering and cleaning data, applying analytical methods using AI platforms, and presenting actionable insights through data visualizations and reports. The course emphasizes communication, ethical reasoning, and collaboration with stakeholders.

### GEB 1011 - 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.
*Note:* Florida Statewide Course Numbering System

## General Studies

### GSS 101CL - General Studies in Creative Life: Dystopian

**3 credits** This course is designed to prepare students for academic coursework at the university. Centered on the content of the University Explorations category of the Creative Life, in this course students will use dystopian literature as a lens to discuss making decisions, personal responsibility, and the relationship between an individual and their community. This course will also include aspects of metacognition and executive functioning, and how to apply these in the classroom. Students will also learn about the Wellness Wheel and how investing in overall wellness can have a positive impact on academic success.

### GSS 101HM - General Studies Seminar in Human Mosaic: Community

**3 credits**
This course is designed to prepare students for academic coursework at the university. Students will learn a variety of learning, note-taking and test-taking strategies utilizing themed texts and sources that will be useful throughout their college career. The content of this course is an overview of University Explorations' Human Mosaic category with the specific intent of examining the idea of community. Students will define what is meant by the term "community" and evaluate the benefits of community to the whole of society and to the individual. Beyond the idea of community, this class will explore how communities in practice are shaped by issues related to race, ethnicity, culture, and gender. Students will also be introduced to the concept of holistic wellness and its overall effect on academic success. Additionally, students will complete a pre- and post-assessment used to create their

individualized academic plan and gauge its effectiveness.

### GSS 201HA - General Studies in Human Adventure: Social Media and You

**3 credits** This course will provide content based on the University Explorations category of Human Adventure; it will also guide students through the process of self and major exploration. While discerning between several different social science disciplines (psychology, sociology, history, and political science), students will learn how to take a critical lens on social media as well as use it for their own self-promotion and career networking. Students will complete personal and career inventories and exercises created for major and career exploration to begin thinking about possible majors or careers to pursue.

### GSS 201SC - General Studies Seminar/ Science in a Changing World: Campus Ecology

**3 credits** This course will focus on the University Explorations category of Science in a Changing World by exploring the various environments on campus and using student-driven activities to explore basic concepts in ecology. This format will allow students to develop (1) an understanding of how organisms interact with each other and the environment and (2) how such interactions can be used to address issues of local ecological concern. This non-traditional class will promise to engage students in practicing ecology in order to understand ecology. Additionally, students will work with Career Services on a variety of career readiness topics.

## Geography

### GEO 100-400 - Special Topics

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

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

### GEO 221 - Introduction to Physical and Cultural Geography

**3 credits** *Prerequisite(s): Sophomore standing*

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation, and natural resources, along with political, economic, and cultural developments, population, settlement, and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

## Global Studies

### GLO 100 - 400 - Special Topics

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

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

### GLO 210HM - UE: Issues in World Hunger

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

How can there be starvation in a world of plenty? Is our Western diet socially, economically, and environmentally sustainable? Is there a place for traditional food systems in a globalized world? To answer these questions (and more), this course examines the cultural, social, economic, and political aspects of food production, distribution, and consumption. Topics covered include local/indigenous food cultures and agricultural systems; globalized industrial agriculture; agricultural pollution; the disappearance of traditional varieties and knowledge; unequal access to food; health issues linked to industrial agriculture; and ways to redesign our food systems, such as small-

scale agriculture, organic farming, eating local products, or the slow food movement.

### GLO 425 - Internship in Global Studies

**6 credits** Internships are an experiential component of the Global Studies major. They enable students to build on classroom theory by gaining experience under the guidance of a mentor at a host agency, which may be a local, national, or international organization, in the US or abroad. The internships may occur concurrently with GLO 499. Their purpose is to provide students with significant exposure to organizations that face issues related to globalization, conflict, sustainability, and ethically responsible citizenship. Students have the option of fulfilling the internship requirement of 6 credit hours in individual 3-credit hour increments or performing the 6 credits at one time. In both cases, the 6 credits must take place with the same organization. This is a pass/fail course. Offered Fall, Spring, and Summer semesters

### GLO 499 - Senior Seminar in Global Studies

**3 credits** *Prerequisite(s):* GLO 410
*Corequisite(s):* GLO 425
Offered in conjunction with GLO 425: Internship in Global Studies. The Senior Seminar provides students in the major with the opportunity to reflect on their internship experience and the knowledge and skills they have gained in the major by exploring connections among issues in socio-economic and political development, the environment, and global justice. Students complete an original applied research project related to their internship, under the guidance of a faculty mentor.

## Health Care Management

### HCA 100-400 - Special Topics

**1-3 credits** *Prerequisite(s): Permission of department chair and Dean*
A variable-content course in health care management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### HCA 101 - Healthcare Language and Communications

**3 credits** Healthcare Language and Communications is an introductory course that covers the medical terms and type of medical language used in the clinical practice environment. This course will teach students how to communicate with clinicians and other medical providers and understand the medical terminology used for medical disorders, disease processes, surgical procedures, body systems, and treatments. This course will introduce and teach the students all the current medical terms and medical terminology rules that are using in today's healthcare system. Furthermore, this elective course will teach students the knowledge and understanding skills they need to become competent healthcare practice administrators.

### HCA 302 - Health Care Organization

**3 credits** A descriptive study of the U.S. health care system, including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

### HCA 303 - Health Care Management

**3 credits** *Prerequisite(s): HCA 302*
This is a survey course that examines health care administration from an operational perspective. It serves as a foundation for higher-level health care courses and includes, among other things, quality improvement, risk management, strategic planning, financial planning and control, medical terminology, and medical ethics.

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

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

Designed for small groups of students who pursue a particular in-depth aspect of health care management that is not covered in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member.

### HCA 333 - Health Law

**3 credits** A basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent, confidentiality, labor relations, patient care, and reimbursement issues. Current medical and ethical questions are examined.

### HCA 402 - Community Health Evaluation

**3 credits** *Prerequisite(s): HCA 302*

A study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

### HCA 410 - Quality Improvement Methods in Health Care

**3 credits** *Prerequisite(s): HCA 302*

An in-depth study of quality improvement philosophy, methodologies, tools, and issues. Emphasis on quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship among quality improvement programs, risk management, and utilization review is closely examined.

### HCA 425 - Health Care Internship

**3 - 12 credits** *Prerequisite(s): GBA 231, HCA 302, MGT 301, and taken during the last 15 hours of residency*

Designed to provide the student the opportunity to integrate all previously learned health care management knowledge and skills. The management area of study and the practicum are mutually agreed upon by the student, the faculty member, and the health facility preceptor. This is a pass/fail course. Waivers may be granted for HCA 425 with the approval of the department chair. The student requesting the waiver must have significant health care management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case-by-case basis.

### HCA 430 - Contemporary and Critical Issues in Health Care

**3 credits** This course is an in-depth examination of contemporary and critical issues that are significantly impacting health care organizations, providers, and patients. Students examine legal, cultural, and ethical health care issues as they relate to organizational stability, quality of care, patient and community quality of life, and moral and ethical health care delivery values.

### HCA 450 - Health Information Technology Management

**3 credits** *Prerequisite(s): HCA 302 and junior standing*

This course provides an introduction to health information technology. It covers planning, selecting, implementing, using, and managing health information

technology applications. Students will become familiar with needs assessment, system selection, security and confidentiality issues, and contract negotiations. This course examines the role of the health-care manager in the health information technology process. Students will develop problem-solving skills when completing case study assignments and discussion questions regarding health information technology topics.

### HCA 498 - Health Planning and Policy Management

**3 credits** *Prerequisite(s): MGT 301, HCA 402, and taken during the last 15 hours of residency*

A healthcare administration course that integrates health services planning, organization, management, and evaluation. Policy formulation and management are studied.

## History

### HTY 100-400 - Special Topics

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

A variable-content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

### HTY 110HA - UE: Immigration History

**3 credits** An exploration of immigration to the United States centered on the nineteenth and twentieth centuries with reference to current issues related to immigration. This course also examines the countries from which immigrants have come to the United States and the social, political and economic factors that have contributed to immigrants' decisions to leave these countries.

### HTY 110HM - UE: Native American History & Culture

**3 credits** *Crosslisted:* SSC 110HM

What do you know about Native Americans? When you think of Native Americans, do you visualize lightly clad warriors with bows and arrows or women sitting by tipis wearing feathers and beads? Do all Native Americans live on reservations? Do all reservations have casinos? Focusing on the lives of Native peoples prior to European contact, their interactions with Europeans and Africans, their removal to reservations, and their contemporary experiences, this course addresses the many myths and misconceptions associated with Native American history and culture within the United States.

### HTY 121 - United States History to 1865

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

### HTY 122 - United States History Since 1865

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

### HTY 123 - Western Civilization to 1500

**3 credits** A survey of main movements, events, ideas and personalities in the Western World from Ancient Times to 1500 (Sumerians, Egyptians, Assyrians, Persians, Jews, Greeks, Romans, Germanic Barbarians, Judaism, Christianity, Islam, Middle-Ages, European societies and Renaissance). Offered annually.

### HTY 124 - Western Civilization Since 1500

**3 credits** A survey of the principal movements, events, ideas, and personalities in the Western world from 1500 to the present. Offered annually.

### HTY 301 - Career Development Seminar

**3 credits** Career Development Seminar aims to introduce the wide variety of career paths available to history students. Students will spend significant amounts of time investigating the types of jobs that their major has prepared them for and for which they feel especially well-suited. This is designed to be a hands-on course, meaning that students will not only learn about the many career paths they have as history majors but will experiment in the kinds of specific skills these many different types of employment require. At the end of the semester, students will not only have a much better understanding of how their degrees will serve them in the job market; they will also have a professional résumé and curriculum vitae, perform a mock interview, develop a management strategy, and put together a career portfolio that they can use as evidence of their professional readiness when they begin to seek employment.

### HTY 310 - Digital Humanities Methods and Ethics

**3 credits** This course exposes budding humanities scholars and educators to the practical capabilities of digital tools with introductory lectures and a digital lab component. One important element of the course is its focus on the ethics of digital humanities projects, such as forensic genealogy projects which have serious implications for personal privacy. The course's primary focus will be the ways that digital tools overcome the economic, racial, and gender biases that plague traditional humanities methods. Come join us as we learn about Topic Modeling, Virtual Reality, Mapping and Spatial Analysis, Data Visualization, Genetic Genealogy, Scholar-Activism and more!

### HTY 323 - American History through Sports

**3 credits** This course explores the history of sport in the United States. Students will consider how sports and athletes have contributed to various changes in American society and culture, and to what extent sport provides a prism for understanding America's past. It tries to provide broad coverage of the history of American sport, but an emphasis will be placed on boxing, baseball, football, and basketball. The course will be attentive to historic individual and team achievements, but students should note that this class is foremost designed to explore various themes in American sport history. Two themes in particular - race and globalization - will feature prominently in the readings, class discussions, and writing assignments.

### HTY 324 - Sub-Saharan Africa

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

A survey of the major events, ideas, and problems of Sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War Two independence movements.

### HTY 325 - Modern Russia

**3 credits** *Prerequisite(s): Sophomore standing*

An intensive study of the history and development of Russia since 1900. Offered in alternate years.

### HTY 327 - Latin America and the Caribbean

**3 credits** *Crosslisted:* POL 335

This course covers the history of Latin America and the Caribbean from pre-Columbian societies through European contact, colonialism, revolutions, and the 20th century. It is a reading- and writing-intensive course that improves analytical skills by exploring how historians

investigate the past through primary sources. The course emphasizes the social and economic bases of struggles over democracy and imperial domination.

### HTY 330 - Wars and Strategy from Antiquity to NATO

**3 credits** *Crosslisted: POL 330*
*Prerequisite(s): Sophomore standing*
A survey of military strategy, warfare and command leadership from antiquity and U.S. military history to NATO and today's conflicts, including Ancient Greece, Ancient Rome, Middle-Ages, balance of power wars, Napoleonic Wars, U.S. Civil War, World War I, World War II, Cold War, World War III plans, Korean War, Viet-Nam Wars, NATO, arms control, Yugoslav Civil Wars, Gulf Wars, and Afghan Wars and the War on Terrorism. Offered in alternate years.

### HTY 331 - The American Civil War

**3 credits** *Prerequisite(s): Junior standing or permission of instructor*
This course covers the period from the election of Abraham Lincoln in 1860 to the end of the American Civil War in 1865. In addition to covering important political and military personalities, as well as key battles and campaigns, the social and economic aspects of the Civil War are also discussed.

### HTY 332 - History of Medicine

**3 credits** This course examines the evolution of medical knowledge and practice from prehistoric times to the present, exploring how medicine functions as both a scientific discipline and a social phenomenon. Students analyze diverse healing traditions—including folk, magical-spiritual, and scientific approaches—while tracing the development of Western medicine from ancient Greek humoral theory through Islamic contributions, medieval practices, Renaissance anatomical discoveries, and modern biomedicine.

### HTY 333 - Modern Middle East

**3 credits** *Crosslisted:* POL-338
A comprehensive study 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 338 - Deviance, Crime, and Law in Historical Perspective

**3 credits** This interdisciplinary course examines how Western societies have defined, diagnosed, and punished deviance from the medieval period through the 20th century. This course explores the shifting boundaries between madness and criminality through case studies including the criminalization of mental illness, the pathologization of poverty and addiction, the regulation of sexuality and reproduction, and the role of medical professionals in determining legal competency. Students will examine how legal doctrine, medical knowledge, and social power intersect to shape justice.

### HTY 339 - Readings in History

**3 credits** *Prerequisite(s): Junior standing or permission of instructor*
Students will read intensively about some major themes and events of American history and politics. The course is arranged chronologically, divided equally between the 18th and 19th centuries and the 20th century. In addition to discussing the events and ideas of the past, the course focuses on how historians actually do their research and convey their findings to the public. Students will analyze evidence and sources, historical debates, historical interpretation and arguments, and documentation of evidence. This course serves as a preparation for the Senior Seminar, and

students are strongly encouraged to take it first.

### HTY 340 - British History

**3 credits** *Crosslisted:* POL 340

A survey of the principal movements, events, ideas and personalities in British history from Roman times to the present.

### HTY 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 425 - Internship

**1-6 credits** *Prerequisite(s): Sophomore standing and ENG 122*

The internship is intended to provide professional historical work experience for history students. It is a 75-300-hour unpaid, supervised internship that may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency and with the approval of the Department of Social Sciences. Interns may work for international organizations, museums, historical societies and associations, and any site related to the study and practice of history. This is a pass/fail course. Offered annually.

### HTY 426 - American Foreign Policy

**3 credits** *Crosslisted: POL 426*

*Prerequisite(s): Sophomore standing*

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

### HTY 427 - History of Ideas

**3 credits** *Crosslisted: POL 427*

*Prerequisite(s): Junior standing or permission of instructor*

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

### HTY 428 - Far-East Since 1945

**3 credits** *Prerequisite(s): Sophomore standing*

A survey of the internal development and international relations of the Far-Eastern nations since the end of World War II.

### HTY 429 - Advanced Directed Study and Research

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

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

### HTY 430 - Role of the Military in the Modern World

**3 credits** *Crosslisted: POL 430*

*Prerequisite(s): Sophomore standing*

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

### HTY 499 - Senior Seminar in History

**3 credits** *Prerequisite(s): Senior standing in history*

Directed research and the development and presentation of a senior thesis on a significant historical issue. Offered annually.

## Honors

### HON 100-400 - Special Topics

**1 - 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 160 - First Year Seminar I

**3 credits**

This is a variable-content course that prepares students to participate fully in the life of the Honors Program. The course primarily emphasizes the analytical skills required to succeed at Honors-level academic work, especially critical thinking, productive dialogue on controversial questions, synthesis of multiple points of view, the use of credible sources, and logical arguments. Whenever possible, the course will be team-taught and will adopt an interdisciplinary approach. Course content will align with the major themes of the program related to global citizenship. The course will integrate some form of experiential learning. This course also satisfies the SLU101 requirement for campus students.

### HON 161 - First Year Seminar II

**3 credits**

*Prerequisite(s):* Admission to the Honors Program or Permission of Honors Director

This is a variable-content course that prepares students to participate fully in the life of the Honors Program. This course will provide students with opportunities to develop and demonstrate improved skills in the areas of communication, concept application, and experimentation. Students will engage in activities that allow them to develop unique real or theoretical constructs followed by the testing and evaluation of their constructions. By focusing on creating order and rules, construct building and evaluating, considering feedback, and the revision process students will become better accustomed to deriving and implementing next steps and increasing flexibility of thought. Focus will be on quality of work with respect to incorporation of disciplinary norms, creativity, integrity, and effectiveness. Whenever possible, the course will be team-taught and will adopt an interdisciplinary approach. Course content will align with the major themes of the program related to global citizenship. Further, this course will prepare Honors students with the skills necessary for the more complex inquiry-driven work expected in subsequent, upper-level Honors courses.

### HON 260 - Ideas and Expressions

**3 credits** *Prerequisite(s):* HON 161

This is a variable-content course that explores the wide variety of ways in which human beings respond to the world through speech, the written word, technology, numbers, and the creative arts. This course emphasizes the power of ideas to shape human experience and the rich diversity of means by which ideas are communicated. In recognition of the fact that these questions exceed the boundaries of any single discipline, the course will adopt an interdisciplinary approach. The course will integrate some form of experiential learning. Successful completion of this course satisfies the Ideas and Expression requirement of the Honors Program. If a student leaves the Honors Program, this course will count toward the Creative Life category of University Explorations. Course may be taken multiple times for credit.

### HON 261 - Nature

**3 credits**

*Prerequisite(s):* Admission to the Honors Program or Permission of Honors Director

This is a variable-content course that provides students with opportunities to observe the natural world through the lens of one or more academic disciplines, cultures, and/or religions. Students will assess how inquiry is structured by the selected discipline/culture/religion to develop ways of knowing and valuing the natural world. Selected natural systems will be evaluated in terms of distinguishing characteristics and ecological interactions as learned through literature readings, expert presentations, and immersive experiences (e.g. field trips, study abroad, outdoor campus activities). Emphasis will be placed on challenging participants to critically analyze their own attitudes towards nature and how these attitudes shape support for conservation and/or exploitation. Key questions that will drive the course's inquiry include: What is nature/life? How do humans understand and view nature? What relationships do humans have with nature? How does the natural world inform, enhance, and/or inhibit human successes? Successful completion of this course satisfies the Nature requirement of the Honors Program. If a student leaves the Honors Program, this course will count toward the Science in a Changing World category of University

Explorations. Course may be taken multiple times for credit.

### HON 310 - Honors Global Experience

**3 credits** This interdisciplinary, rotating topics course provides content material from the arts, humanities, and social sciences in support of the adjacent global travel experience. Topics include, but are not limited to, the relevant history, influential national figures, artistic movements, literary contributions, and political structure of the country or countries students will visit. If the student leaves the Honors Program, this course will count as a general elective. This class is an elective within the Honors Program and may be taken multiple times for credit.

### 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 360 - Community and Identity

**3 credits**

*Prerequisite(s):* Admission to the Honors Program or Permission of Honors Director

This is a variable-content course that examines social structures and their relationship to questions of human identity, culture, and community. Students will develop the ability to engage productively with traditions and perspectives that differ from their own. Doing so will enable students not only to appreciate the value of diversity, equity, and inclusion in a multicultural world, but also to better understand their own identities. In recognition of the fact that these questions exceed the boundaries of any single discipline, the course will adopt an interdisciplinary approach. The course will integrate some form of experiential learning. Successful completion of this course satisfies the Community and Identity requirement of the Honors Program. If a student leaves the Honors Program, it will count toward the Human Mosaic category of University Explorations. Course may be taken multiple times for credit.

### HON 361 - Global Responsibility

**3 credits** *Prerequisite(s):* Admission to the Honors Program or Permission of Honors Director

This is a variable-content course that develops civic engagement and ethical reasoning in the context of global citizenship. Students in this course will critically question and debate global issues of equity, justice, and sustainability by engaging multiple cultural, social, political, economic, and environmental perspectives. Through the facilitation of faculty, students will build knowledge and skills in managing the complexities of global interdependences, peace and conflict, and identity and diversity. Students will also be given opportunities to display leadership in affecting positive changes in their communities through service-learning activities. Successful completion of this course satisfies the Global Responsibility requirement of the Honors Program. If a student leaves the Honors Program, it will count toward the Human Adventure category of University Explorations. Course may be taken multiple times for credit.

### HON 401 - Foundations of Experiential Learning

**1 credit** This course serves as the experiential-learning foundations course to prepare students to complete HON 450, Senior Honors Capstone Internship. HON

401 helps students identify, apply for, and design their internship experiences. Students will also complete a suite of professional development activities, including resume/CV preparation, a mock interview, and career planning exercises. Offered annually.

### HON 425 - Internship

**3 - 6 credits**

The internship experience is an elective credit offered within the Honors Program. Intended for Honors Scholars or Honors Fellows who wish to gain professional experience, the internship will further expand their understanding of one of the categories of required courses: Ideas & Expression, Nature, Community & Identity, or Global Responsibility. The internship can be taken for 3 or 6 credits. Students must submit an internship application in order to be considered for this internship. A 3-credit internship requires students to work at least 150 hours at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus. A 6-credit internship requires students to work at least 300 hours at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus. Students are assigned a Pass (P) or a Fail (F) grade for this course.

### 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 450 - Senior Honors Capstone Internship

**3 credits** *Prerequisite(s):* HON 401 or permission of director.

HON 450 is the internship-based project option in the Honors Program's senior capstone sequence. This three-credit course requires students to complete a supervised internship experience that integrates academic learning with professional development. Students will connect their workplace experiences to the themes of the Honors Program and demonstrate their ability to apply knowledge in real-world contexts through reflective writing, presentations, and evaluations. Offered annually.

### HON 498 - Honors Research Methods

**1 credit** *Prerequisite(s): HON 360 and HON 361*

This course involves planning for the senior honors thesis/project by developing a project proposal under the guidance of a faculty mentor, constructing a project timeline, and researching the available bibliographical and material resources relevant to successful completion of the senior thesis project. Offered annually.

### HON 499 - Senior Honors Project

**3 credits** *Prerequisite(s):* HON 498

This course involves the completion of an original research thesis/project under the guidance of a distinguished faculty mentor who is responsible for awarding the final course grade. 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 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 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.

## Human Services

### HHS 121 - Introduction to Health and Human Services

**3 credits** This course explores the field of Health and Human Services, its history, concepts, delivery strategies, and values. The course also examines the various roles of Health and Human Services workers in contemporary society. Offered as needed.

### HHS 335 - Interpersonal Helping Skills

**3 credits** *Prerequisite(s): Prerequisite(s): Junior standing in Health and Human Services*

This is a skills-based course which introduces the student to generalist practice in a variety of Health and 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.

### HHS 340 - Group Skills for Health and Human Services

**3 credits** *Prerequisite(s): Prerequisite(s): Junior standing in Health and Human Services and HHS-335.*

Group Skills for Health and 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.

### HHS 345 - Social Policy for Health and Human Services

**3 credits** *Prerequisite(s): Prerequisite(s): Junior standing in Health and 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 health and 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.

### HHS 410 - Health and Human Services Administration

**3 credits** *Prerequisite(s):*
*Prerequisite(s): Senior standing in Health and Human Services and HHS-121, HHS-335, HHS-340, and HHS-345.*
This course provides students with an understanding of the components of Health and Human Services administration and management. It focuses on both indirect and direct service utilization, attention to organizational theory relevant to the Health and Human Services, and skills necessary for the effective management and administration of Health and Human Services organizations.

### HHS 423 - Health and Human Services Field Placement I, Module 1

**6 credits** *Prerequisite(s):*
*Prerequisite(s): Taken in second to last term of residency after completion of all other major coursework except HHS-424.*
This may be taken instead of HHS-425 and must be completed before enrolling in HHS-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 health and 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.

### HHS 424 - Health and Human Services Field Placement I Module 2

**3 credits** *Prerequisite(s):*
*Prerequisite(s): Taken in last term of residency after completion of all other major coursework, including HHS-423.*
*Corequisite(s): Corequisite(s):* HHS-498.
This may be taken instead of XXX 425 and must be taken after completing XXX 423. It is the second module of the final supervised field placement in a health and 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 health and 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.

### HHS 498 - Health and Human Services Senior Seminar

**3 credits** *Prerequisite(s):*
*Prerequisite(s):* T*aken in last term of residency after completion of all other major coursework.*
*Corequisite(s): Corequisite(s):* HHS-424.
A capstone course designed to integrate previous coursework in health and human services. Through readings, written assignments, and oral presentations, students demonstrate their ability to integrate theory with health and human services practice and administration. Offered as needed.

## Humanities

### ENG 105 - Introduction to American Culture and University Life

**3 credits** This course is intended for international students who are entering a U.S. college. It focuses on improving international students' cross-cultural competence and granting opportunities for analyzing complex social, moral, and academic issues that students will have to face while in the United States. In addition, it provides tools and strategies for students to analyze their own culture and compare it with new ones. As students learn more about themselves and others, the risk of cultural conflict and culture shock is decreased. This course is open only to international students.

### HUM 105 - Introduction to American Culture and University Life

**3** *Prerequisite(s):* Admission into the Bridge Program

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

### HUM 110CL - UE: History of the Arts

**3 credits** Giants of the Arts will define those artists who, through the test of time, have been recognized as true masters; whose works advanced their art form(s), who become a significant influence within their field(s), and who continue to influence contemporary artists today. Students will examine how these artists used the components of their art form(s), why these artists are considered great, what their greatest contributions are to our society, and how these artists affect our artists today. Students will also consider the qualities of masterful creative endeavors and contemplate how the artists' gifts to our world improve and deepen our lives.

### HUM 115CL - UE: The Art of Film

**3 credits** This course in a University Explorations course that identifies and examines different components of cinema, and how the director can utilize them. Specific directors will be studied in depth, as students probe and identify key stylistic choices a director employs to make good films. By grasping how the director tells a story, and how a film communicates ideas and thoughts, students will gain a deeper understanding and appreciation of how film truly is an art of choices.

### HUM 215HM - UE: Introduction to Linguistics

**3 credits** *Prerequisite(s):* ENG 121

Human language shapes all human experiences; it is central to our understanding of the world and one another. The course will introduce students to the phenomenon of human language in the context of personal development and social interaction. The discussed topics will include the nature of human language, language structure, language acquisition, biological and social dimensions of language, and linguistic variations in diverse cultural and social contexts. The course presentations and discussions will address the influence of language and its use in the way people construct worldviews, cultural values, and social relationships.

## Interdisciplinary Studies

### IDS 100-400 - Special Topics

**1-3 credits** This variable-content interdisciplinary studies course, designed for students from freshman (100-level) to senior (400-level), explores a wide range of topics tailored to the interests and academic level of participants. The course

may delve into foundational questions such as the nature of interdisciplinary inquiry or focus on specific themes such as sustainability or disability. Other unique special topics may also be offered, providing an in-depth examination of complex issues through multiple disciplinary lenses. Topics for study are announced prior to registration, and the course is offered on an as-needed basis to provide a flexible and engaging learning opportunity for all students.

### IDS 115HM - UE: Myth of the American West

**3 credits** The romance of the frontier and the lure of the American West has long captured the imagination of writers, artists, and philosophers, and contributed significantly to our understanding of America today. This course introduces students to the myth of the American West and its philosophical and practical implications through artistic and literary representations. Using a variety of written and visual texts, students will investigate the importance of bioregional and cultural boundaries; additional topics include the elusive location of the frontier, the impact of colonizing forces, and questions of public land usage and ownership.

### IDS 120 - AI Unlocked: Skills for Life, Work, and Society

**3 credits** Stay ahead in an AI-powered world with this hands-on course that demystifies generative AI and its ethical, real-world applications. Through interactive projects, you'll sharpen critical thinking, explore AI's role in creativity and problem-solving, and develop the skills to assess and use AI responsibly. By the end of the course, students will be equipped to leverage AI for productivity and creativity, ensuring they are future-ready.

### IDS 125 - Artificial Intelligence, Ethics, and Society

**3 credits** This course will introduce students to central issues in the ethics of emerging technologies related to artificial intelligence. These technologies include large language models (LLMS) as well as their associated technologies. Students will also become familiar with the central tenets of normative ethical theory. Students will first learn to engage with these ethical theories and subsequently will apply these frameworks to real world scenarios involving AI or big data. This will take place via multiple case studies throughout the term wherein students will provide a grounded ethical assessment of a real-world issue.

### IDS 210HM - UE: Folklore & Culture

**3 credit** *Prerequisite(s):* ENG 121

This course enables students to explore cultures around the world through the lens of folklore. These stories have helped shape their originating cultures by preserving political ideologies, standards, ethics and belief systems. Students will read a variety of folklore (folktales, fairy tales, legends, myths, etc.) as a means to analyze the cultures from which they originated.

### IDS 310 - The Creative Process

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

The Creative Process is an interdisciplinary course that will explore creativity both through theory and practice. We will study what historical and contemporary theorists, philosophers, and researchers have said about creativity and we will study what creative people in the arts, sciences, and business report about their own creative process. To strengthen our understanding of the various theories of creativity and to enhance our own creativity, we will become scholar-practitioners who actively explore and test these theories in our own work.

This course is writing intensive and reflects the University's core values of integrity, community, responsible stewardship and, most especially, personal development.

### IDS 315 - Medicine and Embodiment

**3 credits** This course is an interdisciplinary study of the body as it has been portrayed in the visual, literary, and performed arts. Through its focus on embodiment in the arts, this course will offer opportunities to analyze such topics as Addiction, Disability, Epidemics, and Trauma. Of further interest is understanding how ill health, interpreted artistically, exposes issues of class, race, gender, and national identity.

### IDS 320 - Monuments and Memorials: War, Peace, and Remembrance in the Visual Arts

**3 credits** What is the purpose of a memorial? A monument? What impact do these works have on us and the way we think about history? To answer these questions, we will study formal memorials and monuments on public lands from around the world and throughout time. We begin our survey with a study of what is meant by the term "collective memory" and then move to the question of what exactly a monument is and what a memorial is and how the two differ. Along the way we will discuss the role and purpose of memorials and monuments and how these works are shaped by socio-political ideas. The class concludes with students designing a memorial or monument that interacts with the history of memorialization and anticipates future demands on this medium.

### IDS 415 - Vincent van Gogh's World

**3 credits**

From the Salon des Refuses in 1863 through the first Impressionist showing in 1874 to Cezanne's death in 1906, art underwent a massive change in style and content. Vincent van Gogh's World will investigate this era via the lens of its most famous artist: Vincent van Gogh. In this class, we will study Van Gogh's art and letters as well as the art and literature that inspired him and the sociopolitical milieu in which he moved. We will explore how Van Gogh's physical and mental challenges ultimately culminated in his suicide and will branch out to research how syphilis, absinthe and laudanum impacted the work of various artists and authors, such as Gauguin, Manet, and Toulouse-Lautrec. We will explore how 19th century paints may have caused or exacerbated Renoir's rheumatoid arthritis and how the Franco-Prussian War unsettled Parisian cultural life, including claiming the life of Bazille and turning Monet into a draft dodger. Further, we will discover how childbirth and childrearing practices frequently curbed the artistic production of female artists. Finally, we will study the far-reaching influence of Van Gogh on early Modern art styles.

### IDS 425 - Internship in Interdisciplinary Studies

**1-6 credits** *Prerequisite(s):*

Prerequisite: Permission of the Department of Interdisciplinary Studies and Experiential Learning

This internship is designed for students seeking supervised professional experience related to an interdisciplinary field of study. Students engage in approved internship-related activities and complete reflective and/or project-based academic work under the supervision of a faculty internship supervisor. The internship may be taken for 1-6 credits, with a minimum of 50 hours of approved internship-related activities required per credit earned. The scope and format of written and project-based assignments are determined by the nature of the internship and the learning objectives established in coordination with the faculty

internship supervisor and site supervisor, and are scaled appropriately to the credit hours earned. Students must submit an internship application and receive departmental approval prior to enrollment. This course is graded on a Pass (P) / Fail (F) basis.

### IDSE 310 - Interdisciplinary Approaches: Service & Therapy Animals

**3 credits** The majority of households in the United States report having at least one companion animal. This course provides an overview of how human-animal interactions (HAI) and the human-animal bond (HAB) can impact animals, society, and work with interdisciplinary helping professions. Topics include: the social, physical and emotional/psychological impacts of HAI with interdisciplinary helping professions; educational benefits, therapeutic roles of animals; ethical and animal welfare considerations; and the connection between violence toward people and violence toward animals. While being taught from an interdisciplinary helping professions perspective, the content of this course is widely applicable across education, human services, social work, and criminal justice professions.

### IDSE 405 - Interdisciplinary Creative Photovoice

**3 credits** This course covers methods of qualitative participatory action research using photovoice techniques as they relate to interdisciplinary social justice practice with an emphasis on critical thinking, evidence-based practice and empirical evidence. For this course, community social justice issues will serve as a running theme and focus throughout. Readings, presentations, and between-session assignments support person-centered learning and provide hands-on experience working with photos and text. By the end of this training, participants will have a solid understanding of a popular approach to participatory action research methodology, social justice, community assessment and engagement, its ethical considerations, approaches to interpreting photos and text, and strategies for problem-solving with strengths building outreach. Participants will leave this course with hands-on experience and insights on adapting Photovoice methodology to interdisciplinary practices, community organization, and research implementation intended to engage and benefit students, faculty, administrators, and communities with social issues of importance.

## International Studies

### IST 101 - Introduction to International Studies

**3 credits**

This course introduces students to the field of modern international studies, which pulls in the perspectives of several related disciplines, including history, political science, economics, and language studies. Students will study and be tested on foundational international relations concepts like comparative political frameworks, systems theory, and diplomatic studies. As students grapple with these core concepts they will be simultaneously introduced to key topics in international studies, such as migration, economic inequality, war, global health, and the environment. The course will also serve as the beginning of IST students being assessed on their study of contemporary international relations through reflective writing and in-class discussions

### IST 360 - Markets, War, and Empire

**3 credits**

*Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295 , or ECO 202.

IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.
This course explores the making of the modern international community through a study on empire, economic imperialism, and military conflicts. Students will analyze the emergence of the modern imperial system through World War II, and will consider how that history shapes contemporary international relations today.

### IST 361 - Energy Geopolitics

**3 credits** *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295, or ECO 202. IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.
This course explores how energy technologies have shaped and continue to shape the modern international community. Students will gain an understanding of modern nuclear weapons development, dating back to World War II, culminating with a study of contemporary nuclear weapons concerns, including their proliferation and the role they play in geopolitics. This course also addresses the making of the modern global energy market, beginning with the role oil has played in shaping contemporary international relations, along with, more recently, the importance of renewable energy and the global race to lead the transition away from fossil fuels.

### IST 362 - Terrorism and the Cyber Age

**3 credits** *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295, or ECO 202 IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.
This course explores the emergence of modern terrorism around the world and its growing connection with cyber warfare in the 21st century. Students will gain an understanding of several modern strains of terrorist activity, past and present, stretching from the white power movement in the United States, to the emergence of Al-Qaeda in the Middle East, and, finally, to the role Boko Haram plays in Nigerian and international politics today. Students will learn how terrorist groups adopted and increasingly rely on the internet to communicate and network their affiliates, and will explore how other forms of cyberwarfare affect international stability among the major world powers today.

### IST 363 - Contemporary Topics in International Studies

**3 credits** *Prerequisite(s):* IST 101, HTY 121, HTY 122, HTY 123, HTY 124, POL 295, or ECO 202. IST faculty may approve students on an individual basis who have not completed any of these pre-requisites.
This course addresses current issues involving the modern international community. The course is prearranged to address global migration patterns and problems as well as the challenges involved in promoting global health. With the approval of the program director, instructors may also choose to amend course subjects to reflect pressing global crises - such as, a pandemic or a global economic meltdown.

### IST 499 - Senior Seminar

**3 credits** *Prerequisite(s):* Senior Standing. Students need to have completed all other IST courses before enrolling in IST 499.
This is the capstone course for the IST major. Students will explore career options related to the field of international studies and will conduct an extensive research project that pulls together their previous coursework and career interests.

## International Tourism and Hospitality Management

### IHT 120 - Introduction to Hospitality Management

**3 credits**

One of the world's fastest growing industries, the hospitality industry provides service to people 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 will be explored.

### 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 341 - Food and Beverage Operations

**3 credits** *Prerequisite(s):* IHT 120

Food and beverage operations has had an increasingly positive impact on the bottom line of hospitality outlets. This course looks at planning and operating food and beverage service operations in different venues both on-site and off premise. This course includes menu planning for catering on multiple levels at meetings events, parks, arenas, and suites.

### IHT 355 - Event Project Management

**3 credits** *Prerequisite(s):* IHT 120 and IHT 330

The student will be able to identify the objectives, purpose and feasibility of an event. Developing a budget, realizing the impact of laws and regulations, and identifying risk associated with events will be included. The student will be able to work with designated dates of events, selective times and places, and themes to meet the customers' needs. Students will use Microsoft Project to plan events given a defined scope.

### IHT 438 - Event Production Design

**3 credits**

*Prerequisite(s):* IHT 120, IHT 330, IHT 341, and IHT 355

This course will help students develop event producing skills; assist in developing sales and design abilities; and provide knowledge required to produce events that leave clients and guests stunned. Students will use project management software to create a Work Breakdown Structure and event schedule that enhances communication as students execute an event. This software will help students to keep events on time, within scope, and under budget. Other project documents will also be used in executing this event.

## Liberal Studies

### LBS 120HM - UE: Power, Resistance & Identity

**3 credits** Stories of resistance are at the core of our collective and individual cultural identities. This course will introduce students to cultural studies through analyzing a variety of experiences of individuals, communities, and movements that challenge various institutions of power and assert an independent identity. Modules will focus on written and visual representations of four themes: gender and

sexuality, race and ethnicity, place and the environment, and military conflicts.

### LBS 201 - Critical Thinking in the Liberal Studies

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

This is an online course that develops critical and analytical skills necessary to engage in courses in the liberal studies major. Through readings reflecting representative disciplines included in the major, students will begin to improve their ability to think effectively and express themselves through clear, cogent writing.

### LBS 320 - Investigating National Parks: An Interdisciplinary Study of America's Best Idea

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

This course will investigate the history, purpose, and environmentalism behind "America's Best Idea": the national parks system. Through investigating three significant regions and related national parks, students will consider the following questions: how were specific parks developed, and why? Who inhabited the parks before they were public lands? What impact have national parks had on indigenous peoples? How have writers and artists engaged with and responded to specific parks?

### LBS 330 - Mathematical Inquiry

**3 credits** *Prerequisite(s): MAT 131*

Topics include rigorous thought, number contemplation, geometry and contortions, meaning from data, and uncertainty.

### LBS 498 - Exploration in the Liberal Studies

**3 credits** *Prerequisite(s): Senior standing and completion of 24 hours in the major*

Explorations in the Liberal Studies is the capstone course for the Liberal Studies major. This course will provide an in-depth study of a single text and its connections to the disciplines studied in the major. Students will base a senior research project on a theme or issue related to the text, taking a particular perspective from the social sciences, the natural sciences, the humanities/fine arts, or business, allowing students to apply and integrate their earlier learning in the liberal studies courses.

## Management

### MGT 100-400 - Special Topics

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

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

### MGT 301 - Principles of Management

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

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 331 - Management of Human Resources

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

This course is designed to identify and explore the various human resource functions that create a cohesive framework leading to the achievement of organizational effectiveness through enlightened human resource systems management. This is a basic course for operating managers as well as human resource managers.

### MGT 342 - Transportation and Distribution Management

**3 credits** *Prerequisite(s): MGT 309 and GBA 334*

An introduction to the field of transportation and distribution management, including logistics interfaces with transportation and distribution, distribution systems and cost and service optimization, packaging and materials handling, and the special characteristics, advantages, and limitations of the different modes of transportation.

### MGT 350 - Entrepreneurship II

**3 credits** *Prerequisite(s): MGT 320*

This course builds on the material learned in MGT 320 and focuses on the actual management of an ongoing new business. Detailed materials are presented in marketing, finance, location and layout, purchasing, quality management, vendor analysis, inventory control, human resources, management succession, and risk management.

### MGT 377 - Procurement, Purchasing and Vendor Management

**3 credits** *Prerequisite(s): MGT 309*

This course is an introduction to the field of procurement, purchasing, and vendor management, including an overview of inbound logistics and its relationship to purchasing processes and strategies, including cost and price considerations, vendor assessment, legal aspects of a purchasing contract, inbound quality issues, and materials management.

### MGT 410 - Quality Improvement and Management

**3 credits** *Prerequisite(s): MGT 309 and GBA 334*

This course is an extensive coverage of quality management, to include an understanding of quality principles; the integration of quality management, logistics management, and project management; knowledge of the effect of variation in manufacturing and service industries; quality assurance and acceptance management; the understanding and proficiency in the mechanics of statistical process control; and the follow-on statistical experimentation and testing to improve manufacturing and service processes.

### MGT 412 - Organizational Behavior and Development

**3 credits** *Prerequisite(s): MGT 301*

Organizational behavior is simply the study of human behavior in organizations. The overriding goal of this course is to understand, predict, and control human behavior. Therefore, it is necessary to study both individual and group behavior from a theoretical standpoint. Topics to be addressed include leadership, motivation, communication, decision making, and organizational culture.

### MGT 417 - Logistical Inventory Control and Materials Management

**3 credits** *Prerequisite(s): MGT 309 and GBA 334*

This course focuses on the role of materials management in modern organizations, the methods of forecasting demand, the assessment of economic lot sizes, and the

procedures for optimizing ordering systems and inventory levels.

### MGT 422 - Project Management Implementation

**3 credits** *Prerequisite(s): MGT 312*

This course will cover specific activities that integrate project management principles with project event management, taking project events from pre-award to closure. Students will investigate and evaluate different methods for measuring project performance, including Program Evaluation and Review Techniques (PERT) to ascertain probabilistic project completion times and Critical Path Method (CPM) approaches that investigate cost management and project acceleration techniques. The course will also cover team member selection and evaluation, project reporting processes, project event conflict and risk management, and coordinating project events across the enterprise and along the supply chain. This course exposes students to approaches, methods, and systems to ensure management success under demanding cost, schedule, and performance requirements.

### MGT 425 - Management Internship

**3-12 credits**

*Prerequisite(s): Junior standing and permission of faculty advisor, faculty internship coordinator, and department chair*

Placement is in a small business or major corporation. The intern applies various analytic techniques to the operation of a business. Business supervision provides a variety of assignments for a thorough acquaintance with organizational functions. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.
The internship may be 3 to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:
Option 1: The student may retake the courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;
Option 2: Student must complete a three-credit 300-400 level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT 231), which is required by many graduate programs. Offered as needed.

### MGT 430 - Business, Government, and Society

**3 credits** *Prerequisite(s): MGT 301*

This course is a study of interrelationships among business, government, and society. The complex, continuously evolving and closely linked business-government-society system will be studied. Academic theory and actual management concerns at the strategic, global, national, regional, and local levels are covered in the course.

### MGT 441 - Labor Relations

**3 credits** *Prerequisite(s): MGT 331*

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

### MGT 492 - Logistics Specialization Portfolio

**3 credits** *Prerequisite(s): MGT 312, MGT 342, MGT 377, MGT 410, and MGT 417*

This course uses the case-study method to integrate the various subcomponents of effective logistics management:

transportation, distribution, inventory management, warehouse management, quality management, project management, procurement, export/import documentation, export/import finance. The course culminates in a formal report and executive presentation. This course, as the logistics specialization capstone course, has also been tasked to participate in the Common Body of Knowledge (CBK) review materials process that will culminate in taking the National Education Testing Service (ETS) Test for Business.

### MGT 495 - Project Management Applications

**3 credits** *Prerequisite(s): MGT 309, MGT 312, MGT 315, MGT 318 , MGT 322, MGT 410, and MGT 422*

This course builds upon prior project management classes with an emphasis on practical application. Students must demonstrate the ability to apply successfully the project management process in two ways: first, with real data in case analysis representing a range of industries and a continuum of successful and poor implementation, and subsequently, with a specific project under the guidance of a faculty member.

## Marketing

### MKT 100-400 - Special Topics

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

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

### MKT 110 - Marketing Career Development

**3 credits** To provide students with a general background on marketing concepts and principles through current events in marketing. Students will interact with practitioners and develop a career path while in college and beyond to broaden their marketing understanding. To facilitate this, students will develop a LinkedIn page, identify influencers to follow, and identify internship opportunities.

### MKT 301 - Principles of Marketing

**3 credits** *Prerequisite(s): ENG 122 and second-semester sophomore standing*

A basic course in the marketing of goods, services, and ideas including planning, pricing, promotion, and distribution. Attention is directed to international marketing, marketing ethics, and managing the marketing function. Offered every semester.

### MKT 308 - Personal Selling

**3 credits** *Prerequisite(s): MKT 301*

This course provides the foundation for successful selling concerning legal issues, preparation, prospecting, approach, presenting, closing, and follow-up. Consumers' purchase decisions, interpretation of body language, and overcoming objections are studied. Students will make their presentation to a buyer from another country. Offered fall semester.

### MKT 310 - Integrated Marketing Communication

**3 credits** *Prerequisite(s): MKT 301*

This course provides an introductory understanding of integrated marketing communication and promotion, including strategic planning and tactical execution of a communication plan. Emphasis is on developing and launching an integrated communications, branding and advertising plan targeting multiple segments and employing both traditional and new media. Offered spring semester.

### MKT 315 - Marketing Certificates

**3 credits** *Prerequisite(s):* MKT-301, taken previously or concurrently; MKT-327. Students will prepare for and pass marketing certifications in Google Analytics and Ads under the guidance of a faculty expert. Free course material is provided by the organization issuing the certification. Students will have readily prized certifications to procure internships and jobs upon graduation.

### MKT 324 - Marketing Research

**3 credits** *Prerequisite(s): MKT 301, MAT 201*

From problem formulation and objective setting, this course details how to undertake primary and secondary research—that is, exploratory, descriptive, and causal research. It details focus groups, questionnaire design, measurement scales, sampling procedures, sampling and non-sampling error, data collection, editing, analysis, and synthesizing data into a cogent, succinct report. Offered spring semester.

### MKT 327 - Data and Web Analytics

**3 credits** *Prerequisite(s): MKT 301*

The course explains what web analytics is and provides key instructions on how to design a comprehensive web analytics strategy. It focuses on how to apply analytical techniques correctly, how to assess the effectiveness of social media and multichannel campaigns, how to optimize success by leveraging experimentation, and how to employ the proper tools and tactics for listening to your customers.

### MKT 332 - Non-Profit and Social Marketing

**3 credits** *Prerequisite(s): MKT 301*

This course provides the students with an initial opportunity to explore the growing experience of non-profit marketing. The course related project and on-site activities will provide students with first hand experiences of developing marketing materials and plans for a non-profit organization. These will be faculty supervised projects since many non-profits have limited marketing resources and capabilities. The experience will be with local non-profit organizations in the Saint Leo Stakeholder Community.

### MKT 336 - Retailing

**3 credits** *Prerequisite(s): MKT 301*

Presents retail in its multi-facets as a part of the total interactive marketing channel. Consequently, this course is designed to introduce students to the world of retailing from a managerial/operational viewpoint. This incorporates the study of the key components of retailing, including but not limited to, retail mix, retail marketing strategies, store layout and design, changing technologies and impact on design, merchandising and related topics. An emphasis will be placed on the e-tail and other evolving trends within the retail environment.

### MKT 345 - Social Media Marketing

**3 credits** *Prerequisite(s): MKT 301*

This course covers the key techniques and methods on how to manage marketing operations online. It focuses on presenting cutting-edge business strategies that generate value by applying and adjusting marketing techniques in the online environment and utilizing social media. The purpose of the course is to prepare the students to expand a company's marketing activities online and to coordinate both traditional and social media marketing strategies in a way that maximizes a company's long-term competitive advantage. Offered spring semester.

### MKT 370 - Gamification

**3 credits** *Prerequisite(s):* MKT 301

The course provides a comprehensive presentation to the latest gamification

techniques in marketing. As markets become more integrated and competitive, capturing the attention, engagement, and ultimately the loyalty of existing and potential customers is more critical than ever. Gamification techniques can be one of the sources of achieving these goals and of creating a sustainable, positive brand image and competitive advantage.

### MKT 371 - Digital Storytelling

**3 credits** *Prerequisite(s):* MKT 301

The course provides a comprehensive presentation of the latest digital storytelling techniques in marketing. As markets become more integrated and competitive, capturing the attention, engagement, and ultimately the loyalty of existing and potential customers is more critical than ever. User-generated digital content can be one of the sources of achieving these goals and of creating a sustainable, positive brand image and competitive advantage.

### MKT 372 - Marketing Innovation and New Product Development

**3 credits** *Prerequisite(s):* MKT 301

The course's focus is on innovation and using innovation to develop and market new products. The stages of new product development are covered, from idea generation to product launch.

### MKT 383 - Consumer Behavior

**3 credits** *Prerequisite(s): MKT 301*

This course studies consumers' purchase and consumption patterns and their implications on marketing decisions. The consumers' decision process is detailed, including need recognition, search, prepurchase evaluation, consumption, and satisfaction, with an emphasis on individual consumer differences, the psychological process, and environmental influences. Offered fall semester.

### MKT 425 - Marketing Internship

**3-12 credits**

*Prerequisite(s): Junior standing and permission of faculty advisor, faculty internship coordinator, and department chair*

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion, and/or distribution. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum.

The internship may be 3 to 12 credits, depending on the student's and employer's needs, although only three credits are required. In order to apply, the student must have a minimum of a 2.5 GPA overall and in the major. If as student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

Option 1: The student may retake courses or take other elective courses to reach the 2.5 requirement, and then apply to intern;

Option 2: Student must complete a three credit 300-400 level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT-231), which is required by many graduate programs.

Offered as needed.

### MKT 429 - Advanced Directed Study and Research

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

Intensive individual study in a particular aspect of marketing not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Written request for enrollment must be

made prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

### MKT 497 - Data Driven Strategic Marketing

**3 credits** *Prerequisite(s): MKT 301*

The course integrates all key marketing principles and concepts within a framework that provides the metrics and tools to assess their effectiveness. A comprehensive set of metrics to assess product decisions, pricing, promotion, distribution, and online marketing is covered in a hands-on fashion that trains students to both design and evaluate marketing strategies based on data, and relevant criteria. It is an applied, quantitative, data driven approach to marketing strategies that reflects the cutting-edge practices in the field.

### MKT 498 - Marketing Policies and Strategies

**3 credits** *Prerequisite(s): MKT 301 and nine additional marketing credits*

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

## Mathematics

### MAT 100-400 - Special Topics

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

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

### MAT 110 - Introductory Algebra with Applications

**3 credits** This course is designed to provide basic algebra skills as well as a beginning background on functions that will enable students to advance to Intermediate Algebra, Finite Mathematics and beyond. Topics include review of basic algebra, solving and graphing linear equalities and inequalities and systems of two linear equations, analyzing and graphing linear equations in two unknowns, polynomials and exponents, and introduction to the concept of functions. Special attention will be given to applications for all the topics covered in the course.

*Note:* This course does not satisfy the University Exploration requirement for mathematics.

### MAT 128 - Intermediate Algebra

**3 credits** *Prerequisite(s): MAT 003 or MAT 110 with a grade of C- or higher or mathematics placement.*

This course does not satisfy a LINK (general education) requirement in mathematics. This course is designed to provide intermediate algebra skills as well as a beginning background on functions that will enable the student to advance and succeed in College Algebra and beyond. Topics include algebraic concepts with emphasis on factoring polynomial expressions and solving polynomial equations, solving linear inequalities, understanding set notation including interval notation, manipulating rational expressions and solving rational equations, definition of functions and graphs of basic functions, manipulating rational exponents, and radicals and solving radical equations. Offered every semester.

### MAT 131 - UE: College Mathematics

**3 credits** Topics include critical thinking, number theory, measurement, percentages, geometry, counting methods, probability, and statistics. Offered every semester.

### MAT 141 - Finite Mathematics

**3 credits** *Prerequisite(s): MAT 003 or MAT 110 with a grade of C- or better, mathematics placement*

Topics in mathematics that are especially applicable to business such as linear

models, linear programming, mathematics of finance, and probability.

### MAT 151 - College Algebra

**3 credits** *Prerequisite(s): MAT 128 with grade of C- or higher or mathematics placement*

Topics include solving higher order polynomial and rational equations and inequalities, logarithmic as well as exponential equations. Graphs and zeros of functions, operations on functions, graph transformations, graphing and understanding the properties of polynomial, rational, inverse, logarithmic and exponential functions. Offered every semester.

### MAT 152 - Trigonometry

**3 credits** *Prerequisite(s): C- or better in MAT 151 or mathematics placement*

Topics include trigonometric functions, trigonometric identities and equations, the laws of sines and cosines, complex numbers, polar coordinate system, and DeMoivre's Theorem. Intended as a preparation for the first course in calculus, MAT 235. Offered every semester.

### MAT 201 - Introduction to Statistics

**3 credits** *Prerequisite(s): C- or better in MAT 141 or MAT 151 or higher, or mathematics placement*

Development of the fundamental statistical methods, including graphs, measures of central tendency and variation. Inferential statistics includes a basic review of the concepts of probability, binomial probability, normal distribution, CLT, confidence intervals, hypothesis testing, regression analysis, and correlation. Use of statistical software packages. Applications to business, social science, education, and environmental science.

### MAT 235 - Calculus-with Analytic Geometry I

**3 credits** *Prerequisite(s): C- or better in MAT 152 or mathematics placement*

Topics include limits, derivatives, continuity, applications of derivatives, and indeterminate forms Offered every semester.

### MAT 236 - Calculus II

**3 credits**

*Prerequisite(s): MAT 235*

This is a second semester course in a four course calculus sequence. Topics include introduction to integrals, the Fundamental Theorem of Calculus, techniques and applications of integration, improper integrals, some differential equations, parametric equations, and polar curves. Offered as needed.

Offered as needed.

### MAT 251 - Introduction to Discrete Mathematics

**3 credits** *Prerequisite(s): MAT 235*

This is a course to introduce students to sound mathematical reasoning. Topics include but are not limited to logic, algorithms, counting techniques, mathematical reasoning, relations and functions, graphs, and trees. Offered as needed.

### MAT 301 - Applied Statistics

**3 credits** *Prerequisite(s): MAT 201*

This course covers a variety of statistics problems involving applications to real world problems within the framework of the programming language R. Data will be analyzed using R to determine if it is normal and investigated using contingency tables. In addition to learning more about datasets and how they can be handled in R, this course gives a more in depth coverage of confidence intervals for a variety of situations, hypothesis tests of various types, ANOVA and related conclusions, and some

basic regression techniques and related hypothesis tests about the coefficients of the models.

### MAT 310 - Operations Research

**3 credits** *Prerequisite(s):* MAT 235

This course will emphasize optimization techniques for decision making using non-integer linear programming including: the simplex method and its variants, sensitivity analysis, duality theory, transportation problems, networks, and various computer techniques supporting these methods.

### MAT 320 - History of Mathematics

**3 credits** *Prerequisite(s): ENG 122 and MAT 235*

This is a course to introduce students to the history of mathematics. Topics covered include early Western mathematics, other mathematical traditions, and modern mathematics through the development of calculus.

### MAT 326 - Introduction to Graph Theory

**3 credits**

*Prerequisite(s):* MAT 251

This course is an introduction to graph theory where students will investigate the fundamental concepts of graphs, digraphs, trees, circuits, paths, cycles, connectivity, Eulerian and Hamiltonian graphs. Students will use tools of graph theory to solve problems ranging from optimization, networks, tournaments, map coloring to match making problems.

### MAT 330 - Data Visualization

**3 credits** *Prerequisite(s):* MAT 201

This course provides an introduction to the concept of big data within the context of programming with the statistical language of R and through the use of spreadsheets. Topics covered in the class will include big data and what it is and how it is used, cluster analysis and network graphs, naïve Bayesian analysis, introduction to artificial intelligence and regression analysis, supporting topics from spreadsheets, and the R programming language.

### MAT 331 - Probability and Statistics

**3 credits** *Prerequisite(s): MAT 236*

Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers, and central limit theorem. Offered as needed.

### MAT 335 - Introduction to Numerical Analysis

**3 credits** *Prerequisite(s):* MAT 235

This course explores the numerical techniques used in many areas of mathematics and related programming algorithms. Topics covered include error bounds of numerical methods, solving nonlinear equations, approximation using polynomials, solving linear systems numerically using both direct and indirect methods, techniques for both numerical integration and numerical differentiation.

### MAT 337 - Calculus III

**3 credits** *Prerequisite(s): MAT 236*

This is the third course in a 4-course calculus sequence. Topics include sequences, series, analytic geometry, vector analysis, and partial differentiation. Offered as needed.

### MAT 338 - Calculus IV

**3 credits**

*Prerequisite(s):* MAT 337

This is the fourth course in the four course Calculus sequence. The course focuses on vector valued functions, multiple integrals and their applications, line and surface integrals, theorems of Green, Strokes as well as applications. Offered as needed.

### MAT 361 - Linear Algebra

**3 credits** *Prerequisite(s): MAT 235*

Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues, and Euclidean n-space. Offered as needed.

### MAT 411 - Differential Equations

**3 credits** *Prerequisite(s): MAT 235*

Linear equations of first order and higher, simple non-linear equations, Laplace Transform, and systems of linear equations. Offered as needed.

### MAT 421 - Differential Equations II

**3 credits**

*Prerequisite(s):* MAT 411 with a minimum grade of C-

In this course students explore advanced topics about ordinary differential equations: numerical methods including Euler's and Runge-Kutta, application of second order differential equations, series solutions, phase plane stability analysis of 2D systems, and Sturm-Liouville boundary value problems.

### MAT 425 - Mathematics Internship

**3 - 12 credits** *Prerequisite(s):* Permission of Dean and Department Chair

Students will have the opportunity to gain insight into the areas of business or government where their mathematical skills are going to be utilized. Students will be able to apply their problem solving, computing, analyzing, organizing and communication skills. Offered as needed. This is a pass/fail course. May be repeated for credit up to 12 credit hours limit. Up to 6 credits maybe applied toward the Major Electives.

### MAT 429 - Advanced Directed Study and Research

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

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

### MAT 497 - Preliminary Research Seminar

**1 credit** *Prerequisite(s): At least junior standing as a mathematics major*

*Prerequisite/Corequisite:* MAT 499

This course is designed for junior or senior mathematics majors to have the opportunity to prepare for their senior research project as well as to begin the process of entering the job market or apply for graduate school. This course will require students to 1) consider pursuing graduate degrees by researching different programs, understanding the application process and the demands of passing the GRE and the GRE subject test, 2) prepare for the process of attaining a job post-graduation, by creating a resume and cover letter, participate in a mock interview, and 3) conduct literature review and identify the senior research project. The students will be enhancing their written and verbal communications skills by preparing and giving power point presentations both individually as well as in teams. This serves as the prerequisite for MAT 499 - Senior Research Project, the capstone course in mathematics. In MAT 497, a proposal for a mathematics research paper will be written and submitted to the faculty mentor. This research will continue on in MAT 499.

### MAT 499 - Senior Project in Mathematics

**3 credits** *Prerequisite(s): Senior standing as a mathematics major*

This is the mathematics capstone course, which is designed to have students

experiment with research ideas. In this course, students are expected to come up with a research project in any interested area of mathematics with the guidance and supervision of a full-time faculty member in the Mathematics Department. Offered as needed.

### MGF 1100 - College Mathematics

**3** Topics include critical thinking, number theory, measurement, percentages, geometry, counting methods, probability, and statistics.
*Note:* Florida Statewide Course Numbering System

### MGF 1106 - Finite Mathematics

**3** *Prerequisite(s): MAT 110 with a grade of C- or better, mathematics placement*
Topics in mathematics that are especially applicable to business such as linear models, linear programming, mathematics of finance, and probability.
*Note:* Florida Statewide Course Numbering System

### STA 2021 - Introduction to Statistics

**3** *Prerequisite(s): C- or better in MAT 141 or MAT 151 or higher, or mathematics placement.*
Development of the fundamental statistical methods, including graphs, measures of central tendency and variation. Inferential statistics includes a basic review of the concepts of probability, binomial probability, normal distribution, CLT, confidence intervals, hypothesis testing, regression analysis, and correlation. Use of statistical software packages. Applications to business, social science, education, and environmental science.
*Note:* Florida Statewide Course Numbering System

## Medical Humanities

### HUM 2050 - Foundations of Medical Humanities

**3 credits** This course introduces students to the foundations of the medical humanities. Using the humanities to investigate the human experiences of illness, health, disability and death, students will examine these ideas through the lenses of literature and the arts, history and culture, spirituality and religion, and philosophy and ethics. The limitations and boundaries of medicine are introduced, allowing for more nuanced and meaningful understanding of the cultural, historical, and social contexts that shape our contemporary approaches to medicine, health, and illness.
*Note:* Florida Statewide Course Numbering System

### MHU 201 - Foundations of Medical Humanities

**3 credits**
This course introduces students to the foundations of the medical humanities. Using the humanities to investigate the human experiences of illness, health, disability and death, students will examine these ideas through the lenses of literature and the arts, history and culture, spirituality and religion, and philosophy and ethics. The limitations and boundaries of medicine are introduced, allowing for more nuanced and meaningful understanding of the cultural, historical, and social contexts that shape our contemporary approaches to medicine, health, and illness.

### MHU 310 - Abled in a Disabled World

**3 credits** In this course, students will gain a deeper understanding of their unconscious bias towards differently abled people in society, and study theories of mindfulness, giving voice, empowerment, and existing

public policies governing society's acceptance of differently abled people. Topics include the social characteristics of differently abled peoples, theories of Special Needs Inclusion, and tenets of the Individuals with Disabilities Education Act.

### MHU 339 - Selected Topics in Medical Humanities

**3 credits**

*Prerequisite(s):* MHU 201

This class offers an in-depth examination of one of the major areas within the medical humanities field. Topics will vary and reflect the changes and advances of the field. Using the humanities to investigate the human experiences of illness, health, disability, and death, students will examine these ideas in further depth with a focus on literature and the arts, history and culture, spirituality and religion or philosophy and ethics. This further examination allows students to achieve a nuanced and meaningful understanding of the larger contexts that have shaped our approaches to medicine, health, and illness.

### MHU 425 - Internship

**3 - 6 credits** The internship in Medical Humanities is intended as an elective course for students who wish to gain professional experience related to a medical humanities discipline. The internship can be taken for 3 or 6 credits. Students must submit an internship application in order to be considered for this internship. A 3-credit internship requires students to work at least 150 hours at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus. A 6-credit internship requires students to work at least 300 hours at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus. Students are assigned a Pass (P) or a Fail (F) grade for this course.

### MHU 498 - Senior Seminar in Medical Humanities

**3 credits** *Prerequisite(s):* Junior standing

This capstone course has been designed for the Medical Humanities majors to develop a project proposal and carry out a capstone project under the guidance of the instructor. Thus, it entails researching the available bibliographical and material resources necessary to achieve the proposed project. Additionally, the course includes sessions on graduate schools, career planning, and resume writing. Required during the fall semester of the senior year for Medical Humanities majors.

## Military Science

### MSE-AFR 1101 - Foundations of the United States Air Force Part 1 (1) US AFR

**1 credit** *Corequisite(s): MSE-AFR 2000 , MSE-AFR 2001*

Introduction to the Air Force through a study of its mission, heritage, customs, benefits, and officer career opportunities. MSE-AFR 2001: Leadership Laboratory augments the course, providing followership and leadership experiences. Laboratory augments the course, providing followership and leadership experiences.

### MSE-AFR 1120 - Foundations of the United States Air Force Part 2 (1) US AFR

**1 credit**

*Corequisite(s): MSE-AFR 2000 , MSE-AFR 2001*

A study of the foundations Air Force officership. Topics include Air Force leadership, team building, interpersonal communication, Air Force Core Values, diversity, and the Oath of Office.

### 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 Aerospace Power I

**1 credit**

*Corequisite(s): MSE-AFR 2000 , MSE-AFR 2001*

A study of air power from balloons and dirigibles through the jet age. Emphasis is on the employment of air power in World War I and World War II and how it affected the evolution of air power concepts and doctrine.

### MSE-AFR 2140 - The Evolution of USAF Aerospace Power II

**1 credit** *Corequisite(s): MSE-AFR 2000 , MSE-AFR 2001*

A historical review of air power employment in military and non-military operations in support of national objectives. Emphasis is on the period from post World War II to present. This course is for professional officers only.

### MSE-AFR 2940 - Basic Aerospace Internship

**4 credits** This internship is granted only to AFROTC students who participated in the 6-week field training encampment. Those students receive academic instruction equal to MSE-AFR 1101, MSE-AFR 1120, 2120, MSE-AFR 2140. Internship certified by the Professor of Aerospace Studies. Department approval required.

### MSE-AFR 3220 - Air Force Leadership and Management I

**3 credits** *Corequisite(s):* MSE-AFR 2000 and *MSE-AFR 2001*

An integrated management course emphasizing the individual as a manager in an Air Force milieu. The individual motivational and behavioral processes, leadership, communication, and group dynamics are covered to provide a foundation for the development of the junior officers' professional skills as an Air Force officer (officership). The basic managerial processes involving decision making, utilization of analytic aids in planning, organizing, and controlling in a changing environment are emphasized as necessary professional concepts.

### MSE-AFR 3231 - Air Force Leadership and Management II

**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 I

**3 credits**

*Corequisite(s): MSE-AFR 2000 , MSE-AFR 2001*

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

military and the role of the professional military leader-manager in a democratic society.

### MSE-AFR 4211 - National Security Affairs & Preparation for Active Duty II

**3 credits** *Corequisite(s): MSE-AFR 2000 , MSE-AFR 2001*

A continuation of the study of the Armed Forces in contemporary American society. Concentration is the requisites for maintaining adequate National Security forces; political, economic, and social restraints on the national defense structure; the impact of technological and international developments on strategic preparedness; the variables involved in the formulation and implementation of national security policy; and military justice and its relationship to civilian law.

## Army ROTC

### MSL 1001 - Introduction to the United States Army

**2 credits**

MSL 1001 introduces students to the Army and the Profession of Arms. 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 the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers' Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Students also learn to perform basic Soldier skills to survive in a field environment to support their development as an Army leader. Students will also develop life skills such as time management, goal setting, stress management, and comprehensive fitness.

### MSL 1002 - Foundations of Agile and Adaptive Leadership

**2 credits**

MSL 1002 introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as critical thinking, performance and resilience enhancement skills, and communication will benefit them throughout their life and career. Students learn the basics of the communications process and the importance for leaders to develop the essential skills to effectively communicate in the Army. Students will begin learning the basics of squad level tactics that will be reinforced during a weekly lab facilitated by MS IV (senior year) Cadets, supervised by Cadre.

### MSL 2101 - Leadership and Decision Making

**2 credits**

MSL 2101 focuses on values, ethics, and leadership. The course adds depth to the students' knowledge of the different leadership styles. Students will conduct a leadership analysis of famous leaders and self-assessment of their own leadership style. The Army Profession is presented through the understanding of values and ethics, and how to apply both to different situations they may encounter as a leader. Army Values and Ethics and their relationship to the Law of Armed Conflict (LOAC) and philosophy of military service are also discussed. Students are then required to apply their knowledge outside the classroom during hands-on performance-oriented environments during a weekly lab facilitated by MS IV (senior year) Cadets, supervised by Cadre.

### MSL 2102 - Army Doctrine and Team Development

**2 credits**

MSL 2102 focuses on Army Doctrine and Decision Making. The course begins with analytical techniques, creative thinking

skills and the Army problem solving process as related to situations faced by leaders when making decisions. Students will be introduced to Army Doctrine as it relates to small unit operations. Squad tactics will be covered in classes on Unified Land Operations, Offensive Operations, and Defensive Operations. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MS IV Cadets, supervised by Cadre.

### MSL 2900 - Army Physical Readiness

**1 credit** Emphasis will be on the fitness components, weight control, diet and nutrition, stress management, as well as avoidance of hypertension, substance abuse, and tobacco use. Physical Training (PT) will be conducted three mornings per week (M-W-F) from 6:30 AM to 7:30 AM at the Army ROTC department.

### MSL 3201 - Training Management and the Warfighting Functions

**3 credits** MSL 3201 focuses on training management and the warfighting functions. It is an academically challenging course where Cadets will analyze, test, and relate the fundamentals of Training Management and how the Army operates through the Warfighting functions. At the conclusion of this course, Cadets will be capable of planning, preparing, and executing training for a squad conducting small unit operations. MS III (junior year) Cadets will receive systematic and specific feedback on their leadership attribute and competencies from their Cadre Instructor, other Cadre, and MS IV (senior year) Cadets who will evaluate them using the Cadet Officer Evaluation Report. This course includes a weekly lab using peer facilitation, supervised by MS IV Cadets and Cadre.

### MSL 3202 - Applied Leadership in Small Unit Operations

**3 credits**

MSL 3202 focuses on applied leadership in small unit operations. It is an academically challenging course where Cadets will study, practice, and apply the fundamentals of direct level leadership and small unit tactics at the platoon level. At the conclusion of this course, Cadets will be capable of planning, coordinating, navigating, motivating, and leading a platoon in the execution of a mission. MS III (junior year) Cadets will receive systematic and specific feedback on their leadership attribute and competencies from their Cadre Instructor, other Cadre, and MS IV (senior year) Cadets who will evaluate them using the Cadet Officer Evaluation Report. This course includes a weekly lab, using peer facilitation, supervised by MS IV Cadets and Cadre. Successful completion of this course will help prepare you for Cadet Summer Training/Advanced Camp, which you will attend in the summer, at Fort Knox, KY.

### MSL 4301 - The Army Officer

**3 credits** MSL 4301 focuses on Cadet development as an Army Officer. It is an academically challenging course where Cadets will develop knowledge, skills, and abilities to plan, resource, and assess training at the small unit level. Cadets will be assessed on the execution of missions during a classroom PE, weekly lab, or during a Field Training Exercise. Cadets will receive systematic and specific feedback on their leadership attribute and competencies from the Professor of Military Science and other Cadre who will evaluate them using the Cadet Officer Evaluation Report. Cadets will also learn about Army programs that support counseling subordinates and evaluating performance, values and ethics, career planning, and legal responsibilities.

At the conclusion of this course, Cadets will be familiar with how to plan, prepare, execute, and continuously assess the conduct of training at the company or field grade officer level. This course includes a weekly lab supervising lesson facilitation for MS III Cadets, supervised by Cadre.

### MSL 4302 - Company Grade Leadership

**3 credits**

MSL 4302 focuses on Cadet development as a Company Grade Officer. It is an academically challenging course where Cadets will develop knowledge, skills, and abilities required of junior officers pertaining to the Army in Unified Land Operations and Company Grade Officer roles and responsibilities. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, a mid-term exam, and an Oral Practicum as the final exam. Successful completion of this course will assist in preparing Cadets for the Basic Officer Leader Course and is a mandatory requirement for commissioning. This course includes a weekly lab supervising lesson facilitation for MS III Cadets, supervised by Cadre.

## 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 102 - Class Piano

**1 credit**

Development of fundamental piano technique and technical skills for application to other aspects of music, including music theory, music reading, harmonization, improvisation, memorization, and performance. Students are required to pass four levels of keyboard proficiency and may repeat the course for up to four semesters until level four is successfully completed.

### MUS 103 - Private Instruction for Music Majors

**2 credits** Sequential individual instruction leading to development and exploration of technique, repertoire, and performance of the primary instrument or voice. Open to all students; required for Music Majors. MUS 403 may be repeated for credit. Semester fees apply. No refund after the second lesson.

### MUS 104 - A Capella Ensemble

**1 credit**

*Prerequisite(s):* Sophomore level or higher and audition.

This course will develop musicianship through group instruction of a cappella ensemble skills. Sound has a look. Technique, tonal placement, diction, expressiveness, proper alignment, artistry, word memorization, dramatic engagement and free vocal production will all be addressed and assessed.

### 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 - UE: Spirituals to Rock and Roll

**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 120 - 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 120 - 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 required. 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 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 202 - Class Piano

**1 credit**

Development of fundamental piano technique and technical skills for application to other aspects of music, including music theory, music reading, harmonization, improvisation, memorization, and performance. Students are required to pass four levels of keyboard proficiency and may repeat the course for up to four semesters until level four is successfully completed.

### MUS 203 - Private Instruction for Music Majors

**2 credits** Sequential individual instruction leading to development and exploration of technique, repertoire, and performance of the primary instrument or voice. Open to all students; required for Music Majors. MUS 403 may be repeated for credit. Semester fees apply. No refund after the second lesson.

### MUS 205 - Music Production I

**3 credits**

This course is an introduction to the world of music production through a computer workstation using software such as Garage Band and Logic to create original and/or modified music. No pre-requisites are required.

### MUS 210CL - UE: Music Masterpieces

**3 credits** In this course students will develop critical listening skills through increasing their understanding of musical structure and cultural context and making connections between musical masterpieces of the past and the music enjoyed in the present. The focus of the course is European and North American music.

### MUS 220 - 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 required. No refund after second lesson.

### MUS 221 - Music Theory III: Form and Analysis and Advanced Tonal Harmony

**3 credits**

*Prerequisite(s):* MUS 121 and MUS 122

In this course students will explore and analyze music forms within various time periods and styles. The topics will range from analysis of the smallest musical element - the motive - through the large-scale concerto or symphony form. This course will also analyze the formal structures present in jazz and popular music. Students will complete an in-depth analysis paper and subsequent presentation which demonstrates an understanding of harmonic and formal analysis, historical context, and scholarly writing.

### MUS 222 - Music Theory IV: 20th Century Harmony and Beyond

**3** *Prerequisite(s):* MUS 221

In this course students will explore and analyze musical styles, harmonic and rhythmic practices, and compositional processes of the 20th and 21st century. Students will be able to provide an accurate analysis of pitch material, rhythms, timbres, textures, and styles present in the 20th century. Students will create a composition mirroring one of the styles of the 20th century discussed throughout the semester.

### 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 300 - Special Topics

**3 credits** 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 302 - Class Piano

**1 credit**

Development of fundamental piano technique and technical skills for application to other aspects of music, including music theory, music reading, harmonization, improvisation, memorization, and performance. Students are required to pass four levels of keyboard proficiency and may repeat the course for up to four semesters until level four is successfully completed.

### MUS 303 - Private Instruction for Music Majors

**2 credits** Sequential individual instruction leading to development and exploration of technique, repertoire, and performance of the primary instrument or voice. Open to all students; required for Music Majors. MUS 403 may be repeated for credit. Semester fees apply. No refund after the second lesson.

### MUS 305 - Music Production II

**3 credits** *Prerequisite(s):* MUS 205

In this course students will expand upon the basic skills taught in Music Production I to produce original recordings and music videos, emphasizing recording live instruments or voice and integrating audio with video recording. Prerequisite is successful completion of MUS 205, Music Production I or by recommendation of the instructor.

### MUS 307 - Introduction to the Music Industry

**3 credits** *Prerequisite(s):* MUS 110CL or MUS 210CL and MUS 205

Introduction to the Music Industry introduces and explores all aspects of the commercial music industry including the creative economy, entrepreneurism, global music, branding and marketing, copyright management, and revenue streams such as recording, music publishing, broadcasting and digital media.

### MUS 310 - Introduction to Music Education

**3 credits**

*Prerequisite(s):* MUS 110CL or MUS 210CL

Introduction to Music Education acquaints prospective music teachers with the field of music education through the study and discussion of historical, psychological, sociological, philosophical, and methodological approaches held by the profession. Through readings, discussions, observations, and assignments, students will become more aware of the profession as a whole and what is needed to prepare for their future. Students will draft a philosophy of teaching, observe teachers in schools, and peer teach during the semester.

### MUS 320 - 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 required. No refund after second lesson.

### MUS 321 - Music History I

**3 credits** *Prerequisite(s):* MUS 210CL

MUS 321 Music History I examines the musical development, form, notation, style, and genres of the early centuries of Western civilization including the Medieval (450-1450), Renaissance (1450-1600), and Baroque (1600-1750) eras. This course will analyze musical works of all genres from these historical eras to evaluate the cultural, economic, political, and religious traditions associated with them. The course also examines the lives of the composers and musicians who created this music.

### MUS 322 - Music History II

**3 credits**

*Prerequisite(s):* MUS 321

MUS 322 Music History II examines the musical development, form, notation, style, and genres of the later centuries of Western civilization including the Classical (1750-1820), Romantic (1820-1900), and Twentieth-Twenty First Centuries (1900-present) eras. This course will analyze musical works of all genres from these historical eras to evaluate the cultural, economic, political, and religious traditions associated with them. The course also examines the lives of the composers and musicians who created this music.

### MUS 325 - Music in the Elementary School

**3 credits** *Prerequisite(s):* MUS 310

Music in the Elementary School is designed to help the prospective elementary music teachers learn how to combine the art of music with the art of learning. This course focuses on bridging teaching-learning theory with practicality through the use of a four-step model: studying the theoretical basis or rationale of the teaching method, observing demonstrations by the methods instructor, practicing the new teaching skill with other methods students, and receiving coaching from the methods instructor.

### MUS 327 - Instrumental Techniques

**3 credits** MUS 327 is an introduction to the basic techniques of playing woodwinds, brass instruments, percussion instruments and string instruments designed for music

majors who plan to teach instrumental ensembles. The course is taught by a team of instructors and will rotate between different instrument families. The rotation schedule will be determined by the Instructors of Record.

### MUS 331 - Music in World Cultures

**3 credits** This course provides an introductory survey of traditions and transformations of music in global perspective. The course examines music that is representative of a variety of world cultures. Within this framework, we will explore everything from folk and classical genres to contemporary styles of world beat, jazz, popular, and experimental music.

### MUS 332 - Music in the Modern Church

**3 credits** *Prerequisite(s):* MUS 210CL , MUS 321 , or Permission of the Instructor

After a brief overview of the development of Christian worship students will explore and analyze worship music in the 21st century in traditional and contemporary Catholic and Protestant worship settings culminating with planning the music and liturgy in a worship service appropriate for the assigned faith tradition.

### 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** 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 355 - Music in the Community

**3 credits** *Prerequisite(s):* MUS 110CL or MUS 210CL

Music in the Community introduces students to the wide variety of ways that music permeates our local communities and the opportunities for professional musicians that grow out of them. The class is taught in a seminar format through representatives from many areas of local music sharing their knowledge and experience such as music studio teachers, community orchestra managers or directors, kindermusic teachers, music store owners or managers, and music therapists.

### MUS 402 - Class Piano

**1 credit**

Development of fundamental piano technique and technical skills for application to other aspects of music, including music theory, music reading, harmonization, improvisation, memorization, and performance. Students are required to pass four levels of keyboard proficiency and may repeat the course for up to four semesters until level four is successfully completed.

### MUS 403 - Private Instruction for Music Majors

**2 credits** Sequential individual instruction leading to development and exploration of technique, repertoire, and performance of the primary instrument or voice. Open to all students; required for Music Majors. MUS 403 may be repeated for credit. Semester fees apply. No refund after the second lesson.

### MUS 410 - Chamber Singers

**1 credit** *Prerequisite(s):* MUS 106 or previous choral experience. Audition required.

Performance of a wide variety of advanced choral music, including jazz, contemporary pop, classical, multi-cultural, and folk music. Open to advanced choral students by audition. May be repeated for credit.

### MUS 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 required. No refund after second lesson.

### MUS 425 - Music Internship

**3 credits** The internship in Music is intended for students who wish to gain professional experience related to a musical field of study. The internship can be taken for 3 credits. Students must submit an internship application in order to be considered for this internship. A 3-credit internship requires students to work at least 10 hours per week at the internship site and students must submit written assignments to the faculty internship supervisor as outlined in the course syllabus.

Students are assigned a Pass (P) or a Fail (F) grade for this course.

### 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.

### MUS 499 - Senior Capstone

**2 credits** *Prerequisite(s):* MUS 120, MUS 220, MUS 320, and MUS 420 or MUS 205 ,and MUS 305

Preparation for a musical performance or portfolio demonstrating the culmination of musicianship, technique, and technical proficiency of a performer, producer or ensemble director. Program repertoire will be established between the student and the applied instructor and will be performed in a manner consistent with industry standards.

## Nursing

### NUR 301 - Professional Nursing and a Culture of Health

**3 credits** *Prerequisite/Corequisite:* Prerequisites: Admission to the nursing program; Corequisites: NUR 302,NUR 303, NUR 304

The course addresses the foundations of professional nursing practice within a Culture of Health framework. The course includes an orientation to the nursing program and the core themes: interprofessional communication, evidence-based practice, Culture of Health, and clinician well-being. Topics such as historical and contemporary perspectives, professionalism, ethics, legal issues, communication, culture and diversity, spirituality, teaching and learning, clinical decision-making, safety, informatics, healthcare systems, and health policy are introduced.

### NUR 302 - Culture of Health I-Foundations of Nursing Practice

**7 credits** *Prerequisite/Corequisite:* Prerequisites: Admission to the nursing

program; Corequisites: NUR 301, NUR 303, NUR 304

This course focuses on foundational nursing knowledge and skills in the provision of person-centered basic nursing care across the lifespan within a Culture of Health framework. Holistic data collection, comprehensive health assessment related to normal findings and variations, and basic nursing skills are addressed. Mental health and safety risk assessments are included. Application of basic nursing care and development of clinical judgement occur in lab, simulation, and clinical in long term care and community settings.

### NUR 303 - Nutrition and Health

**3 credits** *Prerequisite/Corequisite:* Prerequisite(s): Corequsites: NUR 301, NUR 302, NUR 304

The course examines principles of human nutrition throughout the lifespan including principles of digestion, transport, absorption, and metabolism as well as the function, role, and requirements of nutrients. Emphasis is placed on the relationship of nutrition and health and disease. Disease prevention, weight management, and diet modifications are addressed with a focus on nutrition education and application of principles of normal and therapeutic needs.

### NUR 304 - Pharmacology in Nursing

**3 credits** *Prerequisite/Corequisite:* Prerequisite(s): none Corequsites: NUR 301, NUR 302, NUR 303

This course emphasizes integration of pathophysiology and pharmacology across the lifespan. Pharmacology related to drug classes including drug origin, composition, pharmacokinetics, therapeutic use, and toxicology are included. Emphasis is placed on the role of the professional nurse in administration of medications to minimize risk potential. Person-centered education related to pharmacotherapeutics is also addressed.

### NUR 305 - Professional Nursing Scholarship

**3 credits**

*Prerequisite/Corequisite:* Prerequisite(s): NUR 301, NUR 302, NUR 303, NUR 304 Corequisites: NUR 306, NUR 307

This course provides a foundation for evidence-based nursing practice. The design, implementation, analysis, and interpretation of research in nursing as well as legal and ethical considerations are examined. The research process and types of research are addressed. Emphasis is placed on locating, selecting, and critiquing relevant research to assure life-long focus on evidence-based nursing practice.

### NUR 306 - Culture of Health II - Acute Care Nursing

**7 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 301, NUR 302, NUR 303, NUR 304 Corequisites: NUR 305, NUR 307

This course focuses on person-centered nursing care for adults with non-complex acute care illnesses and conditions within a Culture of Health framework. Quality and safety is emphasized in supporting positive health outcomes. Advanced nursing skills are addressed. Application of clinical judgement occurs in lab, simulation, and clinical in acute care and community settings.

### NUR 307 - Culture of Health III - Mental Health Nursing

**4 credits** *Prerequisite/Corequisite:* Prerequisites: NUR 301, NUR 302, NUR 303, NUR 304 Corequisites: NUR 305, NUR 306

This course focuses on person-centered nursing care using a holistic perspective with an emphasis on mental illness and mental health promotion and recovery as

well as resources in the community. Therapeutic communication, legal and ethical issues, advocacy, and safety are addressed. Pharmacological and non-pharmacological therapies related to mental health are included. Application of clinical judgement occurs in simulation and clinical in acute care and community settings.

### NUR 401 - Professional Nursing Contemporary Practices

**3 credits** *Prerequisite/Corequisite:* Prerequisites: NUR 305, NUR 306, NUR 307 Corequisites: NUR 402, NUR 403

This course examines current nursing and healthcare policy topics including political, cultural, economic, and social issues. Emphasis includes legal and ethical issues related to nursing practice. Innovative solutions to healthcare issues and informatics are explored.

### NUR 402 - Culture of Health IV - Nursing Care of Women, Children, and Families

**6 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 305, NUR 306, NUR 307 Corequisites: NUR 401, NUR 403

This course focuses on health promotion and injury and disease prevention in women, children, and families within a Culture of Health framework. Nursing practice related to pregnancy, birth, and childhood is included. Perspectives and considerations specific to family-centered care of children from birth through adolescence are addressed. Application of clinical judgement occurs in lab, simulation, and clinical and community settings aligned with child bearing and nursing care of children

### NUR 403 - Culture of Health V - Chronic Care Nursing

**6 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 305, NUR 306, NUR 307 Corequisites: NUR 401, NUR 402

This course focuses on person-centered care of adults with chronic illness within a Culture of Health framework. Palliative care is addressed with emphasis on an advocacy and shared decision-making model. Nursing considerations related to care coordination and care transitions are included. Application of clinical judgement occurs in simulation and clinical in chronic care and community settings.

### NUR 404 - Culture of Health VI - Population Health Nursing

**4 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 401, NUR 402, NUR 403 Corequisites: NUR 405, NUR 406, NUR 407

This course focuses on principles of community health and care of populations across the lifespan within a Culture of Health framework. Population and global health related to care of specific populations is addressed. Application of clinical judgement includes health equity action plan development focused on wellness and risk and disease prevention through relationships with population health partnerships. Clinical experiences occur in community settings

### NUR 405 - Culture of Health VII - Complex Care Nursing

**5 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 401, NUR 402, NUR 403 Corequisites: NUR 404, NUR 406, NUR 407

This course focuses on integration and application of clinical judgement in managing care for adults with trauma and other complex life threatening illnesses, injuries, and conditions. Interprofessional communication and evidence-based practice focused on achievement of positive

health outcomes is emphasized. Clinical experiences occur in simulation, acute care, and community settings.

### NUR 406 - Personal, Professional, and Leadership Nursing

**3 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 401, NUR 402, NUR 403 Corequisites:NUR 404, NUR 405, NUR 407

This course focuses on organizational and leadership skills and includes care management, professionalism, legal aspects of practice, accountability, advocacy, healthcare systems, health policy, quality improvement, and informatics in supporting positive health outcomes. Leadership, delegation, priority setting, and case management is emphasized. The course includes content on disaster and emergency management. Resource management and promotion of safe healthcare environments are discussed.

### NUR 407 - Professional Nursing Transition

**3 credits**

*Prerequisite/Corequisite:* Prerequisites: NUR 401, NUR 402, NUR 403, Corequisites: NUR 404, NUR 405, NUR 406

*(1 theory/2 clinical) 96 clinical hours*

This course integrates and synthesizes knowledge learned in the nursing program to transition students to the professional nurse role. Professionalism, evidence-based practice, leadership, prioritization of care, and application of clinical judgement is emphasized in the clinical setting. NCLEX-RN preparation is also addressed. Precepted clinical experience occurs in a variety of healthcare settings.

## Philosophy

### PHI 100-400 - Special Topics

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

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

### PHI 110RS - Encountering the Real: Faith and Philosophical Enquiry

**3 credits** This course examines definitions, assumptions, and arguments central to religious existence via the lens of several key classical and contemporary philosophers. Students will develop and refine their ability to think impartially and objectively about personal religious commitments, understand alternative religious points of view, and formulate and defend informed arguments and objections with respect to the subject matter. Topics include faith and reason, arguments for the existence of God, the problem of evil, and responses to religious diversity.

### PHI 210 - UE: Philosophy & Ethics

**3 credits**

The purpose of this course is to draw on a rich set of proposals concerning right action and good character that have been developed over two millennia and across various cultures in order to stimulate deliberation and mindful action. The course will emphasize comprehension of the right and the good through active deliberation about cases. It will also provide participants with the option to reflect on the right and the good in their personal experience with past or concurrent service or service learning activities.

### PHI 309 - History of Philosophy I: Ancient to Medieval

**3 credits** A survey of the Western philosophical tradition from its beginnings in Greek thought to the Middle Ages; it includes the reading and analysis of fundamental texts by main figures of the period such as Plato, Aristotle, Augustine, Anselm, and Aquinas.

### PHI 310 - History of Philosophy II: The Modern World

**3 credits** A survey of Western philosophical thought from the sixteenth to the nineteenth centuries; it includes the reading and analysis of fundamental texts by significant figures of the period such as Descartes, Hobbes, Locke, Hume, Kant, Hegel, Kierkegaard, and Nietzsche.

### PHI 324 - Bioethics

**3 credits** Bioethics considers moral questions related to biology and medicine. Students will learn how to address complex dilemmas through the careful application of moral principles and through dialogue with contemporary scholarship in the field. Issues considered in the course include the testing and manipulation of genetic material, the patient-physician relationship, distribution of healthcare resources, end-of-life decision-making, patient confidentiality, and reproductive technologies, among others. Special consideration is given to the impact of new technologies that alter the structure, function, and/or lifespan of living things.

### PHI 329 - Directed Study: Readings or Research

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

Designed for small groups of students to pursue in-depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### PHI 330 - Philosophy of Being Human

**3 credits** This course proposes a reflection on being human by engaging with the humanistic sources of ideas that have come to permeate practice in the caring professions. The main themes are humanity/humaneness, compassion/empathy, happiness, and ability/disability. We begin with the oldest recorded reflection on being human, Confucianism, and explore its link with compassion. We will look at one of the bases for modern cognitive behavioral therapy and advice about happiness in Stoicism. We will examine the source of the ideas pertaining to the therapeutic value of meditation by situating them in the fundamental themes of Buddhism. Finally, we will examine the issues of human capabilities/disabilities with respect to the debate on therapy and enhancement. We will finish with the possible impact of Artificial Intelligence on our understanding of humanity and therapeutic conversations.

## Physical Education

### PED 230 - Community Health Education and First Aid/CPR/AED

**3 credits** This course approaches community health education from both life-enhancing and life-saving perspectives. Multiple types of health resources, research, and strategies are introduced. Emphasis is placed on reviewing and interpreting emerging research and services relevant to contemporary health issues and concerns. Subsequently using this knowledge in ways to educate and encourage healthy practices, students will design and convey health-promoting messages enhanced by technology tools. Additionally, American Red Cross First Aid/CPR/AED certification may be earned through this course, further developing capacities and skills needed to build a healthier campus community. Course fee may apply.

### PED 315 - Health Education: Weight Training for Personal Fitness

**3 credits** This course introduces students to concepts and skills necessary for beginning an effective weight training routine. Students will explore basic principles underlying weight training,

including: muscle structure, body mechanics, body adaptations to exercise, weight training principles, and nutrition supporting physical activity. Students will also learn and practice techniques for performing weight training exercises in a safe and efficient manner, and will design a personalized training program to incorporate into an active and healthy lifestyle.

### 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 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 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.

## Physics

### PHY 100-400 - Special Topics

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

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

### PHY 221 - General Physics I

**3 credits** *Prerequisite(s): MAT 152 or corequisite with approval of instructor Corequisite(s): All students registered for this course must also be registered for PHY 221L.*

This is a course that covers the fundamental concepts and laws of physics. Topics considered include mechanics, heat, and wave motion. Three hours of lecture are scheduled each week.

### PHY 221L - General Physics Laboratory

**1 credit** *Prerequisite(s): MAT 152 or corequisite with approval of instructor Corequisite(s): All students registered for this course must also be registered for PHY 221.*

The laboratory course provides students with experience in the application of the

fundamental concepts and laws of mechanics, heat, and wave motion. One three-hour laboratory period is scheduled each week. A course fee may apply.

### PHY 222 - General Physics II

**3 credits** *Prerequisite(s): PHY 221 and PHY 221L*

*Corequisite(s): All students registered for this course must also be registered for PHY 222L.*

This is a continuation of PHY 221. This portion of the course covers the fundamental concepts and laws of electricity, magnetism, optics, and modern physics. Three hours of lecture are scheduled each week.

### PHY 222L - General Physics II Laboratory

**1 credit** *Prerequisite(s): PHY 221 and PHY 221L*

*Corequisite(s): All students registered for this course must also be registered for PHY 222.*

This laboratory course provides students with experience in the application of the fundamental concepts and laws of electricity, magnetism, optics, and modern physics. One three-hour laboratory period is scheduled each week. A course fee may apply.

### PHY 329 - Directed Study: Readings or Research

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

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

### PHY 429 - Advanced Directed Study and Research

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

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

## Political Science

### POL 100-400 - Special Topics

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

A variable-content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. The topic to be covered is announced in advance of registration. Offered as needed.

### POL 110HA - UE: Democracy in Troubled Times

**3 credits**

This course investigates the rise and spread of democracy. Democracy as a form of government and social movement will be traced from its ancient origins in Greece and Rome to the American and French Revolutions of the 18th Century, through its evolution and diffusion during the 19th and 20th Centuries to its position of global dominance at the beginning of the 21st Century. Democratic values, norms and behaviors will be examined through the use of historic video footage and core texts. Attention will be paid to governmental systems in the U.S., Western Europe, the BRIC countries, and our neighbors Canada and Mexico, and to the emerging democracies in the Middle East and Asia. Acquiring basic academic skills will be emphasized, as students are awakened to

the significance of world historical events and the excitement of following current affairs.

### POL 121 - Introduction to Politics

**3 credits** An introduction to politics by an examination of the perennial questions of politics, contemporary political events, issues, and different political orders.

### POL 223 - American Federal Government

**3 credits** An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties, and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected. Offered annually.

### POL 224 - American State and Local Government

**3 credits** An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today. Offered annually.

### POL 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 295 - International Relations

**3 credits** An analysis of the relations among subnational, national, and supranational factors and foreign policy formation. Problems and developments of international politics and organizations. Offered in alternate years.

### POL 301 - College Preparation

**1 credit** *Crosslisted: HTY 301*

This course helps the student to navigate the transition from undergraduate life to graduate school, professional school, or full-time employment.

### POL 303 - Media Politics

**3 credits** This course is designed to introduce students to the place where the world of media and politics intersect. Special attention will be placed on the transitioning role of media, from the professionalized sources of the 20th century towards the citizen run blogging and microblogging of the 21st. We will examine questions of perspective, bias, polarization, engagement, and messaging in order to gain a stronger grasp on the question of politics and the media.

### POL 304 - Campaigns and Elections

**3 credits**

*Prerequisite(s):* POL 223

The success of representative Democracy relies on the input of informed citizens. This class will take a contemporary approach to the study of campaigns and elections. Modern campaign strategies will be studied in detail, from microtargeting to mass advertising techniques. Students will also be exposed to campaign law, from voter ID requirements to campaign finance. Finally, students will be asked to assess the normative implications of the electoral process in America and prospects for reform. Coursework will include exams,

papers, participation, and reading will be essential.

### POL 306 - Congress - American Legislative Process

**3 credits**

*Prerequisite(s):* POL 223

Congress is the chief lawmaking body of our federal government. The purpose of this course is to give students an in depth understanding of Congressional behavior. Topics covered include the electoral connection between Congress and constituents, the committee-based organizational structure of the House and Senate, and the role that parties play in shaping outcomes. Finally, students will be able to use what they have learned to carry out a Congressional simulation and discuss the prospects for reforming our nation's legislature. Grades will be based on participation, exams, and a research paper.

### POL 311 - Political Philosophy I

**3 credits** *Crosslisted: PHI 311*

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas, with a special emphasis on topics pertaining to justice and natural law. Selections may vary. Offered in alternate years.

### POL 312 - Political Philosophy II

**3 credits** *Crosslisted: PHI 312*

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx, and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary. Offered in alternate years.

### POL 323 - Comparative Politics

**3 credits** A study of various political systems, parties, electoral laws, and national politics, with particular emphasis on the Soviet Union/Russia, United Kingdom, France, Germany, Italy, selected European states, China, Japan, Israel, and regional countries from the Middle East, Africa, Asia, and Latin America, all through a comparative analysis with the United States. Offered in alternate years.

### POL 324 - Politics of Developing Nations

**3 credits** An analysis of the relations between the United States and developing nations of the Third World, including their national politics and economic development since World War I. Offered in alternate years.

### POL 326 - United States Constitutional Law I

**3 credits** *Prerequisite(s): POL 223*

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation, and economic due process. Offered in alternate years.

### POL 327 - United States Constitutional Law II

**3 credits** *Prerequisite(s): POL 223*

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech, and freedom of religion. Offered in alternate years.

### POL 330 - Wars and Strategy from Antiquity to NATO

**3 credits** *Crosslisted: HTY 330*

*Prerequisite(s): Sophomore standing*

A survey of military strategy, warfare and command leadership from antiquity and U.S. military history to NATO and today's conflicts, including Ancient Greece, Ancient Rome, Middle-Ages, balance of power wars, Napoleonic Wars, U.S. Civil War, World War I, World War II, Cold War, World War III

plans, Korean War, Viet-Nam Wars, NATO, arms control, Yugoslav Civil Wars, Gulf Wars, and Afghan Wars and the War on c. Offered in alternate years.

### POL 332 - Terrorism

**3 credits** *Crosslisted: CRM 332*

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

### POL 335 - Latin America and the Caribbean

**3 credits** *Crosslisted:* HTY 327

This course covers the history of Latin America and the Caribbean from pre-Columbian societies through European contact, colonialism, revolutions, and the 20th century. It is a reading- and writing-intensive course that improves analytical skills by exploring how historians investigate the past through primary sources. The course emphasizes the social and economic bases of struggles over democracy and imperial domination

### POL 338 - Modern Middle East

**3 credits** *Crosslisted:* HTY 333

A comprehensive study 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 339 - Readings in Political Science

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

Students will read the most recent literature being produced in the discipline of political science, immersing themselves in the political landscape of the 21st century. This is a seminar style course, where students are expected to practice deep reading skills, compose reflective papers, and collegially criticize one another's work. This course serves as a preparation for Senior Seminar, and students are strongly encouraged to take it during their junior or senior year, prior to enrolling in Senior Seminar in Political Science.

### POL 340 - British History

**3 credits** *Crosslisted:* HTY 340 - British History

A survey of the principal movements, events, ideas and personalities in British history from Roman times to the present.

### POL 395 - Genocide, War-Crimes and Laws of War

**3 credits** *Crosslisted: HTY 395*

*Prerequisite(s): Sophomore standing*

This course is the second legal-international course and follows up POL 428: International Law and Organizations, but can also be taken independently. It analyzes the global and historic-legal impact of war-crimes, crimes against humanity, and genocide, which violate laws of war and international law, but politico-legal limits weaken prosecuting such crimes by national or international tribunals. Case studies and film clips range from the U.S. Civil War to today, with a brief survey of human rights in the United Nations and the European Union.

### POL 422 - Modern Europe

**3 credits** *Crosslisted: HTY 422*

*Prerequisite(s): Sophomore standing*

A study of the major currents, events, wars, and ideas in European history and politics from the 1870s to the present, focusing on the main European powers of the time. Offered as needed.

### POL 424 - International Political Economy

**3 credits** *Crosslisted:* ECO 424
*Prerequisite(s): Junior standing or permission of faculty member*
An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence, and U.S. economic foreign policy.

### POL 425 - Internship

**3-6 credits** *Crosslisted: HTY 425*
*Prerequisite(s): Junior or senior standing*
The internship is intended to be offered to students who have no previous professional political or historical work experience. It is a 150-300-hour unpaid, supervised internship that may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency. Interns may work for campaign organizations; at the local offices of state or national elected officials; with municipal, county, or state agencies; public interest organizations (NGOs); international organizations; museums; and historical societies and associations. This is a pass/fail course. Offered annually.

### POL 426 - American Foreign Policy

**3 credits** *Crosslisted: HTY 426*
*Prerequisite(s): Sophomore standing*
An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

### POL 427 - History of Ideas

**3 credits** *Crosslisted: HTY 427*
*Prerequisite(s): Junior standing or permission of instructor*
A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

### POL 428 - International Law and Organizations

**3 credits** *Prerequisite(s): Sophomore standing*
A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars, and space law. Offered in alternate years.

### POL 430 - Role of the Military in the Modern World

**3 credits** *Crosslisted: HTY 430*
*Prerequisite(s): Sophomore standing*
An examination of the relationships among the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

### POL 499 - Senior Seminar in Political Science

**3 credits** *Prerequisite(s): Senior standing in political science*
Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme. Offered annually.

### POS 2112 - American State and Local Government

**3** An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a

philosophic treatment of the major political issues facing local government today.
*Note:* Florida Statewide Course Numbering System

## Portuguese

### SPA 320 - Introduction to Spanish-Speaking Cultures

**3 credits** *Prerequisite(s):* SPA 311 and SPA 312 or instructor's permission.
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).

## 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 - UE: Psychological Well Being

**3 credits** This course uses psychological approaches to physical, cognitive, and emotional well-being. The scientific method will be used as a lens to view adjustment issues. Topics include personality and self-development, positive psychology, sex and gender, and relationships. Emphasis is on application via personal assessment and stress management techniques.

### PSY 161 - Introduction to Psychology

**3 credits** This introductory course in psychology is designed for students who are majoring in psychology and represents a survey of the core areas in psychology including the physiological bases of behavior, cognition and learning, motivation and emotion, personality and social influences, and mental disorders and

their treatment among other major areas of the field. Students are exposed to the broad spectrum of theories used in understanding human behavior and mental processes and learn foundational knowledge necessary for students to excel in the psychology major.

### PSY 202 - Foundations of Psychology Seminar

**3 credits** *Prerequisite(s): PSY 161 - Introduction to Psychology*
*Corequisite(s): PSY 205 - Research Methods I*
This course is a required three-credit course designed to be completed during the freshman or sophomore year. The course addresses the practical skills and knowledge needed by majors to successfully complete their psychology degree. Course content includes such topics as the scientific inquiry process in psychology, introduction to Internet and literature searches, American Psychological Association writing format, introduction to software used by psychologists, preparing the resume, and conducting a successful job search or application process to graduate school. Offered annually

### PSY 205 - Research Methods I

**3 credits** *Prerequisite(s): PSY 121 or PSY 161; MAT 131 completed or taken concurrently*
The first of two courses in understanding research methods in psychology and the statistical techniques that are used to analyze psychological data. The course will focus on ethical research practice, reviewing the psychological literature, basic nonexperimental research designs (observation, relational research), and descriptive and correlational statistical analyses. Students will gain experience in reading, researching, proposing, conducting, analyzing, interpreting, and reporting scientific research.

### PSY 305 - Research Methods II

**3 credits** *Prerequisite(s): PSY 205*
A continued examination of research methods in psychology, with emphasis on experimental design and inferential statistical analysis. Students will enhance their experience in researching, reading, proposing, conducting, analyzing, interpreting, and reporting scientific research.

### PSY 321 - Psychological Tests and Measurements

**3 credits** *Prerequisite(s): PSY 161*
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 161*

A study of the perceptions, attitudes, personality, motivations, relationships, and behavior of the individual as a function of social situations. The course emphasizes theory, research, and application. It is a course that is highly desirable for students in social work, education, pre-law, pre-med, prenursing, public administration, marketing, and management.

### PSY 329 - Directed Study: Readings or Research

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

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

### PSY 330 - Forensic Psychology

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

Forensic psychology is the application of the science and profession of psychology to questions and issues relating to law and the legal system. This course will introduce students to the specialty area of forensic psychology. Particular emphasis will be on the applied aspects of the field.

### PSY 331 - Interviewing and Counseling Skills

**3 credits** *Prerequisite(s): PSY 121 or PSY 161 and sophomore standing*

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

### PSY 332 - Psychology of Aging

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

The purpose of this course is to provide an orientation to aging processes in adulthood and later life. Students will be introduced to basic theoretical models, research methods, and current information on the psychology of adulthood and aging and shown how these concepts can be applied to understanding and helping older adults. An emphasis is placed on strategies for successful aging.

### PSY 334 - Child and Adolescent Development

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

A survey of the major areas in human development with an emphasis placed on child and adolescent development. The course examines developmental changes from conception to adolescence and the processes underlying these changes. All major areas are reviewed, including biological, cognitive, language, personality, emotional, moral, and social development.

### PSY 335 - Psychology of Gender

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

A seminar discussing psychological and other literature that attempts to explain the personality and behavior of both women and men from the perspective of gender. Equal attention is given to men's and women's issues. Topics covered include the social constructivism of gender, equity in the workplace, victimization, biological factors and gender differences in personality and development, interpersonal relationships, cultural influences on gendered behavior, and child-rearing practices.

### PSY 336 - Military Psychology

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

This course provides a survey of the major areas in military psychology. Principal topics covered are leadership training, persuasion and propaganda, human factors engineering, selection, classification and assignment, optimizing human performance under adverse conditions, ethnic diversity and gender issues, clinical and consulting activities, and careers in military psychology. The course introduces the student to the application of psychological principles, theories, and methods to the military environment.

### PSY 337 - Human Sexuality

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

This course provides a survey of the major areas of human sexuality. Principal topics covered are sexual and reproductive anatomy, the sexual response, sexually transmitted diseases, pregnancy, birth control and childbirth, gender identity and gender roles, sexual development, sexual behaviors and attitudes, love and relationships, sexual dysfunctions, sexual disorders and sex therapy, sexual values, religion and sex, and communicating about sex.

### PSY 338 - Industrial and Organizational Psychology

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

This course examines both sides of industrial and organizational psychology to include an overview of legal issues in employee selection, job analysis, research design, selection tools, performance evaluation, designing and evaluating training, employee motivation and satisfaction, as well as leadership and other organizational development issues. Because of the nature of the topic, this class will be more methodological than the average psychology class. Group discussion and activities focusing upon application of social psychology, personality psychology, psychological assessment, and experimental methods are critical to success in the course.

### PSY 339 - Social and Cultural Foundations of Behavior

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

This course explores social and cultural issues in psychology as they relate to the application of psychological theories and principles to diverse groups. Special attention is given to racial/ethnic minority issues and cultural diversity, a key component of which is developing an understanding of personal cultural development and how this pattern of development influences perceptions of interactions with others and general human behavior.

### PSY 341 - Psychology of Parenting

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

A comprehensive introduction to parenting with emphasis on the developmental process of children's and parents' growth and their changing relationships over time. Covers theories and research with a focus on application to practical parenting issues.

### PSY 343 - Close Relationships

**3 credits** *Prerequisite(s): PSY 121 or PSY 161*

This course provides an introduction to the exciting area of close relationships. Parent-child relationships, friendships, and romantic relationships will be examined from social psychological and interdisciplinary perspectives. The course will include discussion of theories as well as empirical research. In addition, students

will have the opportunity to share their relationship experiences in the form of a relationship journal. Students are encouraged to share through course discussions which will operate in a confidential manner. Topics covered include but are not limited to relationship conflict, breakups, sexuality, attraction, communication, and love. The goals of this course are to increase students' multicultural awareness, and to help students develop an awareness of how psychological concepts and research can be applied in personal relationships.

### PSY 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 161

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 161

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 161*
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 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 161
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 437 - Research Practicum

**1 credit**

*Prerequisite(s): PSY 205 - Research Methods I*

This course provides hands-on learning opportunities in psychological research gained by assisting a professor and/or other student team-members in that professor's research laboratory. Students will work independently or in groups on aspects of a professor's research project and will complete measureable outcomes of success in the class, determined by the instructor. Students must meet minimum GPA requirement of a 2.50, junior standing and gain the instructor's approval to take the course. GPA or classification requirements may be waived if a writing sample and interview with the instructor determine that the student is qualified to take the course. Request for enrollment must be made to faculty member teaching the course. May be repeated for credit. Enrollment is limited. Weekly meetings with faculty member.

### PSY 443 - Political Psychology

**3 credits** *Prerequisite(s): PSY 161*

This course offers a survey of the emerging field of political psychology. This course will explore this interdisciplinary subject that seeks to explain the psychological underpinnings of political behavior. Many subject areas in psychology, such as personality, social, and cognitive psychology, will be applied to help explain political behavior. Subjects explored will include the psychology of voting, race, genocide, nationalism, terrorism, and international security.

### PSY 444 - Psychology of Religion

**3 credits**

*Prerequisite(s):* PSY 161

This course is a survey of the current empirical research on religion and spirituality from different psychological perspectives, including, but not limited to, biological and evolutionary theory and social/cognitive theory. This course is designed to engage students in critical thinking activities, while exploring the wide range of scientific research on the psychological underpinnings of religion. Some of the great thinkers in the field including Erich Fromm, Sigmund Freud, William James and Carl Jung will also be explored to provide historical and philosophical context for these issues.

### PSY 499 - Senior Seminar: Current Issues in Psychology

**3 credits** *Prerequisite(s): Senior standing in psychology with a minimum of six psychology courses including PSY 305.*

This capstone course serves to synthesize a variety of peer reviewed research that is currently relevant in the field of Psychology within contemporary society. Students will utilize the knowledge obtained during their college experience to critically examine current perspectives and research in psychology. This seminar experience will cover four major areas in the field of psychology; Applied, Social/Personality, Biological and Cognitive Psychology. Students are introduced to current contemporary thought in each of the four areas through the critical examination of recent peer-reviewed articles. Through introduction to historical developments, students will understand how the field's history has shaped current perspectives. Combining up-to-date research with critical analysis, this course provides a platform for building the critical thinking skills necessary not only for graduate research, but also for the emerging global job market.

### PSY 1012 - Introduction to Psychology

**3** This introductory course in psychology is designed for students who intend to major in psychology and represents a survey of the core areas in psychology including the physiological bases of behavior, cognition and earning, motivation and emotion, personality and social influences, and mental disorders and their treatment, among other major areas of the field. Students are exposed to the broad spectrum of theories used in understanding human behavior and mental processes and learn foundational knowledge necessary for students to excel in the psychology major. *Note:* Florida Statewide Course Numbering System

## Religion

### REL 010 - Christian Spiritual Vision

**0 credits** This course involves an introduction to the field of theology as an academic discipline with a body of writing, methods, and interpretations. It is concerned with how to successfully study theology, including basic library research methodology and critical thinking. Students will build a basic understanding of the whole of theology through an introduction of its parts: Old Testament and New Testament literature, Who is Jesus?, What is the Church?, Grace and the Sacraments, Christian Morality, Social Justice, Judaism and the Church, the Islamic religion and the Church, and Catholic theology in a global context. *(Course offered for the Prison Ministry Programs)*

### REL 011 - Catechesis and Religious Education

**0 credits**

This course explores theory and practice of catechesis, including such topics as theological foundations of catechesis and evangelization, learning theory and catechesis, the catechetical process and methods, adult faith formation, media and technology in catechesis, cultural contexts, and means of communication. Students will also explore how Christian evangelization is influenced by different cultural contexts. *(Offered for the Prison Ministry Programs).*

### REL 012 - Credible and Responsible Ministry in the Prison and Detention Setting

**0 credits** This course explores the Catholic social teaching, social justice issues and pastoral issues that set the framework for participation in the Church's mission of evangelization through ministry in jails and prisons. *(Offered for the Prison Ministry Programs)*

### REL 013 - Social Skills in the Prison Setting

**0 credits** This course provides the essential beginning knowledge, values, and skills about the interpersonal communication expertise necessary for lay volunteers and deacons to serve in a prison ministry. It includes components of Catholic Social Teaching, the values, ethics and practice principles of the helping professions, and opportunities for self-reflection and growth in the use of self in service to others. *(Offered for the Prison Ministry Programs)*

### REL 100-400 - Special Topics

**1-3 credits** *Prerequisite(s): REL 123, REL 124, REL 201 , or REL 223HM; permission of faculty member and Dean/Center Director*

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

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 110RS - The Emergence of Christianity: Examination of Foundational Christian Texts

**3 credits** The New Testament record of the development of Christianity from a sect within Judaism to becoming a world religion. This course will examine the foundational texts of Christian Scripture with attention to historical context, the intentions of the authors and the way the texts were edited.

### REL 115 - UE: Introduction to Scripture

**3 credits** This course explores the Bible as an incredible dialogue between God and humanity. The course engages the idea that the Bible is God's dialogue with us, and it explores the challenge of interpreting the meaning of this dialogue for living a life of love today. Students will discover not only the history of the biblical narratives but also how these extremely influential stories relate to the larger story of the person of Jesus Christ. Finally, these stories will be shown as central to Jesus' challenge that we love God and love our neighbors as ourselves.

### REL 120HA - UE: Jesus & Politics

**3 credits** This is a historical, political, literary, and theological examination of Jesus in his social context. The course provides students with a study of the relationship of Jesus to his society, culture, and political institutions. What was Jesus' relationship to the social and religious world of his day? Does Jesus' engagement of political power have relevance for contemporary society and how students live today?

### REL 123 - Christian Spiritual Vision

**3 credits** *Prerequisite(s):*

This course involves an introduction to the field of theology as an academic discipline with a body of writing, methods, and interpretations. It is concerned with how to successfully study theology, including basic library research methodology and critical thinking. Students will build a basic understanding of the whole of theology through an introduction of its parts: Old Testament and New Testament literature, Who is Jesus?, What is the Church?, Grace and the Sacraments, Christian Morality, Social Justice, Judaism and the Church, the Islamic religion and the Church, and Catholic theology in a global context.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 124 - Introduction to the Old Testament

**3 credits** A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 125 - UE: Faith & Reason

**3 credits** What is the relationship between faith and reason? Does human life have meaning? Does God exist? What is love? Is hope possible? This course provides a glimpse into the science of the study of God through the exploration of philosophical questions in the light of influential texts in the Catholic intellectual tradition. While the course assumes the model of faith seeking understanding, the course does not presume the individual faith of any student. By engaging these texts through discussion, analysis, and writing, students will gain an introductory grasp of the academic discipline of theology.

### REL 215HA - UE: Religious Ethics of War & Peace

**3 credits**

Jesus told his followers to "love your enemies" and "turn the other cheek" when struck. So why do so many of his followers

carry weapons and wage war? If Christians are called to be like Jesus, then shouldn't we ask, "Who would Jesus kill?"
This course examines the various Christian traditions regarding war, peace, and the use of violence. By looking at the moral principles and the history underlying pacifist, holy war, and just war perspectives, the course encourages students to assess their own assumptions and commitments. Further, the use of primary source arguments and case studies enable students to make informed claims about Christian views of war. Lastly, the course places these arguments in conversation with contemporary Jewish and Muslim debates about violence, war, and peace.

### REL 223HM - UE: World Religions: East and West

**3 credits**

Roman Catholicism's Second Vatican Council (1962-1965) affirmed the innate dignity of all persons, espoused global solidarity, and recognized God's presence and universal saving designs (a religious sense, truth, holiness and ethical conduct) in other religions and, thus, emphasized discussion and collaboration with members of other religions. Through such an ecumenical lens, this course offers a study of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam, and provides an introduction to Jainism, Shinto, Sikhism and Bahai.
The course will not only introduce students to the world's major religions via consideration of their respective founders, seminal figures, sacred texts, central teachings, core beliefs, ethic and values system and history but, also, by examining how each of the religions, respectively, view the human condition; human inclination towards transcendence; and ethical responsibilities and tasks. Offered annually.

### REL 305 - Prayer and Mindfulness

**3 credits** In this course students will deepen their understanding and practice of prayer by engaging the course material and exercises. The course is specifically focused on prayer and mindfulness and is associated with a Living Learning Community at Saint Leo. This course is an appropriate elective for students interested in mindfulness, spirituality, and personal religious experience. The course may be repeated for credit

### REL 327 - The Life and Writings of Paul

**3 credits** The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, and early Christian worship. Offered in alternate years.

### REL 330 - Christian Morality

**3 credits** *Prerequisite(s): REL 123, REL 110RS or REL 210RS*

Christian morality is concerned with the ethical principles grounding Catholic morality and charged with envisioning an "ethics of being" in the Christian context. The course examines the theoretical foundations of morality (ethics), the practical level of human conduct, rule-keeping, virtues, and attitudes. Offered every semester.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 331 - Religion and Personal Experience

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS , or REL 223HM*

A study of the place of personal experience in the discovery of religious meaning. May use autobiographical accounts and investigate methods of enhancing consciousness and nurturing spiritual growth. Offered annually.

### REL 345 - Christian Social Justice: A Roman Catholic Perspective

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace, and justice.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 351 - Theological, Moral, and Spiritual Aspects of Marriage and Sexuality

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

### REL 400 - Special Topics

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

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. Offered as needed.

### REL 401 - The Catholic Tradition

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

An investigation of the Catholic tradition in critical dialogue with contemporary culture with a view to understanding how a Catholic modernity can be an authentic and inspiring alternative to secularism, materialism, and the technological world view. Offered annually.

### REL 402 - Studies in the New Testament

**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 403 - Studies in the Hebrew Scriptures

**3 credits** This course is a theological introduction to the Hebrew Scriptures through a literary- historical analysis of the biblical text, including a more focused study of key books, passages, and theological themes. The course provides students with adequate tools to pursue further biblical studies.

### REL 424 - Death and the Meaning of Life

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This covers people's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered. Offered annually.

### REL 425 - Internships in Religion

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This course is designed to offer the student opportunities beyond the classroom (a hands-on experience) in the areas of community service, religious education, youth ministry, bereavement ministry, and chaplaincy while making a difference.

### REL 427 - Ecclesiology

**3 credits** *Crosslisted: THY 527*
*Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

Within the framework of systematic theology, ecclesiology examines the nature of the church and its emerging challenges. This course considers both classic insights and new directions in ecclesiology, including reflections on the nature and exercise of ministry in the Church. Central to the course is a critical examination of two documents of the Second Vatican Council: The Dogmatic Constitution on the Church

(Lumen gentium) and The Pastoral Constitution on the Church in the Modern World (Gaudium et spes). In many respects, the entire course is an extended dialogue with these two foundational documents.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 431 - Liturgy

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*
A study of Christian worship and sacramental theology. Offered as needed.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 432 - Christian Spirituality

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*
Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction. Offered as needed.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 450 - History of Christianity

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*
This is an inquiry into theological, spiritual, and institutional history of Christianity from the time of Jesus until the present.
*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 455 - American Catholicism: Theology, Spirituality, Culture, and History

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*
This course will be a more in-depth look at the life and history of the Catholic Church in America, including its particular contributions to theology, spirituality, and liturgy. This course will also examine the cultural challenges to and misunderstandings of faith in the American Catholic context.

### REL 463 - Philosophy for Theological Study

**3 credits** The purpose of this course is to track the major movements within ancient, medieval, and modern philosophy as they relate to Christian theology. We will focus specifically on the ways in which metaphysics (the study of reality) and epistemology (the study of knowledge) inform theological practice. In doing so, we will discover that philosophical reflection is an important conversation partner for Christian theology, as well as a profound source of personal, intellectual, and spiritual growth.

### REL 466 - History, Theology, and Spirituality of the Diaconate

**3 credits** This course offers students an opportunity to examine the permanent diaconate by investigating its biblical, patristic, and modern roots. We will also look at its decline and ultimate renewal authorized by the Second Vatican Council. The emergence of contemporary theologies of the diaconate will also be explored, as well as issues of diaconal spirituality.

### REL 470 - Christology

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*
This course will take students on a systematic investigation of the life, person, and work of Jesus of Nazareth. Participants will survey and analyze the revelation of Jesus in scripture, historical perspectives in Christology (including controversies, councils, and significant individuals), and contemporary perspectives.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 480 - Theology and Spirituality of Ministry

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS or REL 223HM*

This course examines the biblical and historical understandings of the theology and spirituality of ministry. It then looks at contemporary challenges and issues in ministry. The final outcome looks to articulate an apostolic as well as personal theology and spirituality of the minister. This course will include reflection on the student's ministry experience.

*Note:* Designated courses for the Undergraduate Certificate in Pastoral Studies.

### REL 498 - Senior Seminar

**3 credits** *Prerequisite(s): REL 123, REL 110RS, REL 210RS , REL 330 , REL 345, or REL 470*

Each year the seminar will be developed around specific 400-level subject matter or topics, but designed to model research at greater depth and committed to writing across the curriculum due to the research focus. A course will be offered from one of the five fields of theology on a five-year cycle annually. This seminar will involve an extensive research paper and may culminate with an oral presentation on Academic Excellence Day.

## Religious Studies

### RST 201 - Sophomore Seminar: Introduction to Religious Studies

**3 credits** What makes something a religion? Is it belief in a God or gods? Is it an authoritative text or set of rituals? Is it seeking converts or belief in life after death? Not all phenomena known as "religions" believe or do all of these but they are still known as religions. Why? Using the methods of Religious Studies as an interdisciplinary scholarly field, this course examines key theories of religion, how religions function, internal modes of religious self-identification, and the key elements of religious traditions that enable interreligious and cross-disciplinary analyses of religion. Through critical readings of both primary religious texts and secondary writings about religion this course seeks to formulate a rigorous understanding of religion and its role in contemporary society.

### RST 305 - Major Religious Traditions of the World

**3 credits** This course studies the major historic and contemporary religious traditions of the world, including indigenous religions, religions of ancient city-states, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, and New Religious Movements. The origins, key figures, sacred texts, basic beliefs, central teachings, moral and ethical value systems, history, and socio-cultural aspects are studied from a Religious Studies disciplinary perspective.

### RST 310 - Topics in Religious Studies

**3 credits**

*Prerequisite(s):* RST 201

This course is an in-depth study of one major religious tradition, figure, theory, method, or specific question in Religious Studies. Topics will cycle through a regular rotation. The course includes a major research paper on a topic of the student's choice in relationship to the course topic, and arguing a thesis commensurate to the canons and standards of Religious Studies as an academic discipline.

### RST 425 - Internship Religious Studies

**3 credits**

*Prerequisite(s):* RST 201 RST 305 RST 310

This course is designed to offer the student opportunities beyond the classroom, internship and practicum experience for career readiness, and/or preparation for advanced study. Internships and practica will be offered in the private sector, the public sector, nonprofits, service industries, education, counseling, religious ministry, community service and/or other areas and fields which may overlap with religious interests and concerns.

### RST 498 - Senior Seminar

**3 credits** *Prerequisite(s):* RST 201 RST 305 RST 310

Each year the senior seminar will be developed around specific 400-level subject matter or topic(s) with a focus on developing academic research and writing commensurate to those in the discipline. A cycle of standard courses within multiple Religious Studies sub-fields and related disciplines will be offered. This seminar will involve an extensive research paper and may also include oral and/or presentation via other media.

## Robotics & Artificial Intelligence

### RAI 201 - Introduction to Robotics

**3 credits**

This course provides an introduction to robotics. Students will learn the fundamentals of robotics, technological history that led to the modern robot, the author robot architectures, robot tooling, power transmission systems, and basic programming, troubleshooting, and maintenance of robots.

### RAI 210 - Digital Systems Design

**3 credits** *Prerequisite(s):* COM 203 and COM 207

This course covers fundamentals of designing digital circuits and systems. The course will cover elementary number systems and codes, Boolean algebra, circuit minimization, combinational and sequential circuit analysis and synthesis, medium-scale integrated circuits, state machine tables and charts, hazards.

### RAI 310 - Embedded Systems Design

**3 credits** *Prerequisite(s):* RAI 201

This is a hands-on project based course providing a broad introduction to robot controller design using standard microcontrollers and peripheral devices. The C language is primarily used; assembly language and internal organization including memory types and memory maps are introduced. Program optimization by using inline assembly language is introduced.

### RAI 320 - Introduction to Mechatronics

**3 credits** *Prerequisite(s):* COM 207, RAI 201, and RAI 210

Mechatronics is the synergistic integration of sensors, actuators, signal conditioning, power electronics, decision and control algorithms, and computer hardware and software to manage robotic control systems. This course introduces students to basic mechatronics system components, and the design principles of using mechatronics to meet functionality requirements of robot systems.

### RAI 470 - Intelligent Systems

**3 credits**

*Prerequisite(s):* COM 465

This course introduces students to practical applications of Artificial Intelligence (AI) with emphasis on its use to solve real world problems for which solutions are difficult to express using the traditional algorithmic approach. It explores the essential theory behind methodologies for developing systems that demonstrate intelligent behavior including dealing with uncertainty, learning from experience and following problem solving strategies found in nature.

### RAI 480 - Fundamentals of Machine Learning

**3 credits** *Prerequisite(s):* COM 465

This course will provide students an in-depth introduction to the areas of Supervised and Unsupervised Machine Learning. The course will cover core machine learning algorithms for classification, regression, clustering, and dimensionality reduction Topics covered in the course include Neural Networks, Linear Discriminants, Multi-layer Perception, Radial Basis Functions and Splines, and Optimization and Search.

### RAI 498 - Robotics Capstone

**3 credits** *Prerequisite(s):* COM 207, COM 465, RAI 210, RAI 310, RAI 320

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

## Russian

### RUS 111 - Beginning Russian I

**3 credits** Beginning Russian I is an introductory course. The students will master the Russian version of the Cyrillic alphabet and will acquire the basic grammatical features of the Russian language in a communicative context. They will be engaged in active language practice and exploration of the Russian language in communicative and culturally oriented learning environment.

### RUS 112 - Beginning Russian II

**3 credits**

*Prerequisite(s): RUS 111*

Beginner Russian II is the second of the two introductory Russian courses. The students will master basic grammatical features of the Russian language and expand their vocabulary in a communicative context. They will be engaged in active language practice and exploration of the Russian language in communicative and culturally oriented learning environment.

### RUS 211 - Intermediate Russian III

**3 credits** *Prerequisite(s):* RUS 112

Russian III is a low-intermediate course. The students will practice key grammatical features of the Russian language and use them in communicative contexts. The goal of this course is to expand further students' knowledge of Russian vocabulary and grammar and improve their listening, speaking, and reading skills. The students will be engaged in active language practice and exploration of the Russian language in communicative and culturally oriented learning contexts. .

### RUS 212 - Intermediate Russian IV

**3 credits** *Prerequisite(s):* RUS 211

Intermediate Russian IV is the second intermediate course in the Russian as a foreign language course series. During the course, students will practice advanced grammatical features and vocabulary of the Russian language and engage in communicative activities. Students will explore, write, talk in Russian about a variety of topics addressing everyday life and culture.

## Science

### SCI 110SC - UE: Global Warming

**3 credits** *Prerequisite(s):* MAT 110 or placement in MAT 110 or higher

This course presents the science behind the mechanisms that effect global climate change to enable critical analysis of the potential severity of rapid climate change on the atmosphere, the oceans and the biosphere. It includes an overview of chemistry, physics, ecology, the carbon cycle, solar system science, and how these tools will allow critical analysis of climate model forecasts and the effects of greenhouse gasses.

### SCI 115SC - UE: Science of Evolution

**3 credits** Are we humans just "souped-up" fish?! How did the human animal come to be what it is? What evidence of our evolution lies within our own bodies? How are we like fish? Worms? Even bacteria? Through paleontology (fossils), genetics, molecular biology, comparative embryology and comparative anatomy - we will reconstruct the history and examine the evidence for the building of human bodies through evolutionary adaptations. Is evolution true? We will explore the evidence ranging from biogeography to geology, from molecular biology to physiology, so you can decide.

### SCI 120SC - UE: Human Ecology

**3 credits**

We individual humans, as well as all of human civilization, are totally interdependent with the global ecological system - dependent upon clean air, pure water, a stable climate, healthy forests, healthy grasslands, healthy ocean ecosystems, and fertile soil with its teeming microscopic life. Individual humans and human civilizations are subject to the laws of physics, the rules of chemistry and ecological principles - there are no exceptions! In what ways do we humans depend upon the ecosystems of Earth? In what ways does human society affect the ecosystems of Earth? What can we learn from nature's laws about how to live on Earth sustainably? What is a healthy human ecology? What is the future of human civilization and its relationship to the ecosphere?

### SCI 125SC - UE: Science of Cooking

**3 credits** This course aims to introduce students to topics in biology and chemistry through an examination of the many facets of the science of cooking. Students will learn and use methods of scientific discovery / inquiry, as well as disciplinary methods of chemistry, biology, and physics, to better understand the molecular basis of and importance of science in food, nutrition and cooking.

### SCI 215SC - UE: Science in Science Fiction

**3 credits** *Prerequisite(s):* MAT 110 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.

### SCI 425 - Internship in Science

**1-6 credits** *Prerequisite(s):* Permission of the Chair of the Department of Natural Sciences

The internship in science is intended for students who wish to gain professional experience related to the field of study. The internship can be taken for 1 to 6 credits. Students must submit an internship application in order to be considered for this internship. Each credit hour requires a minimum of 3 work hours per week or 45 hours total at the internship site and students must submit assignments to the faculty internship supervisor as outlined in the course syllabus. Students are assigned a Pass (P) or a Fail (F) grade for this course. The internship course has the potential to be applied as an upper-level course or elective in the biology major, as determined by the student's Academic Advisor and approved by the Department Chair.

## Social Science

### SSC 100-400 - Special Topics

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

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

### SSC 320 - Applied Social Research & Evaluation

**3 credits** *Prerequisite(s):* SOC 201 and MAT 131

This course shows students how to use social research to inform decision-making. It covers the basic methods of social research, the design and purposes of applied research, and the uses of evaluation. Students will learn to assess the validity of existing research and to interpret it to guide decision-making as professionals.

### SSC 327 - Cultural Anthropology

**3 credits** *Crosslisted: ANT 327*

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

### SSC 328 - Drugs, Society, and Human Behavior

**3 credits** *Crosslisted: CRM 328*

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

### SSC 350 - Foundations of Modern Social Sciences

**3 credits** This course is a study of the development of Western social science thought from the end of the 18th century to the beginning of the 20th century. In this course, we will explore the development of Western thinking and ways of knowing from the perspectives of the social sciences, including anthropology, economics, history, political science, psychology, and sociology. The course allows students to examine the major contributions to the intellectual ferment of ideas that helped reshape the Western world's concepts of human nature.

## 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 210HA - Equity and Justice

**3 credits** This course introduces students to historical concepts related to systemic and anti-Black racism. It also exposes students to foundational concepts related to racial consciousness, resistance, resilience, healing, and intersectional solidarity. While racism is a global phenomena, this course focuses particularly on the U.S. context. This course will also introduce students to the established tradition of scholarship focused on Black and Brown experiences and cultural expression. It also seeks to examine the development, spread, and articulations of racism in the United States and around the world. The course employs an intersectional analysis—taking into account how racism is interwoven into other systems of oppression including (but not limited to) sexism, classism, heterosexism and xenophobia.

### SWK 220HM - UE: Hip Hop and Social Justice

**3 credits** This course will engage the social justice content through the lens of Hip-Hop culture as a vehicle for creating a platform of expression for marginalized, oppressed, and vulnerable persons and groups. Hip-Hop culture will frame the exploration of social, economic, and environmental justice content and highlight the interconnectedness of privilege and oppression. Students will utilize Hip-Hop music, art, spoken word, poetry, etc. to explore the social and political history of the United States including the challenges of both individual and systematic discrimination. This framework will provide the structure for students to develop an understanding of the various discourses of social justice and to examine what anti-oppressive practice (in any setting) may look like. Students will use their skills in reflection, oral and written communication, and creative expression to demonstrate a better understanding of how storytelling in hip-hop culture exposes social isolation, economic disadvantage, structural inequality, and lack of access to power.

### SWK 225HM - UE: Becoming an Advocate for Justice

**3 credits** This course introduces students to a variety of contemporary social and economic justice issues. Students will explore the creation of a policy, the legislative process, and intricate areas for advocacy and community organizing. The topics explored include but are not limited to discrimination and equity issues, gender issues, health inequality, community violence, family and children concerns, and political oversight. Within each topic,

students will analyze critical policy statements to serve as broad parameters for advocacy work and help professionals concerned with social injustices focus their thinking beyond the messaging found in partisan politics, mass media, and social media. Students will assess the policy statements for their adequacy, effectiveness, and fairness towards oppressed and marginalized communities. Students will assess their own personal position on each topic and begin to evaluate how they align to their future professional values and ethics. Students will increase their knowledge of how to engage in divergent viewpoints and maintain relationships to build a community of advocacy and action. The analytical, evaluation, and professional development skills of interpreting the social justice issues from this course will lay the foundation for advanced policy practice and the creation of an advocacy plan.

### 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; and the spiritual person. An understanding 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 it 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): Junior 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 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 Senior 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 342 - Social Justice and Social Entrepreneurship

**3 credits** *Prerequisite(s):* Junior Standing in Social Work or by permission of the instructor

An examination of the concepts of the Social Justice Model and Social Entrepreneurship for social work practice in the United States and world today are the focus of this course. Included will be an examination of alternative conceptions of and motivations for becoming committed to social justice and an analysis of its meaning and value. There will be critical consideration and assessment of factors which contribute to social justice challenges which threaten individuals, families, and communities. Solutions will be generated through applied social entrepreneurship innovation to meet those challenges. Meanings assigned to community and service will be discussed, in large part because they are concepts that embody values, beliefs, attitudes, and ideas that are central to definitions of democracy, social justice, civic resiliency and public life.

### SWK 344 - Social Work Documentation and Technology

**3 credits** *Prerequisite(s):* Junior Standing in Social Work or by permission of the instructor

Students will learn about scholarly writing through modeling the writing of published authors. This course will introduce students to the process and protocols regarding why professional social work practice requires them to write using the American Psychological Association (APA) style. The ethics of writing, including the acceptable forms and practices of recognizing the ideas and intellectual properties of others, will be explored in this course. The course will explore the concept of plagiarism. The course contains general conventions, such as how to refer to the work of others in the body of a paper and tips for avoiding oppressive, racist, sexist, and/or homophobic language. The course will provide students with the opportunity to learn key methods regarding ways of avoiding grammatical and punctuation errors commonly found in social work papers. The course will provide students the opportunity to participate in proofreading exercises that will direct them to their personal computers to detect areas of potential problems. In addition this course explores the influence of technology in social work practice and society. Students will learn about appropriate community or direct interventions using these new technologies. Also, the course will provide an introduction to effective communication and issues related to some new computerized technologies. This course will also provide students with real-world options for communicating scholarly thinking and findings.

### 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 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 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

**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

## Sociology

### SOC 100-400 - Special Topics

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

A variable-content course in sociology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the Native American or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

### SOC 110HA - UE: The McDonaldization of Society

**3 credits** What can a fast-food chain teach us about society? Following George Ritzer's theory of McDonaldization, this course examines the pros and cons of living in a rationalized world where standardization, predictability, and control prevail. As students learn the sociological concepts of bureaucracy, consumer society, social structures, social change, and social interaction, they will develop their sociological imagination to reclaim a place for creativity, meaning, individuality, and free will in the late modern world.

### SOC 110HM - UE: Race & Society

**3 credits** Are multiracial societies necessarily colorblind, and should they be? This course explores how colorblindness in multiracial societies can be analyzed through sociological theories and research methods. Students will read multiracial perspectives; analyze race and colorblindness in their everyday lives; and prepare themselves for entering a multiracial/global world, using their critical thinking skills to separate myth/ideal from data/evidence.

### SOC 121 - Introduction to Sociology

**3 credits** A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction, and the structure and organization of social groups.

### SOC 201 - Globalization

**3 credits**

*Prerequisite(s):* ENG 122

This course provides an overview of the new questions raised by the process of globalization in our social, economic, political, and cultural life. It places an emphasis on the search for social justice and encourages students to think critically about the causes and consequences of globalization as they prepare to become leaders of the 21st century.

### SOC 222 - Social Problems

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

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs, and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

### SOC 321 - Methods of Social Research I: Quantitative Methods

**3 credits** *Prerequisite(s): One course in mathematics (MAT 131 or above)*

The first of two courses in the research methods sequence. This course covers techniques and methods of quantitative social research as they relate to sociological theory construction: hypothesis testing, research design, measurement, quantitative data collection methods (surveys), and statistical data analysis. This course also covers descriptive and inferential methods of statistical analysis, emphasizing measures of central tendency and dispersion; construction of graphs and tables; and univariate, bivariate, and multivariate analysis, including tests of statistical significance. Students will use SPSS to apply statistical techniques.

### SOC 322 - Methods of Social Research II: Qualitative Methods

**3 credits**

*Prerequisite(s): Completion of SOC 321 and approval of the student's IRB proposal*

The second of two courses in the research methods sequence. This course covers techniques and methods of qualitative social research as they relate to sociological theory construction and sociological practice: in-depth interviewing, observation, focus groups, unobtrusive research methods, and case studies. Also covered are review of the social science literature, conceptualization, sampling, ethical issues in qualitative research, analysis of qualitative data, reporting of research findings and program evaluation. This course requires the proposal of a qualitative research project compliant with IRB requirements.

### SOC 323 - Sociological Theory

**3 credits**

*Prerequisite(s):* SOC 121

This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention.

### SOC 329 - Directed Study: Readings or Research

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

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

### SOC 330 - Environmental Sociology

**3 credits**

*Prerequisite(s):* ENG 122

Examines the causes and consequences of human disruptions of the environment, as well as how social groups respond to such consequences, including environmental and indigenous social movements and the debate over sustainability. A critical sociological perspective brings the dimension of power to the environmental debate by examining who benefits from environmental degradation or conservation and who is harmed; how environmental issues are socially constructed; how the discourse on the environment, science, and technology shapes our common understanding of environmental issues; and the role of the media, the state, and various interest groups in framing the environmental debate. It considers environmental issues at the local and global levels.

### SOC 331 - Global Social Change and Development

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

Focusing on the dynamics of global development and globalization, this course examines the roots and nature of social change in the contemporary world. It reviews various theories of social change, as well as the social, cultural, technological, political, and economic dimensions of global change. It also provides students with an opportunity to investigate how they may become agents of change themselves.

### SOC 332 - Social Interaction in Everyday Life

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

An examination of how individuals interact in interpersonal, work, and family situations. Furthermore, an examination of the effects of culture and social structure upon the behavior, thoughts, and identities of individuals, including a consideration of how the individual exists in society and how society exists in the individual. Offered fall semester of odd years.

### SOC 333 - The Family in Cross-Cultural Perspective

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

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

### SOC 334 - Sex and Gender

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

This course analyzes the social construction of sex and gender from a sociological perspective. The course covers the development of sociological theories of gender and up to date research on sex and gender inequality in all major social institutions, including family, education, work, health and media. Cross-cultural comparisons with selected nations are also considered.

### SOC 343 - The Social Ladder: Diversity and Inequality in America

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

This course examines how our social class, race, ethnicity, and gender all intersect to shape the challenges and opportunities we face. Students will learn to identify the types, causes, and consequences of social stratification and critically assess the role of inequality, especially privilege versus poverty and deprivation, in the United States and in their own lives.

### SOC 345 - Deviance and Social Control

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

Providing an overview of the social aspects of deviance and deviant behavior, the course examines the definition of deviance and its social and cultural roots. It includes a review of the sociological theories that explain deviant behavior, the process of becoming deviant, the consequences of deviance; an analysis of various types of deviant behavior; and a critical assessment of the mechanisms that society uses to address deviance.

### SOC 348 - Medical Sociology

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

A critical examination of health, illness, and healthcare from a sociological perspective, the course examines how health, disease, and treatment are socially defined; how social stratification of race, class, gender, and age affects health and illness; and how power influences the structure of healthcare and healthcare professions. In addition to physical illness, the course includes mental health and disability. Issues are considered from a US and global perspective.

### SOC 349 - Sociology of Aging

*Prerequisite(s): ENG 122*

A critical examination of aging and the course of life from a sociological perspective. The course examines how aging and the course of life are socially defined; how social stratification of age affects health, illness, caregiving, and choices/chances in life's course; how power influences aging; the social and economic outlooks of an aging society; and current issues of entitlement, retirement, end of life, and stratified life course experiences. Issues are considered from an American and global perspective.

### SOC 350 - Race and Ethnic Relations

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

A critical examination of race, ethnicity, and their persistence in institutions from a sociological perspective, the course examines how race and ethnicity are socially and politically defined; how sociological theories have traditionally and contemporarily analyzed racial and ethnic inequalities; the most up-to-date research on the extent of racial/ethnic inequalities across several key social institutions; and social justice/social change efforts to reduce racism, along with social and political barriers to such efforts. Issues are considered from an American and global perspective.

### SOC 424 - American Popular Culture

**3 credits** *Crosslisted:* HTY 424

*Prerequisite(s):* HTY 121 or SOC 121

This course focuses on the rise of American popular culture beginning shortly after the end of WWII and continuing to the present. The course makes use of multiple access points from music to film to TV to poetry to social networking to examine the ways that popular culture in US society changed and by extension how American pop culture has transformed the world.

### SOC 425 - Internship in Sociology

**3 - 6 credits** *Prerequisite(s): Permission of instructor*

This course is designed to allow students supervised practical experience in a local government, nonprofit, or business organization. Students will discover how their training as sociologists transfers into a professional context. The internship may be taken for 3 to 6 credits, over one or two semesters, each credit hour requiring 50 hours of practical experience per semester. This is a pass/fail course.

### SOC 427 - Practicing Sociology

**3 credits** *Prerequisite(s): ENG 122 and Junior or Senior standing*

This course serves as an introduction to the practice of sociology in a variety of settings. It is designed to expose students to the professional worlds of sociologists. Students will learn how sociological concepts, skills and tools may be used to analyze and change contemporary social behavior and issues. They will become familiar with the uses of the discipline through a review of sociology in practical affairs, simulations, case studies, and from professionals. 3 credits

### SOC 429 - Advanced Directed Study and Research

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

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

### SOC 499 - Senior Seminar in Sociology

**3 credits** *Prerequisite(s): SOC 322, SOC 323,* I*RB approval of research project and senior standing.*
*Corequisite(s): SOC 496*
The Senior Seminar in Sociology is designed as the capstone course in Sociology. As they approach graduation, students will review their knowledge in Sociology and conduct directed empirical research. They will carry out a research project to explore an area of sociology that they are interested in, and report the results in a senior thesis. They will be responsible for conducting one class presentation on one of the main areas of Sociology covered in the syllabus. As a co-requisite for the course, they will complete the Comprehensive Exam in Sociology. The course is designed to help students synthesize their knowledge in the major, reflect on how their sociological imagination has developed, and plan for their future as a sociologist. This course requires an approved IRB application.

### SYG 1000 - Introduction to Sociology

**3** A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction, and the structure and organization of social groups.
*Note:* Florida Statewide Course Numbering System

## 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 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 327 - Peoples of Al-Andalus: Their Influence and Legacy to the Spanish Culture

**3 credits** *Prerequisite(s):* SPA 311, SPA 312, and SPA 320 or permission of the instructor.

Through a dynamic approach to teaching and learning, this course introduces students to the peoples of Al-Ándalus, their history, legacy, and influence in contemporary Spain. Specifically, it examines Al-Ándalus social and economic development, furthers students' critical thinking by providing different historical perspectives, explores its influence in multiple dimensions (i.e., language, culture, art, gastronomy) as well as grants opportunities to develop a skill set necessary to be safer, savvier travelers. Furthermore, students will use class readings and assignments to reflect about being responsible travelers and how they impact the peoples, cultures, places, and environment via tourism. This is a highly interactive course framed within the principles of professional and learned associations such as the American Council on the Teaching of Foreign Languages (ACTFL), the Institute of International Education (IIE), and the Association of International Educators (NAFSA). This course will involve virtual and/or real-time field trips to Spain. This course is fully taught 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.

## Speech

### SPC 2608 - Fundamentals of Speech

**3 credits** *Crosslisted: CMS-205*

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

*Note:* Florida Statewide Course Numbering System

### SPH 221 - Fundamentals of Speech

**3 credits** *Crosslisted: CMS-205*

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 the sport business. Examines historical and current trends in the field and 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. A minimum grade of C is needed to fulfill the degree requirement.

### SPB 230 - Sport Facility and Event Management

**3 credits** 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** 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 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 360 - Sport Marketing and Promotion

**3 credits** *Prerequisite(s): MKT 301, junior standing.*

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 101*

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 415 - Sport Analytics

**3 credits** *Prerequisite(s):* MAT 201

This course examines the growing importance of data and analytics in Sport Business. Focuses on identifying problems and applying statistical and analytical techniques that help sport industry decision makers address challenges in the areas of business operations, marketing and sponsorships, and research.

### SPB 420 - Sport Finance

**3 credits** *Prerequisite(s): ACC 202, MAT 141, and FIN 325.*

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): Junior standing.*

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): Junior standing.*

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.

### SPB 495 - Internship Performance

**6 credits** *Prerequisite(s): Junior standing.*
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): Junior standing.*
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 Saint Leo University, 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 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 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 222 - The Learning Mindset Lab

**1 credit** This lab course is designed to assess students' current academic approach and introduce strategies and skills that can be applied across disciplines to improve academic achievement and versatility. Additionally, students will practice these skills across current course load and reflect on the effectiveness of concepts learned.

## Veteran Studies

### VTS 201 - Introduction to Veteran Studies

**3 credits**

*Prerequisite(s):* ENG 122

Interdisciplinary study of military/veteran issues and perceptions of Veterans. Explores impact of training, service, and combat on reintegration into civilian life and relationships. First course in Veteran Studies major. Designed for non-veterans and Veterans to gain a deeper understanding of this marginalized population.

### VTS 310 - Legendary Warriors of the Ancient and Medieval World

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

This course will explore historical and fictional warriors of the ancient and medieval worlds, such as Gilgamesh, Alexander the Great, Odysseus, Hannibal, Boudica, Charlemagne, and Joan of Arc. In addition to a study of how valor, civic duty, military prowess, loss, and reintegration after conflict were portrayed in ancient Sumer, Greece and Rome and in medieval Europe and Britain, we will discuss developments in equipment, logistics, strategy and the how the actions of these warriors transformed city-states into empires. Finally, this class will investigate how heroic ideals established long ago continue to influence how we understand leadership, military service, and the Veteran experience.

### VTS 340 - Selected Topics in Veteran Studies

**3 credits**

*Prerequisite(s):* ENG 122

This class offers an in-depth examination of one of the major areas within the Veteran Studies field. Topics will vary and reflect the changes and advances of the field. This further examination allows students to achieve a nuanced and meaningful understanding of the larger contexts that shape our understanding of the Veteran identity.

### VTS 410 - Native American Warriors and Veterans: Serving Two Sovereigns

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

Throughout the history of America, indigenous people have both fought against Manifest Destiny and been used as an indispensable force within it all the while gaining critical experience supporting social and political movements in defense of their own tribes' existence. This course considers the role of native warriors as Veterans of the United States military and the place of honor they hold in indigenous societies in the service to two sovereigns.

### VTS 499 - Senior Seminar in Veteran Studies

**3 credits** *Prerequisite(s):* VTS 201

This capstone course has been designed for the Veteran Studies majors to develop a project proposal and carry out a capstone project under the guidance of the instructor. It entails researching the available bibliographical and material resources necessary to achieve the proposed project. Additionally, the course includes sessions on graduate schools, career planning, and resume writing.

# Chapter 10: Administration and Faculty

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## WorldWide Education Center Faculty

### Full-Time Faculty

**Sheri K. Bias**—Associate Professor, Human Resources Management/Online

B.A., Saint Leo College; M.A., George Washington University; M.B.A., College of William and Mary; M.A., Ph.D., Fielding Graduate University

**Keith Burton—Associate Professor of Psychology; Associate Chair, Department of Social Sciences**

B.A., Northwestern University; M.A., Ph.D., University of Arizona

**Pamela L. Lee—Professor of Management; Department Chair of Graduate Business Studies**

B.S., Norfolk State University; M.A., Old Dominion University; Ph.D., Regent University

**Phillip R. Neely—Professor of Criminal Justice; Director, Doctor of Criminal Justice (DCJ) Program**

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**Eileen T. O'Brien—Professor of Sociology/Online**

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**LaQue Perkins—Associate Professor, Project Management/Online**

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### Administrators

**Christina Branas—Director of Accreditation and Academic Compliance**

BA, M.B.A., Saint Leo University

**Curtis Burton—Vice President of Student Affairs**

M.S., Eastern University, B.A., Lincoln University

**Nancy Cheek—Director, Center for Online Faculty & Student Services**

B.F.A, International Academy of Design and Technology; B.S., New York Institute of Technology; M.A., University of South Florida

**James DeTuccio—Vice President of Business Affairs/Chief Financial Officer**

B.S., Florida State University; M.B.A., Saint Leo University; Florida State CPA

**Tamara Disi—Graduate Outreach Program Administrator**

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**Emilio Favale—Associate Director, Undergraduate Student Success**
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**Alaina Forehand—Director, WorldWide Learning & Operations**
M.F.A., New your Academy of Art
**Pamela Frazer—Associate Registrar**
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**Kelsea Gonzalez—Registrar**
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**Jo Hutterli—Director, Academic Engagement**
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**Staci Shelley—General Counsel**
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**Joseph M. Tadeo—Associate Vice President for Academic Administration | Academic Affairs**
B.A., Saint Leo University
**Doris J. Van Kampen-Breit—Professor of Librarian; University Librarian**
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**Sarah Young—Director, WorldWide Student Success & Academic Engagement**
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# Chapter 11: Directory for Correspondence

University office hours are 8 a.m.-5 p.m., Monday through Friday, unless otherwise posted. Members of the University staff are available at other times by appointment.

## Saint Leo University (University Campus)

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**Academic Affairs, Provost and Vice President for Academic Affairs**
MC 2006, P.O. Box 6665, Saint Leo, FL 33574-6665
Saint Francis Hall. Telephone: 352/588-8244 Fax: 352/588-8207
Email: academic.affairs@saintleo.edu

**Academic Records, Transcripts, Registrar**
MC 2278, P.O. Box 6665, Saint Leo, FL 33574-6665
Saint Edward Hall. Telephone: 352/588-8233 Fax: 352/588-8656
Email: transcripts@saintleo.edu

**Academic Student Support Services**
MC 2010, P.O. Box 6665, Saint Leo, FL 33574-6665
1st Floor Kirk Hall. Telephone: 352/588-8307 Fax: 352/588-8605

**Accessibility Services**
MC 2010, P.O. Box 6665, Saint Leo, FL 33574-6665
Student Activities Building. Telephone: 352/588-8464 FAX: 352-588-8605
Email: adaoffice@saintleo.edu

**Accounts Payable/Purchasing**
MC 2100, P.O. Box 6665, Saint Leo, FL 33574-6665
Benedictine Hall. Telephone: 352/588-8218 Fax: 352/588-8350

**Accounts Receivable**
MC 2100, P.O. Box 6665, Saint Leo, FL 33574-6665
Telephone: 800/240-7658

**Admission, Application, and General Information**
MC 2008, P.O. Box 6665, Saint Leo, FL 33574-6665
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Email: admissions@saintleo.edu

**Athletics**
MC 2038, P.O. Box 6665, Saint Leo, FL 33574-6665
Marion Bowman Activities Center
Telephone: 352/588-8221 Fax: 352/588-7366

**Business Affairs, Vice President for Business Affairs**
MC 2246, P.O. Box 6665, Saint Leo, FL 33574-6665
Saint Francis Hall. Telephone: 352/588-8215, Fax: 352/588-8511

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**Center for Academic Vision & Excellence (CAVE)**
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**Center for Teaching and Learning Excellence**
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**Department of Information Technology**
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**Dining Services**
MC 2225, P.O. Box 6665, Saint Leo, FL 33574-6665
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**Graduate Studies in Adult Enrollment**
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**Graduate Studies in Creative Writing**
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**Graduate Studies in Public Safety Administration**
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**Graduate Studies in Education**
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**Learning Resources**
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Email: student.textbooks@saintleo.edu / faculty.textbooks@saintleo.edu

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**Student and Family Engagement**
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## WorldWide Education Centers

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Email: PHSC@saintleo.edu

*Spring Hill-PHSC Education Office*
450 Beverly Court
Building E, Room 203
Spring Hill, FL 34606
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Email: PHSC@saintleo.edu

*Key West Education Center*
Saint Leo University
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NAS Key West, FL 33040
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Tampa, FL 33607
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*MacDill AFB Education Office*
Saint Leo University
(Albert B. Arrighi Education Center)
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***Georgia***
*Savannah Education Center*
Saint Leo University
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Classes are also scheduled at classroom locations near several of these Centers.


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