2017-2018
Academic Bulletin
TIFFIN UNIVERSITY
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UNDERGRADUATE CURRICULA

BACHELOR OF ARTS (BA) DEGREE

Arts Entrepreneurship Major w/concentration in Music Industry...
Arts Entrepreneurship Major w/concentration in Visual Arts...
Communication Major w/concentration in Electronic Media...
Communication Major w/concentration in Journalism...
Communication Major w/concentration in Public Relations...
Cyber Defense and Information Assurance Major...
English Major...
English with licensure in Integrated Language Arts Major...
in conjunction w/Lourdes College...
English with licensure in Middle School Education Major...
in conjunction w/Lourdes College...
General Science Major w/concentration in Behavioral Science...
General Science Major w/concentration in Chemistry...
Government & National Security Major...
w/concentration in Intelligence & Security Studies...
Government & National Security Major...
w/concentration in Politics & Government...
Health, Fitness and Wellness Major...
History Major...
History with licensure in Integrated Social Studies Major...
in conjunction w/Lourdes College...
History with licensure in Middle School Education Major...
in conjunction w/Lourdes College...
Professional Music Major...
Professional Studies Major...
Psychology Major w/concentration in Addictions Counseling...
Psychology Major w/concentration in Cross-Cultural & International Psychology...
Psychology Major w/concentration in Experimental Psychology...
Psychology Major w/concentration in Human Services...
Science with licensure in Middle School Education Major...
in conjunction w/Lourdes College...

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

Accounting Major...
Computer & Information Systems Major...
w/concentration in Application Specialist...
Computer & Information Systems Major...
w/concentration in Software Development...
Computer & Information Systems Major...
w/concentration in System & Network Support...
Digital Innovation & Design Major...
Finance Major...
Management Major w/concentration in Hospitality & Tourism Management...
Management Major w/concentration in Human Resource Management...
Management Major w/concentration in International Business...
Management Major w/concentration in Managerial Studies...
Management Major w/concentration in Supply Chain Management...
Marketing Major...
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General Information

The Tiffin University Academic Bulletin is published annually. The Academic Bulletin is intended for use from May 2017 through April 2018. The University may modify curriculum during the year. The provisions of this Academic Bulletin are not to be regarded as an irrevocable contract between the student and Tiffin University. Failure to read this Academic Bulletin does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the University reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered desirable or necessary.

ACCREDITATION

Tiffin University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2304, Phone: 312.263.0456, www.nhlc.org

Academic programs at Tiffin University are authorized by the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215-3914, Phone: 614-466-0020

BBA and MBA degrees offered by Tiffin University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, www.acbsp.org, and the European Council for Business Education (ECBE), En Brison 1832, Chambly, Switzerland, www.ecbe.eu

NOTICE OF PRIVACY RIGHTS (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student’s rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

• The right to inspect and review educational records maintained by the institution that pertain to the student;
• The right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
• The right to control disclosures from the educational records with certain exceptions.

Tiffin University, in accordance with FERPA, has designated the following categories of information about students as public or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially-recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by notifying the Office of Registration and Records in writing.

A written policy detailing how Tiffin University will comply with the provisions of the Act is on file in the Office of Registration and Records. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605, regarding alleged violations of the Act.

POLICY STATEMENT: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION

Tiffin University affirms its commitment to promote the goals of fairness and equity in every aspects of the educational enterprise. The brief descriptions of the policies below are subject to resolution using the institutional Equity Resolution Process (ERP). Each description in its entirety may be found in Tiffin University Civil Rights Equity Resolution Process Manual. When the responding party is a member of Tiffin University community, the ERP is applicable regardless of the status of the reporting party who may be a member or non-member of the campus community, including students (student organizations), faculty, administrators, staff, guests, visitors, campers, etc.
POLICY STATEMENT: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION

NONDISCRIMINATION POLICY

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicants for employment, students or applicants for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those oppressing discrimination, participating in any resolution process on campus, within the Equal Employment Opportunity Commission or other human rights agencies.

All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination and inquiries regarding this policy and procedure may be made internally to:

Dr. Perry-Fantini
Assistant Vice President for Equity, Access, & Opportunity
Title IX/504 Coordinator
Friedley Hall
419-448-3504
perryfan@tiffin.edu

Dr. Sandra Miller
Assistant Vice President for Civil Rights
Title IX/504 Coordinator
11012 Seitz Hall
419-448-3433
louisea@tiffin.edu

Mr. Nadia Lewis
Assistant Vice President for Human Resources
Interim Title IX Coordinator
Sensz Hall
419-448-3423
lewisn@tiffin.edu

Dr. Sara F. Miller
Associate Professor
Interim Title IX Coordinator
Reichard House, Office 14-C
419-448-3168
miller@tiffin.edu

Mr. Rudy Brownell
Assistant Athletic Director/Head Men’s Soccer Coach
Interim Deputy Title IX Coordinator
Hemingway Recreation Center
419-448-3286
rbrowne@tiffin.edu

Mr. Jacob Simon
Director of Residence Life/Student Conduct
Interim Deputy Title IX Coordinator
Gillmor Student Center – Office of Student Affairs
419-448-3421
simonj@tiffin.edu

Inquiries may be made externally to:
Office of Civil Rights
One Government Center
Room 936, Jackson & Erie Streets
Toledo, Ohio 43604
419-245-2900

The University does require submission of grievances in the official incident reporting form. The form is available on the website. The link to the form is: https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40

The University reserves the right to address offensive conduct and/or harassment that:
• Does not rise to the level of creating a hostile environment, or
• That is of a generic nature not on the basis of a protected status.

Discriminatory Harassment

Tiffin University identifies harassment as a form of unlawful discrimination that can be a barrier to educational, access, and/or employment opportunity. Students, staff, administrators, and faculty are entitled to a working and learning environment free of discriminatory harassment.

Discriminatory and Bias-Related Harassment

Tiffin University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, activities, employment access, benefits or opportunities.

Retaliation

Tiffin University reserves the right to address offensive conduct and/or harassment that:
• Does not rise to the level of creating a hostile environment, or
• That is of a generic nature not on the basis of a protected status.

Mandatory Participants

All University officials (faculty, staff, students, and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials.
CONFIDENTIAL PARTICIPANTS

Confidential employees are individuals who have a confidentiality privilege to protect the personal identification of an alleged victim or the alleged, unless there is a belief of imminent threat. These confidential employees (i.e., health care professionals, licensed counselors, etc.) can achieve their reporting requirements by the creation of general reports for statistical purposes and pattern tracking, however, do not disclose personally identifiable information without client consent.

ANONYMOUS COMPLAINTS

Anonymous complaints will be accepted; however, Tiffin University might be limited in the ability to investigate and/or resolve anonymous complaints since the ability to gain further information may be compromised.

MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff, it is my pleasure to welcome you to Tiffin University. Our motto, “SINE AUDACIA NULLUM PRAEMIUM” – translated as “without risk, there is no gain” is the motivator for all that we do. Our Guiding Principles contains our seal in which our motto is written. This document serves as the framework for why and how we live by our motto. It clearly states our Purpose, Mission and Vision; our strategic priorities, and most importantly our ICARE Values. This set of principles guides what we do each and every day at Tiffin University. We hope you embrace our Guiding Principles as much as we do.

Tiffin University offers a comprehensive college experience both inside and outside of the classroom. Tiffin students learn from faculty who are experts in their fields. Tiffin faculty members serve as mentors and advisors and help students select the most effective classes of study. They also provide internship opportunities and careers with national and global industry partners, federal agencies, corporations and entrepreneurial companies.

Students of Tiffin University are encouraged to make powerful, life-long connections as they engage with a diverse population of students from across the United States and the globe. Today, there are 389 international students attending TU, representing more than 32 countries. Tiffin is proud of its growing diversity that goes well beyond the classroom. Diversity is celebrated throughout the campus and the community through food, arts and entertainment during the academic year.

Additionally, on campus, TU students participate in Division II Athletics, Greek Organizations, Music, Performing Arts, International Organizations and Cultures, Special Interest Groups and Religious Organizations. These are just some of the co-curricular activities we have at TU, designed to balance in and out of the classroom experiences for our students.

In the classroom, academic achievement is paramount. Tiffin University believes a college degree is earned, not rewarded. We also believe in linking theory to practice as much as possible by offering opportunities for experiential learning. As a student of Tiffin University, we will expect more from you and you will learn to expect more from yourself.

Striving for education—it is the foundation on which success is built. We should have a spanished and free-go of opportunity to have the necessary skills to succeed in an ever-changing world of work and learn new skills and knowledge. As a student at Tiffin University, you will be expected to transform your lives through education.

As TU’s sixth President, I look forward to meeting you. It is an honor to welcome you to our very exceptional institution of higher learning and I wish you a very enriching collegiate experience while at TU.

Dr. Lillian Schumacher
President

HISTORY OF THE UNIVERSITY

Tiffin University, established in 1888, offers nationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. All through its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth at Tiffin, graduate and undergraduate programs of the University are offered online and in several areas of Ohio. Master’s degrees are offered in several foreign countries.

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GENERAL INFORMATION

CAMPUS AND PROGRAM LOCATIONS

Academic programs are offered by Tiffin University at the following locations:

Tiffin Campus (ACJ, BA, BBA, BCL, BS, MBA, MS)
The Tiffin Campus offers Associate's degree, Bachelor's degree and Master's degree programs in the seated, classroom format. On-campus housing and food services are provided in addition to student services, intercollegiate athletics, and a number of extracurricular activities.

Brunswick (BCJ)
Tiffin University offers the Off-Campus Bachelor's Degree Completion Program on the Brunswick campus of Cuyahoga Community College.

Toledo, Cleveland, and Fremont (BBA, BCL)
Tiffin University offers the BBA and BCJ Off-Campus Bachelor's Degree Completion Programs at Tiffin academic centers at Owens Community College in Toledo, Cuyahoga Community College campuses in Cleveland and Brunswick, and at Terra Community College in Fremont.

Romania and Taiwan (MBA)
Tiffin University offers its MBA degree, taught in English, in Romania and Taiwan.

Tiffin University Online (BA, BBA, BCL, BS, MBA, MEd, MH, MS)
Tiffin University offers the BA, BBA, BCJ, BS, MBA, MEd, MH and MS in an online format. The online programs offer students nationwide and around the world an opportunity to obtain an accredited degree from Tiffin University.

FINANCIAL AID POLICIES

To qualify for federal and/or state financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree-granting program and registered for at least half time. It is necessary to complete the FAFSA each year in order to receive assistance. The FAFSA school code for Tiffin University is 003121. All Tiffin University grants and scholarships, including athletics, can only be used for tuition, fees and on-campus room and board charges.

Please go to www.tiffin.edu/finaid for more information and policies on Satisfactory Academic Progress, Return of Federal Financial Aid, Scholarship and Grants, and Student Loans, or visit the Office of Financial Aid.

Financial Aid
155 Miami St.
Tiffin, OH 44883
Phone: 419-448-3279, Toll-free: 800-406-6446
Fax: 419-443-5025
Email: finaid@tiffin.edu
Website: www.tiffin.edu/finaid
Hours: Monday - Friday: 8am - 5pm

VETERAN AND MILITARY RESOURCE CENTER (VMRC)
The Veteran and Military Resource Center assists veterans, active military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. Contact the Assistant Director of Veteran and Military Services at 419-448-3340 (burkinsdi@tiffin.edu) for assistance.

Veteran and Military Resource Center can be found at www.tiffin.edu/va

ACADEMIC SUPPORT

FACULTY ADVISING
A Faculty Advisor is assigned by major to every student after their first semester. Faculty Advisors will assist students with learning the expectations and requirements of their major, choosing classes each semester, developing a plan for graduation (4-year plan), providing career and internship guidance, and discussing graduate school opportunities. Students are required to meet with their Faculty Advisor each semester before they are able to register for classes. Students who build a relationship with their Faculty Advisor are more likely to persist to graduation and develop life-long skills necessary for a successful career and/or for furthering their education.

FIRST-YEAR ADVISING
Every first-year undergraduate student has an assigned First-Year Advisor who serves as their main point of contact for all questions, concerns, and support programs. First-Year Advisors act as an advocate and mentor for each student by promoting student motivation and holistic campus engagement to help guide students towards graduation. All first-year and transfer students will meet with their First-Year Advisor during their first semester on campus to explore their short-term and long-term goals and develop an action plan to meet those goals. During an Advising meeting, students will be matched with support services (mentoring, Peer Assisted Learning sessions, financial literacy workshops, career preparation coaching, etc.) and co-curricular opportunities needed to facilitate the attainment of their established educational and professional goals.

First-Year Advisors provide:
- A main point of contact for every student to resolve questions and concerns
- Plan to pursue academic and professional goals
- Information about events, activities, and organizations on campus and in the community
- Change/Add a major or minor
- Drop/Add a class
- Undecided Students - assistance with major and career exploration
- Communication to students about upcoming deadlines and important information

THE MURPHY ACADEMIC SUPPORT CENTER
The Murphy Academic Support Center (MASC) helps students become more effective and efficient learners. It provides access to in-person and online academic support. The Murphy Academic Support Center offers one-on-one peer tutoring in a variety of subjects. Peer tutors are trained to assist students in developing college-level academic skills and have demonstrated superior academic ability in the subjects they tutor. The Murphy Academic Support Center can accommodate and track students who have study table requirements.

CAREER DEVELOPMENT
Tiffin University provides a Career Development Resource Center for students at all levels of their college education. The office has a variety of services for students as they prepare for their careers. These services include internships, part-time, summer, and full-time employment opportunities, one-on-one career counseling, workshops and sessions on jobs and job searches, assistance with résumé and cover letter writing, and practicing for interviews.

Other resources available include networking contacts, job leads, and information on career requirements, trends, assessments, and graduate schools.

INTERNSHIPS
Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan, fieldwork, a résumé, a weekly journal of activities, and a final evaluates paper relevant to the intern's field of activity.

Students in the Bachelor’s programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing in the major (2.50 cumulative grade point average) to enroll for an internship. Internship requirements are applicable to degree level and/or double majors. Additional requirements may be determined by departments. The internship application must be submitted to the Registrar prior to beginning an internship for registration.
GENERAL INFORMATION

TRANSCRIPT REQUESTS
An official transcript shall be issued at a charge of $8.00 if all financial obligations to the University have been satisfied. Students requesting transcripts must submit a Transcript Request Form. The Transcript Request Form can be found on and printed from https://exchange.parchment.com/servlet/index.php?main_page=solutions_id=5978&FYYO2MoWgfz. Payment must be made before transcripts will be sent. Unofficial copies may be requested for a $6.00 fee. Unofficial copies are only available by email and/or fax.

UNIVERSITY HEALTH SERVICES
Tiffin University operates a Wellness and Counseling Center on campus staffed by licensed counselors who specialize in the well-being and treatment of college students whether they are living on-campus, commuting, or taking online classes. In addition, the Office of Student Affairs will assist any student who seeks counseling or will assist the student in making counseling referrals. The Office of Student Affairs is committed to providing a safe and open platform for all students who may be in need of mental health services.

INFIRMARY
The infirmary is staffed by a registered nurse in cooperation with a doctor. In case of an emergency, the infirmary offers a 24-hour service. Students who have any illnesses or injuries can be treated by the nurse in the infirmary.

WELLNESS AND COUNSELING SERVICES
Tiffin University and the Office of Student Affairs are committed to providing a safe and healthy environment on campus for all students. The Wellness and Counseling Center on the campus offers students a confidential environment in which to discuss their concerns. We encourage anyone who may need counseling to contact the Wellness and Counseling Center. The staff at the Wellness and Counseling Center is committed to providing students a safe environment.

PFEIFFER LIBRARY
Pfeiffer Library has an outstanding and growing book collection supporting the University’s academic programs. In addition to the print resources, the Library provides online access to articles and books. As a member of OCLC (Ohio Private Academic Libraries) and OhioLINK, Pfeiffer Library provides the University community with online access to inter-library loans for books, full-text online journal articles, and a growing collection of ebooks. Ohio students may request books from any OhioLINK member library be sent to the nearest OhioLINK library for pickup. Every student may access the online databases, full-text articles, and ebooks.

At Tiffin University, we pride ourselves on providing an environment that is conducive to learning and growth. Our library is no exception. It is designed to be a place where students can come to study, research, and collaborate with their peers. We have a wide range of resources available, including print and digital materials, as well as access to databases that can help with research projects. Our librarians are also here to assist you with any questions you may have about the library or the resources it offers.

In addition to our physical library, we also offer online resources that can be accessed from anywhere. This includes our online database collection, which includes everything from academic journals to popular magazines. We also provide access to e-books, which can be particularly useful for students who are unable to access print resources.

Whatever your needs may be, whether you’re looking for a quiet place to study or need help finding the right resources for your research, the library is here to help. We encourage you to take advantage of all that we have to offer, and we look forward to seeing you on campus.

REFUND POLICIES / AUDITING COURSES / GRADUATION APPLICATION / POSTHUMOUS DEGREE POLICY

GRADUATION APPLICATION
Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline to be approved as a degree candidate. The application for graduation must be submitted to the Registrar by the deadline posted for his or her expected graduation date in order to receive a graduation audit, be approved by the faculty, and presented to Tiffin University’s Board of Trustees for conferral of degrees.

POSTHUMOUS DEGREE POLICY
A deceased student may be considered a candidate for a posthumous degree when minimum academic degree requirements have been verified and approved. Posthumous degrees may be awarded at any degree level.

REQUIREMENTS
• A student must have been in good academic standing with Tiffin University at the time of death. Good standing is defined as not being academically deficient (probation or dismissal). A posthumous degree may not be awarded if the death was due to an unlawful activity.
• A student must have been enrolled at the time of death (summer excluded) or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
• An undergraduate student must have been within one semester (15 semester hours) of degree requirements completed to be nominated for a posthumous degree.
• A graduate student must have been within 9 semester hours of degree completion to be nominated for a posthumous degree.

APPROVAL PROCESS:
• Tiffin University must be notified by the deceased family or by a representative of the University to recommend the deceased student for a posthumous degree.
• This recommendation is suggested to the Dean of the appropriate discipline school for consideration and to begin the formal process.
• The student’s degree audit will be verified by the Office of Registration and Records.
• The Dean of the school in which the student was enrolled will recommend the candidate for a posthumous degree in writing to the Provost. The request must include the deceased student’s name, the program/degree/curriculum to be awarded and the recommended semester for degree conferment.

If supported by the Provost, the Provost will submit a recommendation to the President for formal approval. If approved by the President, the Provost will notify the Office of Registration and Records to begin the process for degree posting and commencement proceedings. The Provost will notify the Dean to inform the immediate family of the university’s decision and desire to recognize their student with this honor (this process should be kept confidential until or unless approved at all levels). The name of the deceased student will be included in the printed Commencement program, and the diploma will be mailed to the appropriate member of the deceased student’s family.

AUDITING COURSES
Auditing a course permits a student to enroll in a class and to attend its sessions without having to submit assignments or take examinations. The fee is 50% of normal tuition charges, but students receive neither grade nor credit for the course. If a student wishes to convert to credit status before the midterm of the course, permission must be sought from the Provost and the balance of the regular tuition must be paid.

REVENUE SERVICES / WELLNESS AND COUNSELING / HEALTH SERVICES / INFORMATION TECHNOLOGY SERVICES / PFEIFFER LIBRARY / TRANSCRIPT REQUESTS
WITHDRAWAL POLICIES

WITHDRAWING FROM A COURSE – ALL CAMPUS LOCATIONS
A student may withdraw from a course before the last date to withdraw without a failing grade to receive a grade of “WD” in the course. All classes withdrawn after the withdrawal date will carry a grade of “WF” (withdraw failing).

Tiffin Seated Programs
The drop slip must indicate a last date of attendance and be signed by the instructor. All other signatures are required before submitting the drop slip to the Office of Registration and Records.

ONLINE & OFF-CAMPUS PROGRAMS
A student must submit the Drop Request form to their program advisor. Program advisor will verify the last date of documented academically related activity in accordance with the Department of Education regulations (this does not include logging into an online class without active participation) on the Drop Request form and forward to the Office of Registration and Records to process.

ALL PROGRAMS
When a student officially notifies the college of his or her intent to withdraw, any refund of tuition will be computed from the last date of participation in the class. Any form of withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

ADMINISTRATIVE WITHDRAWAL POLICY – ALL CAMPUS LOCATIONS
Under certain circumstances, Tiffin University may administratively withdraw a student from a single class or multiple classes. There are five classifications of administrative withdrawals: Academic, Disciplinary, Medical, Excessive Absence and Active Military Call-up.

STATEMENT OF POLICY
An administrative withdrawal for non-attendance of a student from a course(s) is based on failure to attend prior to the census date established by the Department of Education. The census date has traditionally been the fourteenth calendar day after the start of the semester which is subject to the regulations published by the Department of Education.

In combination with the professor of record, the Office of Registration & Records will notify the student in writing of the administrative withdrawal process and will send an official notification to the student when the procedure is concluded.

APPEAL PROCESS
A student must appeal in writing and attach supporting documentation (via email) within three (3) business days of receipt of the completed notification from the Office of Registration & Records to the Registrar. The Registrar will make a decision within three business days and inform the student in writing (electronic notification) Only one level of appeal is allowed and, therefore, the decision of the Registrar is final.

• Academic withdrawal - The Office of Registration and Records may administratively withdraw a student from a course or courses for academic reasons such as, but not limited to, Academic Probation, Academic Dismissal, unapproved credit overload, and prerequisites not satisfactorily completed.

• Conduct withdrawal - As a result of college judicial proceedings, a student may be dismissed from Tiffin University. In such cases, regardless of the timing during the semester, the student is withdrawn from classes; the grade of “WD” or “WF” will be based on last date of participation in the classes and earns no credit for the semester.

Any form of conduct withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy (Refer to the appropriate Office for policy and procedures)

• Medical withdrawal - As a result of medical necessity, a student may be withdrawn from a class or classes. Such withdrawals will only be granted based on appropriate medical documentation attached with the drop slip. A grade of “WD” will be assigned. Where appropriate, and with an instructor’s permission, a student could receive a grade of “I” (Incomplete) in one or more classes. Any form of medical withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

• Excessive absence withdrawal - Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend and participate in all scheduled classes and to abide by the University’s drop/withdrawal policies.

• Tiffin campus programs - Faculty must notify the Director of Undergraduate Advising that a student should be administratively withdrawn from their seated course if they do not attend scheduled class meetings and do not submit an assignment for 14 consecutive calendar days until the 60th percent of the term/semester. The final grade will be based on the last date of attendance*. The student’s financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy. If the student has participated within the last 14 days of term/semester, a grade will be earned.

• Withdrawal for Active Duty withdrawal to active duty - Students must provide documentation of their call-up to active duty to the Office of Registration and Records. A student who does not have time to make the necessary arrangements may authorize another person to act on his/her behalf. A letter signed by the student or a power of attorney is required. Students enrolled in courses through a traditional academic year (Fall and Spring semesters) may complete course requirements early upon making individual arrangements with faculty members. Final grades for course work completed prior to reporting to duty will be reported by the faculty members.

Active duty students also have the following options:

• Complete course requirements at a later date. The student may take an “I” in a course(s) and complete coursework upon release from active duty.

• Course completion may be accomplished by independent study upon consultation with the appropriate faculty member.

• If a student has completed the majority of the course work for the semester, “I”s may be given for ALL of the classes. For instance, if registered for five classes, the student cannot take “I”s in two classes and then drop the remaining 3 classes.

• A student enrolled in an online or off-campus program may have already completed 3 or 4 courses and could receive an “I” for the 5th or 6th. It would be recommended that if the student has not started a course, that he/she be completely withdrawn from the course(s).

• Withdraw from all classes for the semester. Each class will be dropped from the student’s record with notation made on the transcript for the semester. “WD/Student called to serve in the military.”

DISCONTINUED PROGRAMS
Tiffin University reserves the right to discontinue or teach out an academic program at any time. In the event that a program is being discontinued, admission to that program will cease and current students will be notified.

Once it has been determined that a program will be discontinued:

• A teach out date will be determined and current students will be notified. All enrolled students will be required to complete the degree within the time determined. If the degree is not completed, a different program of study will be selected.

• Only students with continuous enrollment will be eligible to receive a diploma from a discontinued degree.

• Students re-enrolling to Tiffin University will be required to select and gain admission to a different program of study.
GENERAL INFORMATION

GRADE APPEAL PROCESS

If a student believes that a course grade has been assigned in a capricious, unfair, or erroneous manner, the student may appeal the grade. A general dislike of or disagreement with the grade received does not constitute proper foundation for a grade appeal. The student should be able to provide suitable evidence to support the claim that the course grade was assigned in a capricious, discriminatory, unfair, or erroneous manner.

The grade appeal process must be started by the end of the second class week of the next semester following assignment of the grade. For individuals enrolled in courses completed in less than a semester length (7-week terms for MBA, MED, and MS), the appeal process must be started by the midpoint of the next regularly scheduled series of classes following assignment of the grade.

The appeal begins with the faculty member(s) who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member(s). The faculty member(s) must acknowledge receipt of the appeal in writing to the student within one week of the receipt of the appeal. Should the faculty member(s) grant the appeal, a change of grade form should be submitted to the Office of Registration and Records. The student will receive a letter from the faculty member(s) indicating the decision.

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the School in which the course was offered. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the Provost will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member(s) who assigned the original grade, and respond in writing, to the student and the faculty member(s), within two weeks of the receipt of the appeal as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated. The decision of the Dean is final.

Should the Dean feel that the situation warrants further consideration, the Dean will forward the appeal to the Provost, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the Provost will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member(s) who assigned the original grade, consult the Dean of the school, and respond in writing to the student, the faculty member(s), the Dean of the school and the Provost within 3 weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the Provost that the grade be changed. The Provost will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal. If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal. In a case where the faculty member(s) are no longer employed by the university, the appeal begins directly with the Dean of the School. The Dean will attempt to notify the faculty member(s) of the appeal, in writing, within one week of the receipt of the appeal. The faculty member(s) will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above. All documents related to the grade appeal shall be sent to the Registrar after the final decision has been made for filing with the student's permanent file.

Undergraduate Degree Program Information

ADMISSION AND TRANSFER POLICIES

ADMISSION REQUIREMENTS FOR FIRST-YEAR STUDENTS

First-Year students are described as students who have no more than 11 transferable credit hours, with the exception of students who completed those credit hours while attending high school. To be considered for acceptance as a First-Year student, an applicant must submit an undergraduate application for admission, an official copy of their high school transcript or GED certificate and an official copy of their ACT or SAT test scores. ACT or SAT scores are only required for students coming directly out of high school. A student seeking admission who has been out of high school for at least two years would be considered an adult freshman. In addition to an undergraduate application for admission, Tiffin University requires adult freshmen to provide an official final high school transcript or GED certificate, have a cumulative high school GPA of 2.25 and submit a written essay for review.

Tiffin University requires official final transcripts from all previously attended institutions. All undergraduate students that have not earned an associate's degree are required to submit an official final high school transcript. All official final documents must be received at Tiffin University prior to the first day of class or students will be withdrawn from their classes. Tiffin University reserves the right to accept official supporting documents that verify degree and/or academic status for admission. These final documents are received. These documents must be reviewed in addition to standardized test scores, high school transcripts and a writing sample to determine a student's acceptance.

It is recommended that First-Year students have an unweighted cumulative high school GPA of 2.25 or higher. It is suggested that applicants have completed 4 units of English, 4 units of math, 3 units of science and 3 units of social studies. It is also recommended that the student scores a 16 composite score on the ACT or a combined score of 800 on the SAT in the areas of Critical Reading and Math. Tiffin University does not superscore standardized test for admission purposes; however, English and Math subscores may be used for placement purposes.

Applications are reviewed and admissions decisions are made immediately. Each student's application is reviewed on an individual basis and, if more information is required, the student may be asked to provide a writing sample, letter of recommendation, personal interview or placement test.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

STANDARDIZED TESTS – ACT OR SAT

Incoming First-Year students who wish to be considered for Tiffin University scholarships and grants must participate in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT) program. Application forms for the ACT or SAT test may be obtained from high school guidance counselors.

ADVANCED PLACEMENT

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board. College credit may be granted for scores of 3, 4 and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online http://apcentral.collegeboard.com

ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE TRANSFER STUDENTS

• Submit a completed application www.tiffin.edu/apply
• Submit official transcript(s) from all previously attended colleges or universities.
• If an Associate degree is not earned, an official high school transcript or GED is required.
• Applicants should submit SAT or ACT scores if they are available.
• A 2.0 or higher cumulative college GPA is required for applicants with 12 or more transferable credits.
• Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

ADMISSION REQUIREMENTS FOR UNDERGRADUATE DEGREE PROGRAM INFORMATION / ADMISSION AND TRANSFER POLICIES
TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Students may transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:

1. Transfer credits will be considered towards all degree required courses completed within 30 years of enrollment at Tiffin University, and from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools provided the courses carry a minimum grade of a "C." Coursework older than 30 years of the enrollment semester/year at Tiffin University will be considered by the Registrar for appropriate credit.

2. A student must complete or transfer in a minimum of 48 semester hours of course work at an accredited 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.

3. A student must complete at least half of the 300-400 level courses in their major field of study at Tiffin University.

CHARTER SCHOOLS

Charter schools and public schools with no specific religious affiliation, charter schools are also normally chosen by the parent/guardian and student. Each charter school has its own mission, program, goals, students served, methods of assessment and ways to measure each student’s success. Charter schools do not have to meet the same rules and regulations that public schools must follow.

NON-CHARTERED SCHOOLS

Students who attend non-chartered schools must meet Tiffin University's Admissions requirements and the following:

1. Non-chartered school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Non-chartered school graduates are not required to score any higher than graduates do from public or private high schools.

2. Non-chartered school students are required to produce a transcript demonstrating completion of high school.

3. Non-chartered school students are recommended to meet the following course requirements:
   - 4 units of English
   - 4 units of Math
   - 3 units of Science
   - 3 units of Social Studies

4. Non-chartered students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.

5. Non-chartered school students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Non-chartered school students are eligible to compete for both academic and talent-based scholarships. Students’ ACT or SAT score can help qualify them for scholarships.

NON-DEGREE STUDENTS

Students can take courses without pursuing a degree at Tiffin University. If a non-degree student later wishes to become a degree candidate, the student will follow matriculation (entry) procedures of the University. Non-degree students are not eligible to receive financial aid.

TRANIENT STUDENTS

Tiffin University admits students who are in good standing at other institutions for specific course work. Each course work may apply toward a degree at the student’s home institution based on regulations at that institution. The University recommends that transient students approach their home institution in advance to identify by name and number the Tiffin University course(s) for which credit will be granted by the home institution.

ADMISSION AND TRANSFER POLICIES (continued)

ADMISSION REQUIREMENTS FOR BACHELOR’S DEGREE COMPLETION PROGRAMS DELIVERED AT TU ACADEMIC CENTERS IN OHIO

- Submit a completed application www.tiffin.edu/apply/applynow
- Submit official transcript(s) from all previously attended colleges or universities.
- If an Associate degree is not earned, an official high school transcript or GED is required.
- Applicants for Bachelor's Degree Completion Programs delivered at TU Academic Centers in Ohio must have a minimum of 45 transferable credits.
- Students must have already completed one or more English course(s) (ENG141 or ENG142).
- A 2.0 cumulative college GPA or higher is required.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

TRANSFER CREDITS

- Students must transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:
  - Transfer credits will be considered towards all degree required courses completed within 30 years of enrollment at Tiffin University, and from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools provided the courses carry a minimum grade of a “C.” Coursework older than 30 years of the enrollment semester/year at Tiffin University will be considered by the Registrar for appropriate credit.
  - A student must complete or transfer in a minimum of 48 semester hours of course work at an accredited 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.
  - A student must complete at least half of the 300-400 level courses in their major field of study at Tiffin University.

COHORT ATTRITION

In the event that enrollment in a cohort falls below an acceptable level to support a substantial academic experience, the University will provide students with the opportunity to join a cohort at one of our other locations or online.

CONDITIONAL ADMISSION

Conditional admission is available for First-Year and transfer students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their high school or college performance at the time of application. Students are conditionally admitted based on self-reported high school or college grade point average and standardized test scores. They are conditionally admitted on the condition that they provide the Office of Undergraduate Admissions or the Office of Registration and Records with official transcripts prior to the start of the semester/term. If a student is unable to comply, they will be placed on inactive/withdrawn status until the required transcripts are provided.

PROBATIONARY ACCEPTANCE POLICY FOR UNDERGRADUATE STUDENTS ON TIFFIN CAMPUS

The probationary acceptance for undergraduate students on the Tiffin campus is through the Academic Assistance Program (AAP). Students accepted on AAP will have limitations placed on extracurricular activities as follows:

- Any student who participates in intercollegiate athletics will be ineligible to participate except for up to five hours per week in conditioning and/or study tables only.
- Students participating in music or dance programs will be limited to five hours per week in related, combined activities.
- Students will not be eligible to participate in cheerleading, theatrical productions, or to hold office within any campus organization.

Students on Academic Probation are required to take a 3-credit First-Year Seminar course, FYS100, as one of their courses in the first semester and may not register for more than 12 credit hours in addition to FYS100. The 3-credit FYS100 course provides academically at-risk students with an enhanced First Year Seminar experience. AAP students must also meet with a Success Coach for one hour during each week of the academic semester and participate in a minimum of at least five hours per week of supervised study tables. AAP students may be removed from academic probation if they successfully complete the 3-credit FYS100 course and pass at least 12 credits with a cumulative grade point average of 3.8 or higher.

FIRST-YEAR WATCH

Tiffin Campus students who are recommended by the Undergraduate Admissions Committee may be admitted on First-Year Watch status. Tiffin Campus students who are admitted on First-Year Watch must meet with a Success Coach for a minimum of one hour each week of the academic semester. Students may be removed from First-Year Watch status once a 1.85 TU GPA has been achieved at the end of an academic semester.

HOME SCHOoled STUDENTS

Tiffin University adheres to the National Center of Home Education’s Recommended College Admissions Policies.

1. Home school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Home schooled graduates are not required to score any higher than graduates do from public or private high schools.

2. Home schooled students are required to produce a transcript demonstrating completion of high school. A Tiffin University Home School Credit Evaluation form may be completed in lieu of a transcript.

3. Home schooled students are recommended to meet the following course requirements:
   - 4 units of English
   - 4 units of Math
   - 3 units of Science
   - 3 units of Social Studies

4. Home schooled students are required to submit a writing sample.

5. The subject of the writing sample is at the discretion of the student.

6. Home schooled students are required to submit a summary that encompasses a reading list, educational travel, extracurricular activities and any employment information. Home schooled students are eligible to compete for both academic and talent-based scholarships. Students’ ACT or SAT score can help qualify them for scholarships.

CHARTER SCHOOLS

Charter schools and public schools with no specific religious affiliation, charter schools are also normally chosen by the parent/guardian and student. Each charter school has its own mission, program, goals, students served, methods of assessment and ways to measure each student’s success. Charter schools do not have to meet the same rules and regulations that public schools must follow.

NON-CHARTERED SCHOOLS

Students who attend non-chartered schools must meet Tiffin University’s Admissions requirements and the following:

1. Non-chartered school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Non-chartered school graduates are not required to score any higher than graduates do from public or private high schools.

2. Non-chartered school students are required to produce a transcript demonstrating completion of high school.

3. Non-chartered school students are recommended to meet the following course requirements:
   - 4 units of English
   - 4 units of Math
   - 3 units of Science
   - 3 units of Social Studies

4. Non-chartered school students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.

5. Non-chartered school students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Non-chartered school students are eligible to compete for both academic and talent-based scholarships. Students’ ACT or SAT score can help qualify them for scholarships.

NON-DEGREE STUDENTS

Students can take courses without pursuing a degree at Tiffin University. If a non-degree student later wishes to become a degree candidate, the student will follow matriculation (entry) procedures of the University. Non-degree students are not eligible to receive financial aid.

TRANIENT STUDENTS

Tiffin University admits students who are in good standing at other institutions for specific course work. Each course work may apply toward a degree at the student’s home institution based on regulations at that institution. The University recommends that transient students approach their home institution in advance to identify by name and number the Tiffin University course(s) for which credit will be granted by the home institution.
COLLEGE CREDIT PLUS PROGRAM

ADMISSIONS REQUIREMENTS
College Credit Plus students are required to meet the following criteria before admission is granted to Tiffin University's College Credit Plus program, regardless of location:

- A cumulative, unweighted grade point average of 2.5 for all high school academic coursework.
- A requirement of 760 on the Math and English sections of the PSAT, an ACT composite score of 16 or above, or an SAT composite score of 800 or above.
- Submit a completed College Credit Plus Student Application to Tiffin University by April 15th. Current high school transcripts and test scores are required for admission. No applications will be accepted after the application deadline. This date still applies even if student is only interested in taking spring semester courses. Upon acceptance, students will receive further instructions regarding registration. Find additional information at www.tiffin.edu/online/undergrad
- Applications are to be complete and resubmitted every academic year to be considered for admission to the College Credit Plus Program.

WAYS TO PARTICIPATE IN TIFFIN UNIVERSITY’S CCP PROGRAM

CCP at TU: Students attend classes on our campus and blend in with Tiffin University’s diverse campus family. Students must meet all prerequisites.

CCP Online: Students virtually participate in TU classes, asynchronously, online with other Tiffin University students, including traditional, college-age students, adult students, and other CCP students. All CCP Online courses are 7 weeks. Students may not take more than 2 online courses per term. Students may choose any course for which they meet the prerequisites.

CCP at the High School: Students remain in their high school and one of Tiffin University’s faculty or adjunct professors come to the high school to teach the CCP course. CCP at the High School courses will be arranged with participating high schools prior to student registration.

Book Policy for CCP Students
Tiffin University provides CCP students a set of books at the beginning of each semester based on their schedule. These books are to be returned to the College Credit Plus Advisor one week after the end of the semester. If books are lost, stolen, damaged, or not returned to Tiffin University, it is the student’s responsibility to replace the books required for each course. Students are responsible for paying the full cost of the replacement book(s).

The cost to purchase a replacement book through the Tiffin University's Bookstore will be charged to the student’s account as a result of the book not being returned to Tiffin University. If a student has a balance on their Tiffin University account, you will not be able to request an official transcript. For CCP students, Tiffin University covers the expense of books and supplemental fees, excluding music fees for private lessons. If a student enrolls in a private music instruction course, they are responsible for paying the full cost of the replacement book(s) or course fees.

St. Louis, Missouri. Study Abroad programs are offered in a number of locations throughout Europe and Latin America. All courses are accredited in the United States and most are taught in English. There are also opportunities for international travel and learning. Additional information can be found at www.american.edu/peace/washingtonsemester/PeaceStudies-in-DC.cfm

STUDY ABROAD
Tiffin University has established a number of semester abroad programs in cooperation with Oxford University in Oxford, England, American Institute for Foreign Study (AIFS), Council on International Educational Exchange (CIEE), and Webster University in St. Louis, Missouri. Study Abroad programs are offered in a number of locations throughout Europe and Latin America. All courses are accredited in the United States and most are taught in English. There are also opportunities for internships and language study.

Under agreement with host institutions, all courses through these programs are fully accepted by Tiffin University. To take advantage of these programs, students must meet the following standards:

- Students must be in good academic standing at Tiffin University with an overall grade point average of 3.00 or higher and have achieved Junior status. A 3.50 is required for the Oxford Programme.
- Students must be favorably recommended by Tiffin University’s Provost and the Dean of Students. Faculty recommendation is also required for the Oxford Programme.
- Students will enroll for at least 12 semester hours of course work. Students may be less than full-time for limited summer programs.
- Students applying for financial aid for one of these study abroad programs must have filed all necessary documents, including financial aid, by July 1 for the fall semester and October 1 for the Spring Semester.
- Students enrolled in an approved study abroad program will be considered enrolled at Tiffin University for the purposes of applying for financial assistance under Title IV.

The Study Abroad Program Coordinator and the Registrar will advise students on the program details, requirements, and course selection.

Colleges and universities will bill students directly for tuition at all locations, as well as room and board for most locations. Students eligible for financial aid may be able to receive assistance to attend one of these programs.

Institutional scholarships, grants, and discounts may be used for only one study abroad semester. International students or students who have lived or studied outside the U.S. may not use Tiffin University financial aid for a study abroad program in their home country or in the country in which they lived or studied.
SPECIAL ACADEMIC OPPORTUNITIES (continued)

3 + 1 ACCELERATED BACHELOR’S AND MASTER’S DEGREE PROGRAM

Tiffin University provides motivated students with the opportunity to complete both a Bachelor’s and a Master’s degree in the time it generally takes to complete the Bachelor’s degree alone. This 3 + 1 program allows students to earn a Bachelor’s degree in 3 years. Students will then have the option of attaining a Master’s degree in select criminal justice or business programs in just one additional year. Typically, a Bachelor’s degree follows by a Master’s takes six years to complete.

Students who choose this option will move through the courses more quickly by taking them year round, including in the summer, in a combination of both seated and online formats. Course offerings will be the same as those for regular Tiffin University 4-year Bachelor’s degree programs.

Students interested in this accelerated program should contact Tiffin University’s Office of Undergraduate Admissions for details at ugadmissions@tiffin.edu or 419-448-3423 or www.tiffin.edu. Successful applicants will have graduated from high school with a 3.00 grade point average and should be able and willing to keep up the accelerated nature of the program.

READMISSION TO TIFFIN UNIVERSITY

Any student who falls into the following categories must apply for readmission to Tiffin University:

- Was enrolled at Tiffin University, but has not taken classes for one or more semesters
- Was academically dismissed

READMISSION PROCEDURES

Students who have previously attended Tiffin University must complete an Application for Readmission if their absence has been one semester or more, or if they were dismissed from the University. If the student has attended another college or university since their last course at TU, official transcripts must also accompany the Application for Readmission, along with any supporting documentation. Readmission to Tiffin University is not guaranteed and students must have paid any existing or previous balance owed on their student account before they will be allowed to register.

If a student has been dismissed from the University for any reason and plans to return to Tiffin University, the student must submit a letter of appeal for readmission, including a request for financial aid, to be reinstated. In addition, students may be required to submit an appeal letter and/or additional documents upon request from the University regardless of academic standing. This letter and any supporting documentation must be submitted along with the completed Application for Readmission. The student must submit any missing or outstanding admission documents, such as transcripts from previous institutions prior to re-enrolling at Tiffin University. If approved, the student’s readmission will only be valid for the semester for which he or she applied. If the student does not begin taking courses during that semester, he or she will have to begin the readmission process again.

TIME LIMIT TO COMPLETE THE DEGREE

All course work for undergraduate degrees must be completed within ten (10) years from the semester the student first enrolls in a degree program at Tiffin University. If a student needs more time to complete the program, the student petition for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date.

SPECIAL ACADEMIC OPPORTUNITIES

International Undergraduate Students

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

Admission requirements for international undergraduate applications:

- Graduation from an officially-recognized high school or equivalent, or graduation from an officially-recognized Associate’s/Bachelor’s degree program or currently attending an officially-recognized undergraduate Associate’s/Bachelor’s degree program.
- For First-Year applicant, GPA 2.25 on the high school transcript; for transfer applicant, GPA 2.0 on the higher education transcripts.
- TOEFL score (500 PBT/51 iBT) or IELTS score of 5, iTEP score of 4.5, ACT score of 18, and SAT score of 820, unless the student’s native language is English or if the primary language of instruction of the student’s high school (for First-Year students) or previous university (for transfer students) was English.** Applicants from the following English-only countries do not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

*Equivalent to high school include secondary vocational high schools and secondary professional/technical schools. Graduates of high schools and equivalents should apply for First-Year admission. International applicants who have earned more than 12 credits from an accredited undergraduate program will not be admitted as first-time First-Year students. Those who have graduated from an accredited Associate’s degree program and those who are currently attending an accredited undergraduate Associate’s/Bachelor’s degree programs may transfer to TU, with earned credits transferred in accordance with TU’s curriculum requirements, and they should apply for transfer admission.

**Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they enroll in the English as a Second Language (ESL) Program at the appropriate level, which will be determined by a placement test.

Required documents for international undergraduate applications:

1. Completed and signed International Student Application for Admissions form.
2. Completed and signed Affidavit of Financial Support form.
3. For First-Year applicant, a copy of high school graduation diploma with a copy of high school transcript; for transfer applicant, a copy of undergraduate transcript and a copy of high school graduation diploma with a copy of high school transcripts or equivalent. Students who have completed an Associate’s degree are not required to submit proof of graduation from an officially-recognized high school.
4. A copy of TOEFL, IELTS, iTEP, ACT or SAT score (if available).
5. Bank statement that supports the Affidavit of Financial Support form.
6. If requested by the Office of International Admissions, an applicant may also be required to submit an academic credential evaluation from an external service provider.
7. Copy of passport.

*The Admission Office will not accept earlier versions of the forms. All original-language documents must be accompanied by a separate English translation.

**In order to remain enrolled, international First-Year students should provide official high school transcripts and international transfer students must provide official higher education transcripts (and high school transcripts if an Associate’s degree has not been earned) prior to the end of the student’s seventh class day at Tiffin University.
Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees. The following fees are for both Bachelor and Associate degree programs in a seated format on the Tiffin Campus.

**ADMISSION FEES, UNDERGRADUATE**

- Confirmation Fee (not refundable after May 1) $100
- Due 30 days after acceptance and is applied toward tuition

**TUITION AND FEES, UNDERGRADUATE**

- Tuition per semester, full-time (12-16 credits) $11,850
- Tuition per semester, more than 18 credits (min. 3.00 GPA) $11,850
- + $700 per additional credit Tuition per credit, less than full-time (1-11 credits) $700
- Auditing, per 3 credit course $1,185
- Technology Fee (per Fall & Spring semester) $130
- Technology Fee (per Summer semester) $75
- Laboratory Fee (see course description) Varies
- Supplemental Course Material Fee* Varies
- *Some courses may include a supplemental course material fee, which will support and enhance the students’ learning.

**FOOD EXPENSES, PER YEAR**

- Resident Meal Plans
  - Unlimited Plan $5,000
  - Block Meal Plans
    - 150 Meal Plan $1,600
    - 75 Meal Plan $850

**RESIDENCE HALL/HOUSE, PER YEAR**

- Single - residence hall/house w/o air conditioning $6,300
- Double - residence hall/house w/o air conditioning $5,300
- Quad - residence hall/w with air conditioning $4,800
- Single - residence hall/house w/ air conditioning $6,900
- Double - residence hall/house w/ air conditioning $5,900
- Quad - residence hall w/ air conditioning $5,400
- Single - house w/o air conditioning $6,000
- Double - house w/o air conditioning $5,000
- Triple - house w/o air conditioning $4,300
- Quad - house w/ air conditioning $4,000
- Single - house w/ air conditioning $6,500
- Double - house w/ air conditioning $5,500
- Triple - house w/ air conditioning $5,000
- Quad - house w/ air conditioning $4,500
- Apartment Living Learning Center $6,800
- 316 Benner & Adams Apartments $5,900

**returned check fee** $40

**Paying Plan**

Tiffin University provides a tuition payment plan option to allow for monthly payments. Late charges are accrued monthly @ 1% per month. Contact the Bursar for more information.

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**Undergraduate Academic Policies**

**STUDENT RESPONSIBILITIES**

Students are responsible for knowing all requirements in this Academic Bulletin. Information in this Bulletin is subject to change. The University reserves the right to change its course offerings, academic policies, and requirements for the Bachelor and Associate degrees.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although Advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major academic plan in Self Service to track their progress.

Students are expected to make sure that they are fulfilling all degree requirements as published in the Academic Bulletin of the University for the year they entered TU or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation. Students who transfer from an institution with which we do not have an articulation agreement follow the annual Academic Bulletin in effect at the time of their initial registration for courses at Tiffin University.

**ATTENDANCE POLICIES**

**ATTENDANCE OR PARTICIPATION POLICY FOR ON-CAMPUS BACHELOR DEGREE PROGRAMS**

Students are responsible for being aware of the proceedings and material covered in each class period. Students must attend all announced tests and submit assigned written work on the date set by the instructor.

The consequences of missing a test or an assignment will be determined by the instructor and will be based, at the discretion of that faculty member, on considerations of the individual circumstances involved. The procedures of dealing with absences from classes are left to the discretion of the individual instructor as outlined in the course syllabus. The instructor may request that the student be dropped from the course when absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the last date of attendance.

**WORK IN THE CLASSROOM**

Classroom experience is central to education, whether the classroom is a traditional one or online. The interaction and learning from and between the faculty and fellow students, which take place in the classroom are crucial. Students are required to make attendance a priority and follow the attendance policies set forth by the instructor. Students are required to come to class prepared with the readings completed, papers written, and class presentations ready to be given. Students should complete the work as specified in their syllabi or as assigned by the faculty.
UNDERGRADUATE ATTENDANCE POLICIES

WORK OUTSIDE THE CLASSROOM

In general, each semester-long course the student is enrolled in requires 9-10 hours of work per week outside class. Online and other shorter-term classes will require more, as the work is comprised into a shorter period. Such outside preparation may take the form of reading the texts and reprints for the course, library research, writing papers, or cooperative learning with other students. The University encourages collaboration among students in their academic work. There are a variety of opportunities to work with other students, such as study tables, getting assistance at the Murphy Academic Support Center, informal study groups, and undertaking team projects. Collaboration happens within the framework of course requirements and academic integrity.

ATTENDANCE OR PARTICIPATION POLICY FOR OFF-CAMPUS BACHELOR DEGREE PROGRAMS

Due to the concentrated scheduling and the emphasis upon participatory learning, adult learners need to attend every week. Students are permitted one class session absence in a 5 or 7 week course and two class session absences for a 14 week course. Absence is permitted due to illness or other emergencies, but requires that the student complete a make-up session. A student is considered absent from the class session when half or more of a class session is missed. The Adult Learner must complete an assignment to make up for the missed course content. The assignment is due the week following the missed class and is to be turned in at the time the next week's homework is due. If the make-up assignment is not completed or it does not meet the requirements, the student will receive an “F” for the class.

CANCELLATION DUE TO DECLINE IN WEATHER CONDITIONS

When the weather is severe enough that class is cancelled, either a 4-page make-up assignment will be assigned or a make-up class will be arranged. This is necessary to maintain our current accreditation and to account for the material and time lost. The cohort calendar cannot be extended, but it is permissible to extend the class time or double up classes during the week. If a make-up class is the decision made by the manager, faculty, and cohort, everyone involved must be in agreement with the time and date set for the make-up class. In addition, the manager must receive written approval from the instructor and each individual within the cohort prior to approval of the make-up date. If there is no agreement on a make-up date, the students will be required to submit a 4-page make-up assignment to cover the material. The content of the make-up assignment will be determined by the instructor.

ATTENDANCE OR PARTICIPATION POLICY FOR ONLINE BACHELOR DEGREE PROGRAMS

Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend/participate in all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must complete and submit written work on the date set by the instructor.

- Students will be required to respond to a threaded discussion and/or submit one assignment to every course scheduled no later than 11:59pm EST of the 15th day of the term to be considered an active student.
- A student who has failed to log in and respond to a threaded discussion and/or submit an assignment as of 11:59pm EST of the 14th day of classes, will be immediately withdrawn from those course(s) by Enrollment Management.
- After the 14-day census, students will be required to actively participate. If a student becomes inactive for 14 consecutive days, they will be Administratively Withdrawn.
- A student may be assigned a grade of “WF” (Withdraw Failing grade) by the instructor once the student has missed 25% of the required course. Absence in online courses is defined as not participating in discussion threads or not turning in assignments.
- The University reserves the right to institute an administrative withdrawal of a course whenever a student violates the attendance/participation policy. Refer to Executive Absence Withdrawal Policy.
- If a student is unable to participate in a course by 11:59pm EST on the 10th day of the term due to extenuating circumstances, a decision regarding the student’s status will be made by the Dean of the appropriate discipline school and the Executive Director of Online & Graduate Enrollment Management. If a decision is not unanimous, a final decision will be made by the Provost and communicated to the student.

ACADEMIC INTEGRITY

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic integrity, which includes the fundamental values of honesty and personal responsibility.

Administrators and faculty will support students to understand the principles of academic integrity. The following actions represent academic misconduct, which is a failure to act with academic integrity. These actions and definitions are only examples and should not be considered an exhaustive list of actions or behaviors that represent academic misconduct.

A. Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work or improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes but is not limited to:

1. The unauthorized use of any external assistance on any in-class or take home examination such as tutors, books, notes, computers, etc. without faculty permission
2. Copying from or using another student’s work
3. Fabrication of papers, records or official results
4. Submission of work for credit that has been used or will be used for another course without explicit permission of both instructors
5. The use of purchased materials or papers or files of papers prepared by other people

B. Fabrication

Fabrication is the intentional falsification or invention of research, data, citations or other information. Fabrication includes but is not limited to:

1. Citing information not taken from the indicated source
2. Listing sources in a reference list that were not used
3. Inventing or altering data or source information for research or other academic work
4. Falsifying any academic record
5. Taking a test or other form of evaluation for someone else or allowing someone else to take a test or other form of evaluation for oneself

C. Plagiarism

Plagiarism is the intentional or unintentional practice of taking someone else’s work and using it as one’s own. If the work of another is used, the student must acknowledge the original source through recognized, scholarly reference practice. Quotation marks must be used if work is copied verbatim. Students will acknowledge the work of others in the following circumstances. These examples are meant to be illustrative in nature and do not identify all instances of plagiarism:

1. Whenever one uses another person’s words
2. Whenever one uses another person’s ideas, opinion or theory even if it is completely paraphrased in your own words
3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge as not to be questioned

CONSEQUENCES OF ACADEMIC MISCONDUCT

Violations of Academic Integrity that occur within a course:

A faculty member has the full discretion to penalize any act of academic misconduct by issuing a grade of “F” and/or score of zero (0) for an assignment if the faculty member believes an unintentional act of academic misconduct was committed. Students would then be required to take the Academic Integrity Development Program offered by Pfeiffer Library or another resource deemed appropriate by the faculty member. The AID program tracks student participation. There will be no assignment “XF” grades recorded.

A faculty member may file for a grade of “XF” for the course. Upon the decision to pursue an “XF” grade:

1. The faculty member must immediately notify the Dean of the school that the course is in with required documentation and notify the student of their intent to file a grade of “XF” and the student’s right to appeal
2. The Dean will notify the Registrar that the faculty member wishes to pursue an “XF” grade for the course.
3. The Registrar will then note that the student may not withdraw from the course due to the pending “XF” grade
4. If the grade of “XF” is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of a second “XF” will result in permanent dismissal from the University:

- The Registrar will maintain a copy of the letter in the student’s permanent file, and the student will be required to meet with the Provost
- If the grade of “XF” is upheld before the end of the semester or term, the student will be removed from the course
Academic Integrity (continued)

Grade Appeal
The faculty member will notify the student of their intent to file the "XF" grade and will inform the student of his or her right to appeal. If this occurs during the semester or term, the student has up to two weeks to appeal the decision to the faculty member if the notification is at the completion of the semester or term for the final grade, the student has until the second week of the ensuing semester or term to appeal to the faculty. In either instance, the current grade appeal policy is then followed. During the appeals process, the student has the option to continue to participate in the course.

Violations of Academic Integrity That Occur Outside of a Course
1. If a student violates the Academic Integrity Policy while not enrolled in that particular course, a complaint will be made directly to the appropriate School Dean by the faculty member, a student, or an administrator. Examples include, but are not limited to writing a paper for another student's use, going/returning prior semester's tests, assignments, or papers, completing take-home tests for another student, etc. If the complaint is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of an "XF" in another course will result in permanent dismissal from Tiffin University. The Registrar will maintain a copy of the letter in the student's permanent file and the student will be required to meet with the Provost.

2. If the discovery that a student violated the Academic Integrity policy occurs in a semester subsequent to the one in which the course was taken, the student will be notified of the intent to file an Academic Misconduct report by the faculty. The above appeal policy will be followed for retroactive cases as well. If the finding of academic misconduct is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of a second "XF" will result in permanent dismissal from Tiffin University. The Registrar will maintain a copy of the letter in the student's permanent file and the student will be required to meet with the Provost. There will be no retroactive grade changes. The above policy will only be enforced for students who are currently enrolled at Tiffin University.

Upon a second confirmed act of academic misconduct, the student will be dismissed from Tiffin University.

Grading System
Tiffin University awards credit based on semester hours.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>B*</td>
<td>3.5</td>
<td>-</td>
</tr>
<tr>
<td>C*</td>
<td>2.0</td>
<td>-</td>
</tr>
<tr>
<td>D*</td>
<td>1.0</td>
<td>Not applicable to graduate courses</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete Work</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>WD</td>
<td></td>
<td>Withdraw before deadline, notifying the Registrar</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrawed Failing - withdrew after deadline</td>
</tr>
<tr>
<td>WV</td>
<td></td>
<td>Course waived</td>
</tr>
</tbody>
</table>

* This grade may be indicated with a "+" or "-" on the student's transcript. However, the "+" or "-" is not used in the computation of the quality point average.

Change of Major
A student in an Associate or Bachelor degree program may change academic major by completing the appropriate form with their Academic Advisor. The student must follow the major requirements in place at the time of the change in major. When such a student is continuously enrolled (not absent for two or more successive, regular semesters), he or she has the option of following the University's general education program under the student's previous major, instead of its current format. While students are allowed to change their major, doing so may increase the time to reach degree completion.

Incomplete Course Work Policies
Incomplete Course Work for On Campus Bachelor Degree Programs
Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract form in order to finish the semester with an incomplete grade in that course. The instructor may, at his/her discretion, assign a new completion date not later than midterm of the next regular semester and record the grade as "I" (Incomplete).

An Incomplete grade must be changed by completing the work of the course before the deadline stipulated by the instructor, but not later than the midterm of the next regularly scheduled semester. There may be a change-of-grade fee of $50.00 per credit hour.

Incomplete course work for Online & Off-Campus Bachelor Degree Programs
All course work is expected to be completed for each course by the last meeting of that class. If the student finds that he/she cannot complete the work by the due date(s), the student may request an incomplete for the course. The request must be made to the instructor no later than the last night of the course. It is at the instructor's discretion to grant or to deny the request. If the instructor grants the request, the student is to complete an Incomplete Grade Contract. The form is to be completed by the student and the instructor and submitted to the Registrar. The instructor will record the grade as "I" (Incomplete). An Incomplete cannot be submitted without this signed document. Students are required to submit work within 30 days of the final paper's original due date. If the student does not request an incomplete by the last class session or does not submit the completed assignment on time, the grade will be based on the work that has been completed and submitted.

Repeating a Course
Students may reattempt any course in which they received a final grade of "F". A required course with a final grade of "F" must be repeated. Students receiving a "D" in a required course in which a grade of "C" or better is needed in order to move on must retake that class.

Any student wishing to repeat a course in which he/she earned a grade of "D" may do so by contacting his/her Academic Advisor. Students who are receiving financial aid or participating in intercollegiate athletics should consult with the Athletic Representative in the Financial Aid Office before repeating a course with a "D" grade. A student who has earned a minimum of 75 hours toward the Bachelor's degree and whose cumulative grade point average in their major courses is less than 2.50 may repeat a course in the major for which a grade of a "C" or less was earned. Such students must obtain permission from their Academic Advisor before repeating the course in question and contact the Financial Aid Office. Both grades, original and repeated, appear on the permanent academic record, but only the higher one is counted in the grade point average and in meeting graduation requirements.

Academic Standing
When a student's cumulative (overall) and current (most recent semester) grade point averages are 2.0 or better, the student is in good academic standing. Any student with a cumulative GPA below a 2.0 will be placed on Academic Warning, regardless of credit hours.

Students at Tiffin University are expected to earn a grade of "C" or better in an average of 15 credits per semester to complete the credits needed to graduate in 4 years. Both GPA and number of semester hours are calculated to determine if a student is achieving minimum academic progress. The University will regularly check to ensure that students are making at least minimum academic progress toward completing their degree and, at the end of each semester, will determine whether students are in good academic standing. Students must maintain the following minimum cumulative grade point average to remain in good academic standing.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>-</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>-</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>-</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>-</td>
</tr>
</tbody>
</table>

Full-Time Students

<table>
<thead>
<tr>
<th>Semester hours attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 23</td>
<td>2.00</td>
</tr>
<tr>
<td>24 - 47</td>
<td>1.80</td>
</tr>
<tr>
<td>48 - 71</td>
<td>1.20</td>
</tr>
<tr>
<td>72+</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Part-Time Students

<table>
<thead>
<tr>
<th>Semester hours attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5</td>
<td>2.00</td>
</tr>
<tr>
<td>6 - 11</td>
<td>1.80</td>
</tr>
<tr>
<td>12 - 23</td>
<td>1.70</td>
</tr>
<tr>
<td>24 - 47</td>
<td>1.80</td>
</tr>
<tr>
<td>48 - 71</td>
<td>1.90</td>
</tr>
<tr>
<td>72+</td>
<td>2.00</td>
</tr>
</tbody>
</table>
ACADEMIC STANDING FOR TIFFIN CAMPUS TRANSFER STUDENTS
Students on the Tiffin Campus who have transferred from other colleges/universities will be evaluated for minimum academic progress using transferable hours as determined by the Registrar and GPA from prior institutions combined with Tiffin University attempted credit hours and GPA. Minimum GPA for transfer students must meet the requirements outlined above.

ACADEMIC WARNING
If students do not pass enough courses with a grade of “C” or better, creating a cumulative or current GPA of less than 2.0, they will be placed on Academic Warning. A student whose semester GPA falls between the minimum outlined in the aforementioned tables and 2.0 will be placed on Academic Warning. For example, if a student has earned 52 credit hours (semester hours), and receives a semester GPA of 1.99 at the end of the fall semester, the student will be placed on Academic Warning since he/she did not attain the required minimum GPA of 1.9 for 52 semester hours.

Students on Academic Warning will be placed on Academic Probation after the semester if they do not meet at least one of the following requirements:
• Raise their cumulative GPA to 2.0, thereby returning to good academic standing, or
• Earn a GPA for the current semester of 2.0 or above, thereby remaining on Academic Warning and subject to the same requirements in the next semester.

If the student achieves a 2.0 or better GPA for the probationary semester, but the student's cumulative GPA is still below the minimum required for the number of semester hours attempted, the student will be placed back on Academic Warning.

ACADEMIC PROBATION
Any student whose cumulative grade point average falls below the minimum GPA for the number of semester hours attempted will be placed on Academic Probation and will be required to follow these restrictions:
• Students who are on Academic Probation are limited to a maximum of 12 credits per semester.
• Full-time Tiffin campus students on Academic Probation must meet with a Success Coach for one hour each week of the semester.

In addition, a student placed on Academic Probation will have the following limitations placed on applicable extracurricular activities for the probationary period (excludes summer terms for traditional campus students):
• Any student who participates in intercollegiate athletics will be ineligible to participate except for up to five hours per week in conditioning and/or study tables only.
• Students participating in music or dance programs will be limited to five hours per week in all combined activities.
• Students will not be eligible to participate in cheerleading, theatrical productions, or to hold office within any campus organization.

At the completion of the probationary semester, the student must have achieved a semester grade point average of 2.0 or greater or the student will face Academic Dismissal.

ACADEMIC DISMISSAL
A student may be dismissed from the University for at least one semester for:
• Failure to attain a minimum semester grade point average of 2.0 or better after being placed on Academic Probation.
• Full-Time enrollment: students receiving a failing grade in 4 or more courses in any semester of attendance at Tiffin University.
• Less-than-Full-Time enrollment: students that attend 34, ½, or less than ½ time will be dismissed if they have failed with an “F/P/W/F,” more than ½ of their enrolled classes for two consecutive semesters of enrollment.

APPEAL PROCEDURES FOR DISMISSAL
A student who has been dismissed from Tiffin University may appeal to return after an absence of one (15-week) academic semester. An appeal letter must be submitted at least two weeks prior to the start of the semester. The appeal letter should document any special circumstances and explain a plan for improvement. Supporting documentation of the special circumstances must be attached with the appeal letter.

Upon approval, the Readmission Committee will determine the number of credit hours for which the student may register. In addition, the student will be placed on Academic Probation, must meet with assigned Success Coach (Tiffin Campus only), and must earn a minimum semester GPA of 2.0 for his/her next semester. Failure to meet reinstatement requirements will result in a second dismissal for a minimum of one academic year. Students will not be allowed to submit any appeals after a permanent dismissal.

MINIMUM ACADEMIC PROGRESS POLICY
To increase the likelihood of graduation, it is important for students to acquire a specific set of academic skills as early as possible. This policy is intended to provide an incentive for students to prepare themselves for success in advanced-level courses.

At the completion of 48 semester hours of academic work, including transfer credits, a student must have completed 13 semester hours in the Knowledge Skills Core distributed as follows:
- Writing and Composition (6 hours) To include ENG141 or ENG142
- Mathematics (3 hours) Any Math above MAT105
- Information Technology (3 hours) Any Computer Class
- First Year Seminar (1 or 3 hours) FYS100

A student who fails to complete these courses upon completion of 48 hours of academic work will be placed on Academic Warning.
• These students will be placed on “Advising Hold” (e.g., student will not be able to change their schedule) and must meet with the Director of Undergraduate Advising or an Academic Advisor until the completion of any missing Knowledge Skills Core courses.
• If a student does not successfully complete the course, a tutor will be assigned in the Murphy Academic Support Center.

Students who fail a Knowledge Skills Core course a third time may be dismissed from the University as determined by the Provost.

STUDENT CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Semester Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year</td>
<td>0 - 27</td>
</tr>
<tr>
<td>Sophomore</td>
<td>28 - 54</td>
</tr>
<tr>
<td>Junior</td>
<td>55 - 81</td>
</tr>
<tr>
<td>Senior</td>
<td>82 +</td>
</tr>
</tbody>
</table>

COURSE LEVELS

<table>
<thead>
<tr>
<th>Course numbers</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 099</td>
<td>Courses meant primarily for students who need foundational prerequisites</td>
</tr>
<tr>
<td>100 - 199</td>
<td>Courses meant primarily for First-Year students</td>
</tr>
<tr>
<td>200 - 299</td>
<td>Courses meant primarily for Sophomores</td>
</tr>
<tr>
<td>300 - 399</td>
<td>Courses meant primarily for Juniors</td>
</tr>
<tr>
<td>400 - 499</td>
<td>Courses meant primarily for Seniors</td>
</tr>
</tbody>
</table>

COURSE LOAD

Normal course load is 15 semester hours. Undergraduate students must enroll in a minimum of 12 semester hours to be classified as full-time. This minimum applies to all undergraduate students in all programs. Students wishing to take 16 - 18 credit hours must have a minimum cumulative grade point average of 3.0 and be of Sophomore standing. Students who wish to enroll in 19 or more credit hours must have a minimum cumulative grade point average of 3.0 and complete an application, which requires signatures of a designee from Academic Advising and the Office of Financial Aid, as well as the Registrar. In addition, the student must provide a written request explaining their rationale for the course overload before the application can be completed. Consultation with the Provost may be required prior to approval for 19 or more credit hours. Any student’s ability to register for courses is subject to availability of seats at the time of registration. Obtaining necessary signatures does not guarantee course availability.
Student-athletes must comply with NCAA and University rules regarding academic eligibility. While the Office of Registration and Records will monitor students’ academic progress, it is the students’ responsibility to know and understand the rules that govern their eligibility.

NCAA PROGRESS TOWARD DEGREE REQUIREMENTS

- A student-athlete must be enrolled in a minimum full-time program of not less than 12 hours to be eligible for practice and competition.
- Satisfactory completion of nine semester hours of academic credit every semester (fall or spring semester) in which the student-athlete has been enrolled full-time. (Cannot use summer school hours to fulfill nine hour rule)
- A student-athlete must complete 24 semester hours of credit a year (fall-to-fall) to be eligible for competition the following academic year. The 24 hours are considered as the hours countable towards satisfactory progress towards a degree.
- A student-athlete must achieve a minimum cumulative GPA of 2.00 prior to the beginning of each fall semester.
- If a student-athlete earns 24 hours or more during the academic year, he/she has met the satisfactory progress requirements for the following academic year and is not held to a minimum number of hours that can be taken during summer school.
- A student-athlete must declare a major (i.e., designate a degree program) by the beginning of the third year of enrollment (or fifth semester).

In addition, student-athletes must follow the policies regarding Academic Standing including grade point average and Minimum Academic Progress:

1. In order to meet the missed class time requirement of NCAA Bylaw 17.1.6, the following policy is in effect at Tiffin University:
   A. Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Activities considered practice include:
      • Preparation and conditioning time (weight training, running, etc.)
      • Training room time (rehab, taping, etc.)
      • Meetings (to include individual film watching)
      • On-field practice
   B. Media and recruiting requests will not interfere with class or exam schedules.
   C. Exceptions to the above will only be approved by the Faculty Athletic Representative (FAR) who will report exceptions to the faculty at the last meeting of each semester.
2. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the FAR, the Provost and faculty via email at least one month prior to the start of a sport’s season, a listing of all competition in that sport which will necessitate student-athletes being absent from class. This listing will include the time and date of competition, destination, departure time, and competition. The FAR or the Provost may request that modifications to the travel plans be made.
6. Student-athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 24 hours prior to each event that affects their class attendance.
7. Student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be Initiated by the student athlete for any assignments that will be missed.
8. Faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
9. Coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class related field trips (within reason) for which student-athletes are enrolled. It is recommended that faculty email coaches with details for a class related field trip a minimum of a week ahead of the scheduled date.
10. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Provost.
11. Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by the FAR and the Provost.
12. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Provost.
13. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Athletics Director or the FAR.
14. Faculty having any questions about the application of these statements may contact the FAR or the Provost.

Undergraduate Education

Tiffin University believes that undergraduate education must develop the specific intellectual abilities as depicted below. These are integrated into a coherent educational experience so that students are prepared for positions of leadership in professional, business, and service careers.
KNOWLEDGE SKILLS CORE

A sound educational experience begins with the connected abilities of understanding and communicating. Essential ideas first require essential capabilities. Primary among these capabilities is the ability to write and speak with clarity and precision and to read and listen with comprehension and with critical spirit. The complexity of modern information technologies and the necessity of logical thinking and critical analysis dictate the acquisition of skills in both verbal and quantitative arenas.

GENERAL EDUCATION CORE (GEC)

As Tiffin University, we believe that the general education of the student is really what it means to have a college education, regardless of the major. The GEC program spans the entire college experience from the first year on, in the classroom and out, building a sense of the social and ethical dimensions of all human knowledge and activity. The GEC program at Tiffin University provides the competencies and knowledge considered essential for all graduates of the University.

The General Education Core is designed to provide each student with the experience of how a variety of academic disciplines approach learning and the development of knowledge. Courses are offered in three broad areas, Humanities, Mathematics and Natural Sciences, and Social Sciences. Although the core is rich in diversity, it is welded together by the fundamental skills of language and thought, our shared heritage, and the common themes of human life and values.

PROFESSIONAL MAJOR FIELD

The professional major provides the student with the opportunity to study an area of interest or specialization in depth, in a way that enlarges the perspective of the student rather than in a way that narrows it. Tiffin University believes that the ability to view the major area of study as it relates to other disciplines and in its large social and ethical context is crucial to the future success of the student.

OPEN ELECTIVES OR OPTIONAL MINOR

Open Electives - The Tiffin University General Education Program is designed to avoid the lock-step curricular approach by providing open elective courses for most programs. While these are true electives to be selected by the student according to his/her wishes and interests, the University also offers a variety of Minor Programs.

Optional Minor – An Optional Minor can be taken in any department except the Professional Major. Up to 50% of the overlapping major/minor courses can be applied for credit towards a declared minor. Students are encouraged to select a minor and should discuss their interests with their Faculty Advisor.

WRITING INTENSIVE COURSES

Tiffin University is committed to the total education of the student. Good writing skills are an undeniable requirement for a well-rounded education. With that as a goal, certain courses across the curriculum are designated Writing Intensive Courses and noted with a (w) in the Academic Bulletin. Writing Intensive Courses require writing assignments in which writing skill and clarity constitute a significant part of course work. Not only does writing show mastery of a skill, it enables the student to learn and process information so that knowledge can be applied in practical and abstract areas.

CO-CURRICULAR COMPONENT

Education continues outside of the classroom, across the campus, and in the community. The Co-Curricular component, or fifth component of the Undergraduate Education, builds on the theme of integration of knowledge and human values. Through this component, the University provides access to opportunities that expand the personal and social perspectives of the student.

BACHELOR DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Bachelor Degree</th>
<th>Bachelor Degree that includes Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>121-128 semester hours</td>
<td>127-158 semester hours</td>
</tr>
</tbody>
</table>

Knowledge Skills Core .................................................. 16 hours
Writing or Composition (above ENG105) .......................... 6 hours
Oral Communication ...................................................... 3 hours
Information Systems ......................................................... 3 hours
Mathematics (above MAT105) ............................................ 3 hours
First-Year Seminar .......................................................... 1 hour

General Education Core .................................................. 33 hours

Humanities

- Literature ........................................................................... 3 hours
- Courses fulfilling this requirement are designated (L) in the ENG and CUL course descriptions.
- Fine Arts ........................................................................... 3 hours
- Courses fulfilling this requirement are all courses with ART or THR prefix and one 3-credit MUS/MUP.
- Three 1-credit MUS courses may be used to meet the FA requirement when all three are performed on the same instrument.
- History ............................................................................... 3 hours
- Cultural Studies ................................................................... 3 hours
- No 100-200 level language class may be used to satisfy this CUL requirement.
- Philosophy .......................................................................... 3 hours
- Mathematics and Natural Sciences ...................................... 3 hours
- Mathematics ........................................................................ 3 hours
- Natural Sciences ................................................................... 3 hours
- Social Sciences ..................................................................... 12 hours
- One 3-hour course from four of the following disciplines:
  - Communication, Economics, Management, Political Science, Psychology, Sociology

Professional Major Field .................................................. 48 - 51 hours

Course and credit requirements are stated under the degree and specific major listings in the Academic Bulletin.

Open Electives ....................................................................... up to 24 hours

A minimum of fifteen (15) hours of electives must be taken at the 200 - 400 level.

Co-Curricular ........................................................................ 2 units

Tiffin University believes that learning occurs in the classroom as well as on-campus, and education leads to the development of a well-rounded individual. To help facilitate the development process, Tiffin University requires all Bachelor degree students to participate in the co-curricular program. Students must earn one unit of co-curricular credit for personal development (13 hours) and one unit of credit for service learning (13 hours).

Information about the seminars, workshops, activities, and projects that qualify for co-curricular credit may be obtained from the Office of Student Engagement.
Graduation Requirements

BACCALAUREATE (BACHELOR'S) DEGREES

A Bachelor's Degree candidate must meet the following requirements to be eligible for the appropriate degree:

1. The student must successfully complete the course work laid out in the Knowledge Skills Core and General Education Core.
2. The student must earn a minimum 2.00 cumulative grade point average for all course work. Education majors must earn a minimum of 2.50 for all course work.
3. The student must successfully complete the course work required and the number of semester hours specified by the School that awards the degree. Double degrees and/or double majors may apply up to 50% of the overlapping courses towards credit.
4. The student must complete the core course work in the student's major program with a minimum cumulative point average of 2.50. These courses are designated with an asterisk (*) in the Bulletin and on curricula sheets.
5. No more than 30 semester credits can be received from CLEP, credit by exam, proficiency exam, Advanced Placement, Prior Learning Credit, or International Bachelor Programmes combined (see Transfer of Credits from Other Institutions).
6. A student must complete or transfer in a minimum of 48 semester hours of coursework at an accredited 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.
7. Tiffin University requires all Bachelor degree students to participate in the co-curricular program. Students must earn one unit of co-curricular credit for personal development (13 hours) and one unit of credit for service learning (13 hours).

OTHER BACHELOR'S DEGREE GRADUATION REQUIREMENTS

Students must have a 2.50 cumulative grade point average in their major courses in order to graduate, regardless of the overall cumulative grade point average. Major courses are indicated by an asterisk (*) in the Academic Bulletin or on the student's curriculum sheet. The grade point average for major courses does not appear on the transcript and is calculated individually for each student through the Academic Plan in Self Service. Students should monitor these grades carefully as they take required major courses.

ASSOCIATE'S DEGREES

Associate's Degree candidates must meet the following requirements to be eligible for the appropriate degree:

1. Successfully complete the core curricula courses specified for their degree.
2. Complete a minimum of 50% of the courses required for their degree at Tiffin University.
3. Successfully complete the course work and number of semester hours required for their specific major.
4. Earn a minimum 2.00 cumulative point average for all course work.

ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS

INDIVIDUAL GUIDED STUDY

Advanced, self-directed students may complete University courses through individual guided study (ICS), in which they work one-on-one with a faculty member. The standards for permitting a student to pursue an ICS are rigorous, and availability is normally restricted to senior level or Associate degree students who would otherwise be delayed by more than one semester in fulfilling graduation requirements due to course scheduling conflicts. Applicants for individual guided study must have completed a minimum of seventy-five (75) credit hours for a Bachelor degree program and achieved a 2.50 grade point average in their major, or forty-five (45) credit hours for an Associate degree program with a cumulative grade point average of at least 2.00. A student may not pursue an ICS for a course in which an “F” was received.

ADVANCED PLACEMENT *

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board, which has encouraged the establishment of college-level courses in high school. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online at http://apcentral.collegeboard.com.

*Credentialed The maximum number of semester credit hours a student may accumulate from all of these sources combined is 30 to be applied to a Bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate's degree program.

CREDIT FOR PRIOR LEARNING *

Under certain circumstances, Tiffin University can help students translate knowledge into college credit. Adult students, in particular, have the opportunity to seek credit based on significant demonstrated learning acquired as a result of experience in employment, volunteer activities, workshops/seminar participation, publications, community service, travel, military service, or other life experiences. Credit can be awarded solely based on the experience, for example, extensive work training/certification that may translate into credit. The Dean of the respective School will determine if the experience alone will count for credit. In other cases, credit is not awarded of the experience itself, but for the verifiable learning outcomes that grew out of the experience. Credit will be granted through a rigorous portfolio and evaluation process approved by the Dean. Adults who have been out of school for a period of time and are now returning to the University are the most likely applicants for prior learning credit. Contact the Dean of the appropriate discipline School for more information.

CLEP *

Credit may be awarded for either general or subject tests taken through College Level Examination Program (CLEP). The American Council on Education recommendations are followed when determining required scores for awarding credit.

INTERNATIONAL BACHELOR PROGRAMME *

Students who have successfully completed International Bachelor (I.B.) Higher Level work may petition for transfer credit. For each Higher Level examination for which a score of 4 or better is achieved, 3 semester hours of credit may be awarded on a course-by-course basis. Credit is not awarded for I.B. Subsidiary Level examinations. An official score report of results received is required for credit consideration. Higher Level I.B. courses are generally considered to be on a par with the Advanced Placement program courses of the College Entrance Examination Board. No more than 30 semester hours will be awarded through this program.

CLEE - CERTIFIED LAW ENFORCEMENT EXECUTIVE**

A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to nine hours of credit (3-courses) toward a Criminal Justice degree. The student must have completed the entire CLEE program and meet the admissions criteria for a CJ degree. In addition, the student will need to submit their collection of CLEE documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of $100 per course. Contact the School Dean for more information.

PELC - POLICE EXECUTIVE LEADERSHIP COLLEGE**

A student who has successfully completed the PELC may receive up to six hours of credit (2 courses) toward a Criminal Justice degree. The student must have completed the entire PELC program and meet the admissions criteria for the CJ degree. In addition, the student will need to submit their collection of PELC documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of $100 per course. Contact the School Dean for more information.

OPOTA

This experience is designed for the student who wishes to earn their Ohio Peace Officer certification. Application and acceptance is required. The semester-long, 15 credit hour course currently consists of 600 hours of training, mandated, designed and overseen by the Ohio Peace Officer's Training Academy. The successful completion of this course will certify the student as an employment ready police officer in the State of Ohio.

** The maximum number of semester credit hours a student may accumulate toward a Master's degree in a Master's degree, Master of Arts, or Master of Science degree is 30. The maximum number of semester credit hours a student may accumulate toward a Master's degree in a Master's degree, Master of Arts, or Master of Science degree is 30. The maximum number of semester credit hours a student may accumulate toward a Master's degree in a Master's degree, Master of Arts, or Master of Science degree is 30. The maximum number of semester credit hours a student may accumulate toward a Master's degree in a Master's degree, Master of Arts, or Master of Science degree is 30. The maximum number of semester credit hours a student may accumulate toward a Master's degree in a Master's degree, Master of Arts, or Master of Science degree is 30.
SCHOLASTIC HONORS

UNDERGRADUATE ACADEMIC HONORS

Dean’s List
Students are placed on the Dean’s List at the end of the fall and spring semesters if they achieve a grade point average of 3.50 for the semester. A minimum of 12 hours of credit for that semester is required. The Dean’s List is published twice a year, in February and in June.

GRADUATION AWARDS - UNDERGRADUATE DEGREE PROGRAMS

Dean’s Award
This honor is given to the graduating student in the Bachelor program with the highest cumulative grade point average. To qualify for this award, the student must have completed 54 credit hours at Tiffin University and have no Incomplete grades as of midterm of the spring semester. If more than one graduating student has achieved a perfect 4.0, the final decision for the award rests with the Provost.

Scholar-Athlete Award
The award is given to a graduating student in a Bachelor program who has a 3.50 cumulative grade point average or higher, has played intercollegiate athletics for 4 years, and in their senior year participated as a starter in 75% of the team's games.

Student Leadership Award
This award is given to a graduating student in the Bachelor program for outstanding scholarship, participation in extracurricular activities, and communication with other students.

GRADUATION HONORS

BACHELOR’S DEGREE

All Tiffin University coursework that is used to meet TU degree requirements will be used in calculating graduation with honors.

Undergraduate Academic Program

Tiffin University’s undergraduate program offers degrees in Bachelor of Arts, Bachelor of Business Administration, Bachelor of Criminal Justice, Bachelor of Science, and Associate of Criminal Justice. The following is a list of available majors and majors with concentrations for Academic Year 2017-2018.

UNDERGRADUATE DEGREES, MAJORS, AND MAJORS W/CONCENTRATIONS

BACHELOR OF ARTS (BA) DEGREE

Arts Entrepreneurship Major w/concentration in Music Industry
Arts Entrepreneurship Major w/concentration in Visual Arts
Communication Major w/concentration in Electronic Media
Communication Major w/concentration in Journalism
Communication Major w/concentration in Public Relations
Cyber Defense and Information Assurance Major
English Major
English with licensure in Integrated Language Arts Major
English with licensure in Middle School Education Major

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

Accounting Major
Computer & Information Systems Major w/concentration in Application Specialist
Computer & Information Systems Major w/concentration in Software Development
Computer & Information Systems Major w/concentration in System & Network Support
Digital Innovation and Design Major
Finance Major
Management Major w/concentration in Hospitality and Tourism Management
Management Major w/concentration in Human Resource Management (Offered Online only)
Management Major w/concentration in International Business
Management Major w/concentration in Managerial Studies
Management Major w/concentration in Supply Chain Management
Marketing Major
Sports Management Major w/concentration in Sports & Athletic Administration
Sports Management Major w/concentration in Sports Marketing

ACADEMIC HONORS CEREMONY – UNDERGRADUATE DEGREE PROGRAMS

Each year seniors who have achieved high levels of academic performance during their academic career are honored at a ceremony hosted by the Vice President for Academic Affairs. Awards are presented for overall academic achievement and for achievement in major fields of study.

The glass flame award is given to graduating students (one in each major) in the Bachelor program with a cumulative grade point average of 3.50 or above, a minimum of 54 credit hours completed at Tiffin University, and no Incomplete grades as of mid-term of the spring semester. Awardees are chosen by the faculty in the appropriate departments for both their academic performance and their contribution to learning and life at Tiffin University.
BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE
Corrections Major
Criminalistics Major
Digital Forensics Major
Forensic Psychology Major
Homeland Security and Terrorism Major
Justice Administration Major
Law Enforcement Major

BACHELOR OF SCIENCE (BS) DEGREE
Exercise Science Major
Forensic Science Major
Healthcare Administration Major (Offered Online Only)
Information Technology Major w/concentration in System Administration (Offered Online Only)
Mathematics Major

ASSOCIATE OF CRIMINAL JUSTICE (ACJ) DEGREE
Law Enforcement Major

MINORS
Accounting
Addictions Counseling
Arabic Studies
Art
Business Administration
Chemistry
Computer and Information Systems
Corrections
Creative Writing
Criminalistics
Cyber Defense
Digital Forensics
Digital Innovation and Design
English
Exercise Science
Finance
Forensic Accounting
Forensic Psychology
Forensic Science
Government
Homeland Security
Hospitality and Tourism Management
Human Resource Management (Offered Online only)

Human Services
Individualized Studies
Industrial/Organizational Psychology
Intelligence Studies
International Business
Journalism
Latin American Studies
Law Enforcement
Leadership Studies
Management
Marketing
Mathematics
Music
Psychology
Public Relations
Regional Studies
Sociology
Sports Management
Sports Writing and Promotion
Theatre
Terrorism Studies

BACHELOR-LEVEL CERTIFICATES
Addictions Counseling
Arabic Studies
Latin American Studies

Undergraduate Curricula

BACHELOR OF ARTS (BA) DEGREE
The Bachelor of Arts Degree is awarded in the following majors:

- Arts Entrepreneurship, concentration in Music Industry
- Arts Entrepreneurship, concentration in Visual Arts
- Communication, concentration in Electronic Media
- Communication, concentration in Journalism
- Communication, concentration in Public Relations
- Cyber Defense and Information Assurance
- English
- English with Licensure in Integrated Language Arts, in conjunction with Lourdes College
- English with Licensure in Middle School Education, in conjunction with Lourdes College
- Government and National Security, concentration in Intelligence & Security Studies
- Government and National Security, concentration in Politics & Government History
- Health, Fitness and Wellness
- History
- History with Licensure in Integrated Social Studies, in conjunction with Lourdes College
- History with Licensure in Middle School Education, in conjunction with Lourdes College
- Professional Music
- Professional Studies
- Psychology, concentration in Addictions Counseling
- Psychology, concentration in Cross-Cultural and International Psychology
- Psychology, concentration in Experimental Psychology
- Psychology, concentration in Human Services
- Science with Licensure in Middle School Education, in conjunction with Lourdes College

BA degree candidates must complete the course work and semester hours as specified below. Courses marked with an asterisk (*) under each major count toward the core major 2.50 cumulative grade point average requirement.

Knowledge Skills and General Education Core* ......................................................... 49 hours
Total Semester hours for the major ........................................................................... 48 hours

Minimum Total hours for the degree ........................................................................ 121-123 semester hours
Total hours for a degree that includes Education ................................................... 127-158 semester hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to ensure that prerequisites are satisfied for the major:
- Arts Entrepreneurship: CIS111
- English and English Education: ENGL30 or ENGL31
- Government and National Security: HIS112, CIS220
- History Education: CUL210 or 220, HIS111, CUL448 or 449 to meet Literature requirement
The program incorporates 4 branches of learning: the arts, business, research and technology. The program is flexible enough to allow students to achieve a balance of artistic and managerial concerns, and of theory and hands-on experience. The high degree of flexibility allows students to tailor a degree program according to their individual needs and interests. Arts Entrepreneurship also serves students who plan to pursue graduate studies in Arts Management at a variety of institutions across the country.

CORE COURSES
*AEI110 The Arts in Society 3 hours
*AEI210 Fundamentals of Arts Entrepreneurship (w) 3 hours
*AEI310 Principles of Arts Entrepreneurship (w) 3 hours
*AEI403 Managing the Arts (w) 3 hours
*AEI491 Senior Project 3 hours
Total ............................................................................................................ 15 hours

CONCENTRATION: MUSIC INDUSTRY
The curriculum includes a core of courses in music theory, practices, and historical development, combined with applied musical study. These courses provide the common foundation knowledge required of all music industry professionals.

MUP121 Musicianship I 3 hours
MUS230 Introduction to Sound and Recording Technology 3 hours
MUS227 Survey of Music Business 3 hours
MUS100 Music Convocation (minimum of two semesters) 0 hours
Six of the following: ..................................................................................... 18 hours
MKT369 Event Marketing and Management 3 hours
MUP221 Musicianship II 3 hours
MUP240 The Rhythm Section 3 hours
MUP330 Recording Studio Performance & Practice 3 hours
MUP440 Teaching Music 3 hours
MUS324 Survey of American Popular Music 3 hours
MUS427 Music Business Seminar 3 hours
SAS470 Internship 3 hours
The following sequence performed on only one instrument: 3 hours
MUS115, MUS215, MUS315 Private Music Instructions: Primary Area
One of the following sequences: 3 hours
*MUS110, MUS210, MUS310 Instrumental Ensembles
*MUS112, MUS212, MUS312 Choral Ensembles
Total ............................................................................................................ 33 hours

CONCENTRATION: VISUAL ARTS
Studio and art history courses will use a global thematic approach to develop the student’s vocabulary and interpretive skills with an emphasis on contemporary applications and interpretations. Visual applications will originate from either formal art studio courses, digitally based visual communication courses, or a combination of the two areas.

Five of the following: ...................................................................................... 15 hours
ART120 2D Foundations 3 hours
ART130 3D Foundations 3 hours
ART210 Art Appreciation 3 hours
ART224 Mixed Media 3 hours
ART260 Drawing 3 hours
COM134 Digital Photography 3 hours

Five of the following: ...................................................................................... 15 hours
ART322 Printmaking 3 hours
ART324 Digital Mixed Media 3 hours
ART325 Graphic Design 3 hours
ART340 Topics in Art History (w) 3 hours
ART420 Interactive Digital Design 3 hours
MKT369 Event Marketing and Management 3 hours
SAS470 Internship 3 hours
Courses in sequence: .................................................................................. 4 hours
ART114, ART214, ART314, ART414 Art Team
Total ............................................................................................................ 34 hours

MAJOR: COMMUNICATION
The communication curriculum is closely aligned with the University’s mission of offering premier professional education and offers concentrations that will lead to opportunities across the communication professions that are desired by our undergraduate students and needed in industry. The degree program offers a thorough grounding in communication skills, knowledge, and ethics along with specific professional training needs for students interested in Public Relations, Electronic Media, or Journalism. The program allows Tiffin University graduates to receive a 21st century Professional Communication education.

COMMUNICATION CORE
COM104 Digital Photography 3 hours
ART325 Graphic Design 3 hours
COM212 Introduction to Public Relations (w) 3 hours
COM241 Introduction to Mass Communication 3 hours
COM104 Communications Research Methods and Information Sources (w) 3 hours
COM202 Argumentation/Persuasion Theory and Practice 3 hours
COM330 Video Production 3 hours
COM104 Law and Communication 3 hours
One of the following: ..................................................................................... 3 hours
*COM310 Human, Interpersonal and Small Group Communication
*COM324 Communicating Across Cultures (w) 3 hours
*COM344 Political Communication (w) 3 hours
COM450 Critical Analysis of Mass Media (w) 3 hours
(Exercise Media – choose from COM310, COM324, COM411)
One of the following: ..................................................................................... 3 hours
COM100, COM200, COM300 Special Topics in Communication
One of ENG200-300 Writing intensive classes (w) 3 hours
ENG202 Editing 3 hours
One of the following: ..................................................................................... 3 hours
*SAS470 Internship 3 hours
*SAS490 Senior Seminar (capstone) 3 hours
Total ............................................................................................................ 33 hours

CONCENTRATION: ELECTRONIC MEDIA
CIT209 Internet and Website Development 3 hours
CIT209 Internet and Website Development II 3 hours
*COM329 Writing for Electronic Media (w) 3 hours
*COM350 Fundamentals of News Production 3 hours
*COM401 Organizational Communication and Conflict Resolution 3 hours
Total ............................................................................................................ 15 hours
### MAJOR: COMMUNICATION (continued)

#### CONCENTRATION: JOURNALISM

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM238 News Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>*COM318 Feature Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM390 Elements of News Production, not Fundamentals of News Production</td>
<td>3</td>
</tr>
<tr>
<td>*COM410 Advanced Reporting (w)</td>
<td>3</td>
</tr>
<tr>
<td>*COM438 History and Tradition of American Journalism (w)</td>
<td>3</td>
</tr>
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Total: 15 hours

#### CONCENTRATION: PUBLIC RELATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COM238 News Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>*COM329 Writing for Electronic Media (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM350 Elements of News Production, not Fundamentals of News Production</td>
<td>3</td>
</tr>
<tr>
<td>*COM416 Public Relations Cases, Campaigns and Nonprofits</td>
<td>3</td>
</tr>
<tr>
<td>*COM441 Organizational Communication and Conflict Resolution</td>
<td>3</td>
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</table>

Total: 17 hours

### MAJOR: CYBER DEFENSE AND INFORMATION ASSURANCE

The BA in Cyber Defense and Information Assurance is a course of study in the Security Studies department of the School of Criminal Justice and Social Sciences. It is intended to prepare students to embark on national security careers in information assurance and cybersecurity. While professional certification will not be the stated aim of the curriculum, after taking the core curriculum, students will be prepared to test for various common industry certifications, such as Security+, Certified Information Systems Security Professional (CISSP), etc.

#### CYBER DEFENSE CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>*CDS152 Introduction to Cyber Defense</td>
<td>3</td>
</tr>
<tr>
<td>*CDS345 Cyber Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>POL151 Introduction to National Security Studies</td>
<td>3</td>
</tr>
<tr>
<td>POL153 American National Security Policy</td>
<td>3</td>
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Total: 12 hours

#### MAJOR: CYBER DEFENSE AND INFORMATION ASSURANCE

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CDS201 Programming</td>
<td>3</td>
</tr>
<tr>
<td>*CDS344 Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CDS345 Cyber Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CDS346 Incident Management</td>
<td>3</td>
</tr>
<tr>
<td>*CDS355 Penetration Testing and Vulnerability Analysis</td>
<td>3</td>
</tr>
<tr>
<td>*CDS356 Malware Analysis (w)</td>
<td>3</td>
</tr>
<tr>
<td>CDS445 Cyber Warfare</td>
<td>3</td>
</tr>
<tr>
<td>*CIT491 Senior Seminar In Cyber Defense (w)</td>
<td>3</td>
</tr>
<tr>
<td>CIT155 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT232 Architecture and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIT301 Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td>*SCS300 Research Design (w)</td>
<td>3</td>
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<tr>
<td>*SCE470 Internship</td>
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Total: 48 hours

### MAJOR: COMMUNICATION

#### KNOWLEDGE SKILLS CORE (16 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COM130 Oral Communication &amp; Presentation</td>
<td>3</td>
</tr>
<tr>
<td>ENG141 Rhetoric and Introductory Research Writing [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>ENG142 Rhetoric and Academic Writing (w) [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>MAY111/112/211/212/215/281</td>
<td>3</td>
</tr>
<tr>
<td>FY510 First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EUD151 Technology In Learning</td>
<td>1</td>
</tr>
<tr>
<td>EUD251 Technology &amp; Pedagogy for Learning</td>
<td>1</td>
</tr>
<tr>
<td>EUD351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 16 hours

### MAJOR: ENGLISH

The study of literature develops critical and analytical thinking, sharpens research skills, and provides a context for questioning assumptions and articulating responses. As a discipline, the study of literature allows students to explore and to synthesize a diverse range of cultural, experiential, and linguistic sources. By studying the world's literary greats, students gain a greater appreciation of the human experience and a richer understanding of the world's cultures and civilizations. As a discipline, the study of literature also helps students develop important skills in critical thinking, research, and communication, and a deeper understanding of human behavior. Fluency in writing is developed through the practice of writing in a variety of contexts and modes, and through the development and mastery of the grammar, syntax, and structure of the English language. The major seeks to give students the essential skills for gaining and maintaining successful and lifelong careers as productive citizens and creative professionals of the global community.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUL443 Comparative Mythology (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG221 History of the English Language</td>
<td>3</td>
</tr>
<tr>
<td>ENG223 Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>*ENG291 British Literature 1 (Old English to 18th C) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG292 British Literature 2 (Romantics to WWI) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG293 American Literature 1 (Colonial to Civil War) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG294 American Literature 2 (Civil War to present) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG380 Shakespeare (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG442 World Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG493 Major Authors in British and American Lit. (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG463 Literary Theory (w)</td>
<td>3</td>
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</table>

One of the following:

- ENG490 Senior Seminar
- SAS470 Internship

Total: 48 hours

Note: English majors should fulfill their GEC Literature Requirement with either Eng360 American Poetry or Eng361 English Poetry.

### MAJOR: ENGLISH WITH LICENSURE IN INTEGRATED LANGUAGE ARTS

This major is offered in partnership with Lourdes College and provides the student with all of the coursework for a degree in English and license requirements for Adolescent and Young Adult teaching credentials for Integrated Language Arts, grades 7 - 12.

#### KNOWLEDGE SKILLS CORE (16 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>COM130 Oral Communication &amp; Presentation</td>
<td>3</td>
</tr>
<tr>
<td>ENG141 Rhetoric and Introductory Research Writing [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>ENG142 Rhetoric and Academic Writing (w) [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>MAY111/112/211/212/215/281</td>
<td>3</td>
</tr>
<tr>
<td>FY510 First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EUD151 Technology In Learning</td>
<td>1</td>
</tr>
<tr>
<td>EUD251 Technology &amp; Pedagogy for Learning</td>
<td>1</td>
</tr>
<tr>
<td>EUD351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
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</table>

Total: 16 hours
<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>UNDERGRADUATE MAJOR: ENGLISH WITH LICENSURE IN INTEGRATED LANGUAGE ARTS (continued)</td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION CORE (30 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>One of the following [Humanities - Literature]</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG360 American Poetry (w)</td>
<td></td>
</tr>
<tr>
<td>ENG361 English Poetry (w)</td>
<td></td>
</tr>
<tr>
<td>THR222 Introduction to Theatre [Humanities - Fine Arts]</td>
<td>5 hours</td>
</tr>
<tr>
<td>HIS [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>CUL448 Women and Literature (w)</td>
<td></td>
</tr>
<tr>
<td>CUL449 Minority Experience in American Literature (w)</td>
<td></td>
</tr>
<tr>
<td>One course from the following prefixes: ECO, MGT, POL</td>
<td>3 hours</td>
</tr>
<tr>
<td>PHR [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT174/181/251/275/281 (above MAT173)</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM229 Writing for Electronic Media (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>(Social Sciences - Communication)</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU216 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>30 hours</td>
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<tr>
<td><strong>INTEGRATED LANGUAGE ARTS (36 HOURS)</strong></td>
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<tr>
<td>CUL443 Comparative Mythology (w)</td>
<td>5 hours</td>
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<tr>
<td>ENG221 History of the English Language</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG223 Advanced Grammar</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG292 British Literature I (Chaucer to Romantic) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG293 American Literature I (Romantic to WWI) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG294 American Literature I (Colonial to Civil War) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG295 American Literature II (Civil War to WWII) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG313 Theoretical Approaches to Writing and Reading</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG390 Shakespeare (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG422 World Literature (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG463 Literary Theory (w)</td>
<td>3 hours</td>
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<tr>
<td>One of the following:</td>
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<tr>
<td>ENG347 American Novel (w)</td>
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<tr>
<td>ENG348 British Novel (w)</td>
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<td>Total</td>
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<tr>
<td><strong>PROFESSIONAL EDUCATION REQUIREMENTS (12 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr)</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU1230 Survey of Special Needs Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU230 Educational Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU316 Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>12 hours</td>
</tr>
<tr>
<td><strong>ADOLESCENT TO YOUNG ADULT (AYA) REQUIREMENTS (33 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>EDX212 Teaching Adolescents and Young Adults</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDX235 AYA Curriculum, Instruction &amp; Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDX250 General Teaching Methods and Field Experience I</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDX333 Language Arts Methods and Field Experience II</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDX450 Adolescent and Young Adult Student Teaching</td>
<td>12 hours</td>
</tr>
<tr>
<td>EDU220 Reading Comprehension Skills &amp; Strategies</td>
<td>3 hours</td>
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<tr>
<td>EDU223 Content Area Reading</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU320 Differentiated Instruction &amp; Assessment</td>
<td>3 hours</td>
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<tr>
<td>Total</td>
<td>33 hours</td>
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<tr>
<td>Total Hours Required</td>
<td>127 hours</td>
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*Must have a 2.50 cumulative grade point average in all courses.

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<tr>
<th>COURSE</th>
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<tr>
<td>UNDERGRADUATE MAJOR: ENGLISH WITH LICENSURE IN MIDDLE SCHOOL EDUCATION</td>
<td></td>
</tr>
<tr>
<td>This degree and licensure is offered in partnership with Lourdes College and provides the student with all of the course work for a degree in English and one minor area chosen from history, mathematics, or science, as well as license requirements for Middle School teaching credentials for grades 4-9</td>
<td></td>
</tr>
<tr>
<td><strong>KNOWLEDGE SKILLS CORE (16 HOURS)</strong></td>
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<tr>
<td>COM150 Oral Communication &amp; Presentation</td>
<td>3 hours</td>
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<tr>
<td>ENG413 Rhetoric and Introductory Research Writing (Composition)</td>
<td>3 hours</td>
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<tr>
<td>ENG414 Rhetoric and Academic Writing (Composition)</td>
<td>3 hours</td>
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<tr>
<td>MAT174/181/251/275/281</td>
<td>3 hours</td>
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<tr>
<td>FYS100 First-Year Seminar</td>
<td>1 hour</td>
</tr>
<tr>
<td>EDU111 Technology In Learning</td>
<td>1 hour</td>
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<tr>
<td>EDU231 Technology &amp; Pedagogy for Learning</td>
<td>1 hour</td>
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<td>EDU351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
<td>1 hour</td>
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<tr>
<td>MAT175/181/251/275/281</td>
<td>1 hour</td>
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<td><strong>GENERAL EDUCATION CORE (33 HOURS)</strong></td>
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<tr>
<td>One of the following [Humanities - Literature]</td>
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</tr>
<tr>
<td>ENG360 American Poetry (w)</td>
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<tr>
<td>ENG361 English Poetry (w)</td>
<td></td>
</tr>
<tr>
<td>THR222 Introduction to Theatre [Humanities - Fine Arts]</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>CUL448 Women and Literature (w)</td>
<td></td>
</tr>
<tr>
<td>CUL449 Minority Experience in American Literature (w)</td>
<td></td>
</tr>
<tr>
<td>Any 200-level CUL, ENG, or PHR to meet CUL448 prerequisite</td>
<td>3 hours</td>
</tr>
<tr>
<td>PHR [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT (above MAT099, MAT174/181 for Math minor)</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT (NAT114 for Science minor)</td>
<td>3 hours</td>
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<tr>
<td>EDU216 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM229 Writing for Electronic Media (w) [Social Sciences - Communication]</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG422 World Literature (w)</td>
<td>3 hours</td>
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<tr>
<td>Total</td>
<td>33 hours</td>
</tr>
<tr>
<td><strong>ENGLISH MAJOR (36 HOURS)</strong></td>
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<tr>
<td>EDG221 History of the English Language</td>
<td>3 hours</td>
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<tr>
<td>ENG223 Advanced Grammar</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG292 British Literature I (Chaucer to Romantic) (w)</td>
<td>3 hours</td>
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<td>ENG293 American Literature I (Romantic to WWI) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG294 American Literature I (Colonial to Civil War) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG295 American Literature II (Civil War to WWII) (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG313 Theoretical Approaches to Writing &amp; Reading</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG300 Shakespeare (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG422 World Literature (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG463 Literary Theory (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL443 Comparative Mythology (w)</td>
<td>51 hours</td>
</tr>
<tr>
<td>Total</td>
<td>36 hours</td>
</tr>
<tr>
<td><strong>PROFESSIONAL EDUCATION REQUIREMENTS (12 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr)</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU1230 Survey of Special Needs Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU230 Educational Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU316 Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>12 hours</td>
</tr>
</tbody>
</table>
MAJOR: ENGLISH WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

READING CORE REQUIREMENTS (12 HOURS)
- EDE220 Reading Comprehension Skills & Strategies ............................................... 3 hours
- EDE221 Content Area Reading ............................................................................... 3 hours
- EDE335 Reading Assessment for Instruction ........................................................... 3 hours
Total ......................................................................................................................... 12 hours

MIDDLE SCHOOL REQUIREMENTS (27 HOURS)
- EDM210 Education for Young Adolescents ............................................................. 3 hours
- EDM235 Middle Childhood Curriculum, Instruction & Assessment ..................... 3 hours
- EDM250 Middle Childhood Methods & Field Experience I ................................. 3 hours
- EDM351-356 Middle Childhood Methods & Field Experience II ....................... 3 hours
- EDM450 Middle Childhood Student Teaching ...................................................... 12 hours
- EDE329 Differentiated Instruction & Assessment ............................................... 3 hours
Total ......................................................................................................................... 27 hours

Sub-total .................................................................................................................. 136 hours

SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD
Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.

MATHEMATICS
- MAT251 Applied Mathematics .............................................................................. 3 hours
- MAT271 Geometry for Middle School Teachers ................................................... 3 hours
- MAT273 Applied Statistics I .................................................................................. 3 hours
- MAT275 Pre-Calculus ............................................................................................ 3 hours
- MAT370 Teaching Mathematics in Middle School (w) ....................................... 3 hours
Total ......................................................................................................................... 12 hours

SCIENCE
- BIC310 General Biology 1 and BIC310L Lab ......................................................... 4 hours
- NAT201 Physical Science ..................................................................................... 3 hours
- NAT201 Physical Science ..................................................................................... 3 hours
- NAT215 Environmental Science .......................................................................... 3 hours
- SCS370 Integrated Science for Teachers .............................................................. 3 hours
Total ......................................................................................................................... 16 hours

SOCIAL STUDIES
- CUL230 World Cultural Geography .................................................................... 3 hours
- ECO222 Principles of Microeconomics ............................................................... 3 hours
- HIS267 Challenges of Global Leadership: US History after 1945 (w) ............. 3 hours
- HIS272 The Emerging West (w) ....................................................................... 3 hours
- HIS410 The Inter-Connected World (w) ............................................................... 3 hours
Total ......................................................................................................................... 13 hours

Total for the degree w/Secondary field of study ..................................................... 151-152 hours

*Must have a 2.00 cumulative grade point average in all courses.

MAJOR: GENERAL SCIENCE
This major provides the student with a broad-based science curriculum with interdisciplinary components for those seeking certification to teach science at the middle school level or with a broad base of content knowledge and lab skills in each of the major scientific disciplines to pursue a science related career.

SCIENCE CORE
- BIC210 and BIC210L General Biology 1 and Lab ................................................. 4 hours
- BIC211 and BIC211L General Biology II and Lab ................................................. 4 hours
- CHM131 General Chemistry 1 and Lab ............................................................... 4 hours
- *MAT273 Applied Statistics I .............................................................................. 3 hours
- *MAT273 Elementary Analysis .......................................................................... 3 hours
- NAT205 Introduction to Earth Science ................................................................. 3 hours
- NAT114 Survey of Science ................................................................................ 3 hours
- NAT201 Principles of Physical Science .............................................................. 3 hours
- NAT215 Environmental Science ....................................................................... 3 hours
- BIO311 Human Anatomy and Physiology 1 (w) ................................ ................. 3 hours
- *SAS470 Internship (w) ..................................................................................... 3 hours
Total ......................................................................................................................... 39 hours

CONCENTRATION: BEHAVIORAL SCIENCE
- NAT220 Survey of Health Issues ........................................................................ 3 hours
- *NAT291 Drugs and the Body (w) ....................................................................... 3 hours
*Two of the following:
- PSY260 Motivational Psychology ...................................................................... 3 hours
- PSY260 Introduction to Counseling .................................................................. 3 hours
- PSY360 Abnormal Behavior .............................................................................. 3 hours
- PSY360 Cognitive Psychology ........................................................................... 3 hours
- PSY201 Biological Foundations of Behavior .................................................... 3 hours
- SOC200 Social Psychology .............................................................................. 3 hours
- SOC210 Sociology of the Family ....................................................................... 3 hours
- SOC220 Community Sociology ....................................................................... 3 hours
Total ......................................................................................................................... 13 hours
Total Hours for Degree ......................................................................................... 127 hours

CONCENTRATION: CHEMISTRY
- CHM132 General Chemistry II and Lab ............................................................... 4 hours
- CHM261 Quantitative Analysis and lab ............................................................... 4 hours
- CHM311 Organic Chemistry and lab ................................................................. 4 hours
- CHM481 Instrumental Analysis and lab ............................................................. 4 hours
Total ......................................................................................................................... 16 hours
Total Hours for Degree ......................................................................................... 128 hours
**MAJOR: GOVERNMENT AND NATIONAL SECURITY**

The major, housed in the School of Criminal Justice and Social Sciences, takes a global view of American national security policy and security issues. There are two concentrations available, one focused on the workings of the American politics and government processes, and the second on national security and intelligence structures. The emphasis in the major is on career skills, research methods, critical thinking, scholarly writing and public speaking.

**THE STRUCTURE OF GOVERNMENT AND FEDERALISM**

The first part of this major draws on those parts of a traditional government curriculum that bears directly upon the workings of our governmental system in general, and our national security system in particular, at the international, federal, state, and local levels.

**CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>POL101 Introduction to the American Political Process</td>
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<tr>
<td>POL151 Introduction to National Security Studies</td>
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<tr>
<td>POL201 Political Geography</td>
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<tr>
<td>*POL311 Federalism</td>
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**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HIS225 United States Diplomatic History Since 1895 (w)</td>
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<tr>
<td>HIS226 United States Military History Since 1805 (w)</td>
<td>3</td>
</tr>
<tr>
<td>*POL345 Economic Instruments of Security Policy</td>
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<tr>
<td>*POL370 International Security</td>
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<tr>
<td>*POL410 Capstone Senior Seminar in Homeland and National Security (w)</td>
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<tr>
<td>SCS300 Research Design (w)</td>
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<tr>
<td>*SAS470 Internship 1</td>
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<td><strong>Total</strong></td>
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</table>

Each of the following concentrations, then, allow a student to develop the specific body of knowledge most appropriate to his/her chosen career field. Intelligence and Security Studies is focused on the student contemplating a career in the Intelligence Community or working for the Department of Defense, State, or in an international organization. The Politics and Government concentration is focused on the student seeking a career as a civil servant or policy advisor in other aspects of federal, state, or local government.

**CONCENTRATION: INTELLIGENCE AND SECURITY STUDIES**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>*ENF441 Counterintelligence/Counter-terrorism</td>
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<td>*POL313 American National Security Policy</td>
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<tr>
<td>*POL341 Covert Action and Intelligence</td>
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<tr>
<td>POL400 The Constitution, Liberty, and Order</td>
<td>3</td>
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<td>POL420 Transnational and Unconventional Threats</td>
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<td>*POL425 Intelligence Analysis</td>
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**CONCENTRATION: POLITICS AND GOVERNMENT**

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<td>POL205 The Presidency (w)</td>
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<td>POL206 The Congress</td>
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<td>*POL207 The Courts</td>
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<td>POL220 Public Administration</td>
<td>3</td>
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<td>POL301 Comparative Political Systems</td>
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<td>POL400 The Constitution, Liberty, and Order</td>
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<td><strong>Total</strong></td>
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</table>

**MAJOR: HEALTH, FITNESS AND WELLNESS**

The Health, Fitness, and Wellness major will provide the opportunity for students who would like to pursue a career like to pursue a career in the health and wellness field with emphasis on leadership, excellence and service important for improving the lives of others. Students will learn how to develop skills to design and manipulate regimens to work with healthy or symptomatic individuals, assess psychology and sociological aspects that influence participation in exercise and physical activity, and identify the tools to develop and manage health, fitness and wellness initiatives throughout the lifespan.

Students who pursue a degree in Health, Fitness, and Wellness will have an excellent foundation to pursue careers as personal trainers, fitness and conditioning coach, public health educator, community health worker, health services manager, and corporate wellness among others.

**MAJOR: HISTORY**

The History major is designed for students interested in pursuing graduate studies in history and related fields. It also serves as an anchor for individuals seeking to teach social studies at the high school level. History majors have the opportunity to concentrate on selected areas of specialization. In all cases, students will learn critical thinking skills and hone their communication skills in both written and spoken word.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CUL250 Cultural Geography</td>
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<tr>
<td>ECO322 Principles of Microeconomics</td>
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<tr>
<td>HIS122 Research and Writing for History (w)</td>
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<tr>
<td>*HIS231 Creating a Nation (w)</td>
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<tr>
<td>*HIS242 US 1865 - 1945 (w)</td>
<td>3</td>
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<td>*HIS243 US after 1945 (w)</td>
<td>3</td>
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<tr>
<td>*HIS303 Dawn of Human Kind (w)</td>
<td>3</td>
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<tr>
<td>*HIS323 The Emerging West (w)</td>
<td>3</td>
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<tr>
<td>*HIS410 The Interconnected World (w)</td>
<td>3</td>
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<tr>
<td>*HIS425 Historiography (w)</td>
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<tr>
<td>TWO HIS Electives (w)</td>
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<tr>
<td>POL201 Political Geography</td>
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<td>POL391 Comparative Political Systems</td>
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<td>*SAS499 Senior Seminar OR SAS470 Internship</td>
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<td>SOC350 Multicultural Issues in Society (w)</td>
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Note: History majors should fulfill GEC History requirement with HIS121 Thinking Historically, the GEC Culture requirement with CUL220 Religions of the World and Social Sciences with POL101 Introduction to the American Political Process, ECO322 Principles of Macroeconomics, and SOC101 Principles of Sociology.
MAJOR: HISTORY WITH LICENSURE IN INTEGRATED SOCIAL STUDIES

This major is offered in partnership with Lourdes College and provides the student with all of the coursework for a degree in History and license requirements for Adolescent and Young Adult teaching credentials for Integrated Social Studies, grades 7 - 12.

KNOWLEDGE SKILLS CORE (16 HOURS*)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>COM130</td>
<td>Oral Communication &amp; Presentation</td>
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<td>ENGL41</td>
<td>Rhetoric and Introductory Research Writing (Composition)</td>
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<td>ENGL42</td>
<td>Rhetoric and Academic Writing (w) [Composition]</td>
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<td>MAT174/181</td>
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<td>EDUC151</td>
<td>Technology in Learning</td>
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<td>EDUC251</td>
<td>Technology &amp; Pedagogy for Learning</td>
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<tr>
<td>EDUC351</td>
<td>Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
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<td>[EDUC151/251/351 combined fulfill CIS requirement]</td>
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Total: 16 hours

GENERAL EDUCATION CORE (30 HOURS*)

One of the following [Humanities - Literature]

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<tr>
<td>CUL440</td>
<td>Women and Literature (w)</td>
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<td>CUL449</td>
<td>Minority Experience in American Literature (w)</td>
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<tr>
<td>Art (ART, MUS, THR; see Bulletin for options)</td>
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<td>HIS121</td>
<td>Thinking Historically (w)</td>
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<td>One of the following</td>
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<tr>
<td>CUL210</td>
<td>Comparative Cultures</td>
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<tr>
<td>CUL220</td>
<td>Religions of the World</td>
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<td>PHI [choose one from schedule of courses]</td>
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<tr>
<td>MAT273</td>
<td>Applied Statistics</td>
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<td>NAT [choose one from schedule of courses]</td>
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<tr>
<td>EDUC210</td>
<td>Multicultural and Social Issues in Education [Social Sci - Sociology]</td>
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<tr>
<td>POL101</td>
<td>Introduction to the American Political Process</td>
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<td>SOC101</td>
<td>Principles of Sociology</td>
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Total: 30 hours

INTEGRATED SOCIAL STUDIES (39 HOURS)

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<td>ECC221</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECC222</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>HIS122</td>
<td>Research for History (w)</td>
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<td>HIS231</td>
<td>Creating a Nation (w)</td>
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<tr>
<td>HIS242</td>
<td>US History 1805 to 1945 (w)</td>
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<td>HIS267</td>
<td>Challenges of Global Leadership: US History after 1945 (w)</td>
<td>3</td>
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<tr>
<td>HIS301</td>
<td>Dawn of Mankind (w)</td>
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<td>HIS410</td>
<td>The Interconnected World (w)</td>
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<td>HIS425</td>
<td>Historiography (w)</td>
<td>3</td>
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<td>HIS323</td>
<td>The Emerging West (w)</td>
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<td>POL201</td>
<td>Political Geography</td>
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<td>POL391</td>
<td>Comparative Political Systems</td>
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Total: 39 hours

PROFESSIONAL EDUCATION REQUIREMENTS (12 HOURS)

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<tbody>
<tr>
<td>EDUC100</td>
<td>Foundations of Education or EDU 101 Education Bridge (1 hr)</td>
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<td>EDUC200</td>
<td>Survey of Special Needs Education</td>
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<tr>
<td>EDUC250</td>
<td>Educational Psychology Education</td>
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<tr>
<td>EDUC319</td>
<td>Classroom Management for Middle Childhood &amp; AYA Education</td>
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Total: 12 hours

ADOLESCENT TO YOUNG ADULT (AYA) REQUIREMENTS (33 HOURS)

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<th>Course Title</th>
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<tr>
<td>EDUC210</td>
<td>Teaching Adolescents and Young Adults</td>
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<td>EDA335</td>
<td>AYA Curriculum, Instruction &amp; Management</td>
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<tr>
<td>EDA250</td>
<td>General Teaching Methods and Field Experience I</td>
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<td>EDA353</td>
<td>Language Arts Methods and Field Experience II</td>
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<td>EDUC490</td>
<td>Adolescent and Young Adult Student Teaching</td>
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<tr>
<td>EDUC220</td>
<td>Reading Comprehension Skills &amp; Strategies</td>
<td>3</td>
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<td>EDUC121</td>
<td>Content Area Reading</td>
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<tr>
<td>EDUC329</td>
<td>Differentiated Instruction &amp; Assessment</td>
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Total: 33 hours

Total Hours Required ... 130 hours

*Must have a 2.30 cumulative grade point average in all courses.

MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

This degree and licensure is offered in partnership with Lourdes College and provides the student with all of the coursework for a degree in History, one minor area chosen from English, mathematics, or science, and license requirements for Middle School teaching credentials for grades 4-9.

KNOWLEDGE SKILLS CORE (16 HOURS*)

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<th>Course Code</th>
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<tr>
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<td>Oral Communication &amp; Presentation</td>
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<td>181/251/275/281</td>
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<td>Technology in Learning</td>
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<td>Technology &amp; Pedagogy for Learning</td>
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<td>EDUC351</td>
<td>Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
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<td>[EDUC151/251/351 combined fulfill CIS requirement]</td>
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Total: 16 hours

GENERAL EDUCATION CORE (30 HOURS*)

One of the following [Humanities - Literature] [3 hours]

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<td>HIS121</td>
<td>Thinking Historically (w)</td>
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<tr>
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<td>Comparative Cultures</td>
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</tr>
<tr>
<td>CUL220</td>
<td>Religions of the World</td>
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</tr>
<tr>
<td>PHI [choose one from schedule of courses]</td>
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<tr>
<td>MAT [above MAT095, MAT174/181 for Math minor]</td>
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<td>NAT [MAT114 for Science minor]</td>
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<td>EDUC210</td>
<td>Multicultural and Social Issues in Education [Social Sci - Sociology]</td>
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<td>Principles of Macroeconomics</td>
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<td>POL201</td>
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Total: 30 hours

TABLE OF CONTENTS

MAJOR: HISTORY WITH LICENSURE IN INTEGRATED SOCIAL STUDIES   /   HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

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UNDERGRADUATE

MAJOR: HISTORY WITH LICENSURE IN INTEGRATED SOCIAL STUDIES

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UNDERGRADUATE

MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

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UNDERGRADUATE
### MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

<table>
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<tbody>
<tr>
<td>CUL250</td>
<td>Cultural Geography</td>
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<tr>
<td>ECO222</td>
<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td>HIS122</td>
<td>Research for History (w)</td>
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<tr>
<td>HIS231</td>
<td>Creating a Nation (w)</td>
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<tr>
<td>HIS242</td>
<td>US History 1805 to 1945 (w)</td>
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<tr>
<td>HIS267</td>
<td>Challenges of Global Leadership: US History after 1945 (w)</td>
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<tr>
<td>HIS301</td>
<td>Dawn of Humankind (w)</td>
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<tr>
<td>HIS323</td>
<td>The Emerging West (w)</td>
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<tr>
<td>HIS410</td>
<td>The Interconnected World (w)</td>
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<td>HIS423</td>
<td>Historiography (w)</td>
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<tr>
<td>HIS200-400</td>
<td>elective (w)</td>
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<td>POL201</td>
<td>Political Geography</td>
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<tr>
<td>POL301</td>
<td>Comparative Political Systems</td>
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</tr>
<tr>
<td>EDM351-356</td>
<td>Middle Childhood Methods and Field Experience I</td>
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<td>EDM250</td>
<td>Middle Childhood Methods &amp; Field Experience I</td>
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<td>EDM335</td>
<td>Classroom Management for Middle Childhood &amp; AYA Education</td>
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<tr>
<td>EDM133</td>
<td>Reading Assessment for Instruction</td>
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### PROFESSIONAL EDUCATION REQUIREMENTS (12 HOURS)

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<tr>
<td>EDU100</td>
<td>Foundations of Education or EDU101 Education Bridge (1 hour)</td>
<td>3</td>
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<tr>
<td>EDU230</td>
<td>Survey of Special Needs Education</td>
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<td>EDU250</td>
<td>Educational Psychology</td>
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<td>EDU319</td>
<td>Classroom Management for Middle Childhood &amp; AYA Education</td>
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### READING CORE REQUIREMENTS (12 HOURS)

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<td>EDM124</td>
<td>The Foundations of Reading Development</td>
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<tr>
<td>EDM1220</td>
<td>Reading Comprehension Skills &amp; Strategies</td>
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<tr>
<td>EDM1221</td>
<td>Content Area Reading</td>
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### MIDDLE SCHOOL REQUIREMENTS (27 HOURS)

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<tr>
<td>EDM210</td>
<td>Education for Young Adolescents</td>
<td>3</td>
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<tr>
<td>EDM235</td>
<td>Middle Childhood Curriculum, Instruction &amp; Assessment</td>
<td>3</td>
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<tr>
<td>EDM250</td>
<td>Middle Childhood Methods &amp; Field Experience I</td>
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<td>EDM351-356</td>
<td>Middle Childhood Methods and Field Experience II</td>
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<td>EDM450</td>
<td>Middle Childhood Student Teaching</td>
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<tr>
<td>EDM329</td>
<td>Differentiated Instruction &amp; Assessment</td>
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<tr>
<td>Total</td>
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Sub-total: 136 hours

### SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.

### LANGUAGE ARTS

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<td>ENG313</td>
<td>Theoretical Approaches to Reading and Writing</td>
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<tr>
<td>ENG360</td>
<td>American Poetry (w)</td>
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<tr>
<td>ENG361</td>
<td>British Poetry (w)</td>
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<tr>
<td>ENG422</td>
<td>World Literature (w)</td>
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### MATHEMATICS

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<td>MAT211</td>
<td>Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT271</td>
<td>Geometry for Middle School Teachers</td>
<td>3</td>
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<tr>
<td>MAT273</td>
<td>Applied Statistics I</td>
<td>3</td>
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<tr>
<td>MAT275</td>
<td>Pre-Calculus</td>
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<tr>
<td>MAT370</td>
<td>Teaching Mathematics in Middle School (w)</td>
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### SCIENCE

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<tr>
<td>BIO210</td>
<td>General Biology I + BIO210L Lab</td>
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<tr>
<td>NAT205</td>
<td>Earth Science</td>
<td>3</td>
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<tr>
<td>NAT201</td>
<td>Physical Science</td>
<td>3</td>
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<td>NAT215</td>
<td>Environmental Science</td>
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<td>SC370</td>
<td>Integrated Science for Teachers</td>
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Total for the degree w/Secondary field of study: 145-152 hours

### MAJOR: PROFESSIONAL MUSIC

This program provides students with a professionally focused and learning-centered degree program that will prepare students for successful careers as entrepreneurial musicians. Students will gain the necessary intellectual and technical skills to be flexible and adaptable to the ever-changing face of contemporary popular music.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MUP121</td>
<td>Musicanship I</td>
<td>3</td>
</tr>
<tr>
<td>MUP212</td>
<td>Musicanship II</td>
<td>3</td>
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<tr>
<td>*MUP240</td>
<td>The Rhythm Section</td>
<td>3</td>
</tr>
<tr>
<td>*MUP321</td>
<td>Musicanship III</td>
<td>3</td>
</tr>
<tr>
<td>*MUP322</td>
<td>Musicanship IV</td>
<td>3</td>
</tr>
<tr>
<td>MUP321</td>
<td>Music Listening &amp; Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>*MUP352</td>
<td>Music Listening &amp; Analysis II</td>
<td>3</td>
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<tr>
<td>*MUP440</td>
<td>Teaching Music</td>
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<tr>
<td>MUS302</td>
<td>Music Convocation (6 semesters required)</td>
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The following sequence:

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<tr>
<td>MUS115, 116, 215, 216, 315, 316</td>
<td>Private Music Instruction: Primary Area</td>
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One of the following sequences:

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<tbody>
<tr>
<td>MUS112, 212, 312</td>
<td>Vocal: MUS112, 212, 312</td>
<td>3</td>
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<tr>
<td>MUS230</td>
<td>Introduction to Sound and Recording</td>
<td>3</td>
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<tr>
<td>*MUS32+</td>
<td>Survey of American Popular Music (w)</td>
<td>3</td>
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<tr>
<td>MUS337</td>
<td>Survey of Music Business</td>
<td>3</td>
</tr>
<tr>
<td>*MUS330</td>
<td>Recording Studio Performance &amp; Practice</td>
<td>3</td>
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<td>*SAS449</td>
<td>Senior Seminar</td>
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<tr>
<td>Total</td>
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</table>
### MAJOR: PROFESSIONAL STUDIES

The major provides courses that rely on student projects, team assignments, and experiential learning. It also incorporates liberal studies requirements, business courses, political science, psychology, and social science courses. Six of the following major courses (18 semester hours) are selected by the student upon admission to the major from the BA Professional Studies degree. These six courses (18 semester hours) along with 30 semester hours of major coursework taken at the transfer institution will comprise the 48 hours for the major requirement. Of the 30 transferred hours as major course work, 24 will be recorded under the major and 6 will be recorded under elective requirements.

This major is offered online and on the Tiffin Campus. Students enrolled on the Tiffin Campus will take the courses in parentheses [ ] to meet graduation requirements.

![Table of Content](image)

### MAJOR: PSYCHOLOGY

This major, housed in the School of Criminal Justice and Social Sciences, offers students a generalist orientation to the field of psychology. Students are required to take courses that lay a solid foundation for research and graduate studies as this degree is intended to provide a basis for a non-practitioner career.

#### PSYCHOLOGY CORE

<table>
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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>PSY250</td>
<td>Introduction to Professional Practices (w)</td>
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<td>PSY263</td>
<td>Theories of Personality</td>
<td>3</td>
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<td>PSY265</td>
<td>Lifespan Development</td>
<td>3</td>
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<tr>
<td>PSY302</td>
<td>History and Systems of Psychology</td>
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<tr>
<td>PSY302</td>
<td>Abnormal Behavior</td>
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<tr>
<td>PSY401</td>
<td>Biological Foundations of Behavior</td>
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<tr>
<td>SOC250</td>
<td>Social Psychology</td>
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<tr>
<td>*SCE300</td>
<td>Research Design (w)</td>
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### CONCENTRATION: ADDICTIONS COUNSELING

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<td>SCS300</td>
<td>Introduction to Addiction Theory and Practice</td>
<td>3</td>
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<tr>
<td>*CSL320</td>
<td>Counseling Procedures and Strategies with Addicted and Disordered Populations</td>
<td>3</td>
</tr>
<tr>
<td>SCS329</td>
<td>Group Process and Techniques with Addicted and Disordered Populations</td>
<td>3</td>
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<tr>
<td>SCS340</td>
<td>Cultural Competence in Counseling</td>
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<td>*CSL345</td>
<td>Assessment &amp; Diagnosis of Addictive &amp; Behavioral Health Problems</td>
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<tr>
<td>*CSL400</td>
<td>Prevention, Intervention, and Treatment Planning in Addictions</td>
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<td>Theory and Practice of Relationship Counseling in Addictions &amp; Behavioral Health</td>
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### CONCENTRATION: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY

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<td>Cultural Competence in Counseling</td>
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<td>*PSY25</td>
<td>Cross-Cultural and International Psychology</td>
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<td>*SOC265</td>
<td>Peace and Social Justice</td>
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<td>Multicultural Issues in Society (w)</td>
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<tr>
<td>SCS491</td>
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<tr>
<td>SCS492</td>
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### CONCENTRATION: EXPERIMENTAL PSYCHOLOGY

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<td>Experimental Psychology</td>
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<tr>
<td>SOC360</td>
<td>Multicultural Issues in Society (w)</td>
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<tr>
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<td>SOC360</td>
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<tr>
<td>SCS470</td>
<td>Cultural Competence in Counseling</td>
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<td><strong>Total</strong></td>
<td><strong>24 hours</strong></td>
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<td>SCS491</td>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MAT273</td>
<td>Applied Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>*PSY333</td>
<td>Experimental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCS491</td>
<td>Senior Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>SCS492</td>
<td>Senior Seminar II</td>
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<tr>
<td>One of the Following</td>
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<tr>
<td>SCS470</td>
<td>Cultural Competence in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>SOC360</td>
<td>Multicultural Issues in Society (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>
MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

This degree and licensure is offered in partnership with Lourdes College and provides the student with all of the course work for a degree in Science, one minor area chosen from English, history, or mathematics, and license requirements for Middle School teaching credentials for grades 4-9.

KNOWLEDGE SKILLS CORE (16 HOURS)*
COM130 Oral Communication & Presentation ................................................................. 3 hours
ENG131 Expository Writing [Composition] ........................................................................ 3 hours
ENG142 Rhetoric and Expository Writing [Composition] ................................................. 3 hours
MAT174/181/251/275/281 .................................................................................................. 3 hours
PSY100 First-Year Seminar ................................................................................................ 1 hour
EDU151 Technology In Learning ...................................................................................... 1 hour
EDU125/1/251/2/51 Pedagogy for Learning ......................................................................... 1 hour
EDU151Technology, Pedagogy, & Content Knowledge for Learning ...................... 1 hour
EDU1/251/251/351/1 combined fulfill CIS requirement] .................................................. 16 hours

GENERAL EDUCATION CORE (30 HOURS)*
LIT (ENG360 of ENG361 if LA minor) .............................................................................. 3 hours
THR (THR222 if LA minor) ................................................................................................ 3 hours
HIS (HIS122 for HIS minor) .............................................................................................. 3 hours
CUL (CUL250 if HIS minor, CUL443/444/444 if LA minor)/3 hours ....................... 3 hours
PHI [choose one from schedule of courses] ..................................................................... 3 hours
MAT (MAT181 for Math minor) .......................................................................................... 3 hours
NAT118 Survey of Science ................................................................................................. 3 hours
EDU215 Multicultural and Social Issues in Education [Social Sc. - Sociology] ....... 3 hours
POL (POL101 if HIS minor) ................................................................................................ 3 hours
EDU1/222 Cultural Competence in Counseling ................................................................. 3 hours
EDU1/360 Multicultural Issues in Society (w) ................................................................. 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Community Sociology ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
SOC301 Sociology of the Family ....................................................................................... 3 hours
Total .................................................................................................................................. 24 hours

Sub-total of 24 hours

PROFESSIONAL EDUCATION REQUIREMENTS (12 HOURS)
EDU1/222 Survey of Special Needs Education ................................................................. 3 hours
EDU300 Foundations of Education or EDU 101 Education Bridge (1 hr) ................. 3 hours
EDU301 Content Area Reading ......................................................................................... 3 hours
EDU335 Reading Assessment for Instruction .................................................................. 3 hours
Total .................................................................................................................................. 12 hours

READING CORE REQUIREMENTS (12 HOURS)
EDU2/34 The Foundations of Reading Development ....................................................... 3 hours
EDU2/320 Reading Comprehension Skills & Strategies ................................................. 3 hours
EDU221 Content Area Reading ......................................................................................... 3 hours
EDU335 Reading Assessment for Instruction .................................................................. 3 hours
Total .................................................................................................................................. 12 hours

MIDDLE SCHOOL REQUIREMENTS (27 HOURS)
EDM210 Education for Young Adolescents ................................................................... 3 hours
EDM235 Middle Childhood Curriculum, Instruction & Assessment ......................... 3 hours
EDM250 Middle Childhood Methods & Field Experience I ......................................... 3 hours
EDM350 Middle Childhood Methods & Field Experience II ...................................... 3 hours
EDM450 Middle Childhood Student Teaching ............................................................... 12 hours
EDU1/222 Differentiated Instruction & Assessment ....................................................... 12 hours
Total .................................................................................................................................. 27 hours

Sub-total .......................................................................................................................... 137 hours

SCIENCE MAJOR (40 HOURS)
BIO321 General Biology 1 and BIO321 Lab .................................................................. 4 hours
NAT125 Introduction to General Chemistry ................................................................. 3 hours
NAT121 Principles of Physical Science ........................................................................... 3 hours
NAT205 Earth Science .................................................................................................... 3 hours
NAT215 Environmental Science ..................................................................................... 3 hours
NAT220 Survey of Health Issues .................................................................................... 3 hours
NAT291 Drugs and the Body (w) .................................................................................... 3 hours
BIO311 Human Anatomy and Physiology 1 (w) ............................................................. 3 hours
PSY320 Motivational Psychology .................................................................................... 3 hours
PSY360 Introduction to Counseling ................................................................................ 3 hours
PSY362 Abnormal Behavior ............................................................................................ 3 hours
PSY363 Cognitive Psychology ......................................................................................... 3 hours
PSY401 Biological Foundations of Behavior ................................................................. 3 hours
SOC370 Integrated Science for Teachers ........................................................................ 3 hours
*One of the following: .................................................................................................... 3 hours
SOC230 Social Psychology .............................................................................................. 3 hours
SOC310 Sociology of the Family .................................................................................... 3 hours
SOC320 Community Sociology ...................................................................................... 3 hours
Total .................................................................................................................................. 40 hours

MAJOR: PSYCHOLOGY

CONCENTRATION: HUMAN SERVICES

*FOR423 Case Management .......................................................................................... 3 hours
*FOR430 Crisis Intervention ........................................................................................... 3 hours
*PSY360 Introduction to Counseling ............................................................................ 3 hours
*SCI250 Human Services Capstone .............................................................................. 3 hours
*SCI470 Internship I ....................................................................................................... 3 hours
One of the following: ...................................................................................................... 3 hours
CUL430 Cultural Competence in Counseling ............................................................... 3 hours
SOC360 Multicultural Issues in Society (w) ................................................................. 3 hours
Two of the following: ..................................................................................................... 6 hours
COM310 Human, Interpersonal and Small Group Communication ......................... 3 hours
COR320 Agency Management ....................................................................................... 3 hours
FOR363 Drugs and Society ............................................................................................. 3 hours
FOR485 Death and Dying ............................................................................................... 3 hours
PSY260 Human Sexuality ............................................................................................... 3 hours
PSY330 Special Topics ..................................................................................................... 3 hours
PSY440 Comparative Psychotherapies and Therapeutic Techniques ....................... 3 hours
PSY445 Psychometrics .................................................................................................... 3 hours
SCI471 Internship II ........................................................................................................ 3 hours
SOC310 Sociology of the Family .................................................................................... 3 hours
SOC320 Community Sociology .................................................................................... 3 hours
SOC361 Sociology of Gender .......................................................................................... 3 hours
PSY, CUL, or PSY (280-400 approved by Advisor) ..................................................... 3 hours
Total .................................................................................................................................. 24 hours

Sub-total .......................................................................................................................... 135 hours

MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

TABLE OF CONTENTS

MAJOR: PSYCHOLOGY

CONCENTRATION: HUMAN SERVICES

*FOR423 Case Management .......................................................................................... 3 hours
*FOR430 Crisis Intervention ........................................................................................... 3 hours
*PSY360 Introduction to Counseling ............................................................................ 3 hours
*SCI250 Human Services Capstone .............................................................................. 3 hours
*SCI470 Internship I ....................................................................................................... 3 hours
One of the following: ...................................................................................................... 3 hours
CUL430 Cultural Competence in Counseling ............................................................... 3 hours
SOC360 Multicultural Issues in Society (w) ................................................................. 3 hours
Two of the following: ..................................................................................................... 6 hours
COM310 Human, Interpersonal and Small Group Communication ......................... 3 hours
COR320 Agency Management ....................................................................................... 3 hours
FOR363 Drugs and Society ............................................................................................. 3 hours
FOR485 Death and Dying ............................................................................................... 3 hours
PSY260 Human Sexuality ............................................................................................... 3 hours
PSY330 Special Topics ..................................................................................................... 3 hours
PSY440 Comparative Psychotherapies and Therapeutic Techniques ....................... 3 hours
PSY445 Psychometrics .................................................................................................... 3 hours
SCI471 Internship II ........................................................................................................ 3 hours
SOC310 Sociology of the Family .................................................................................... 3 hours
SOC320 Community Sociology .................................................................................... 3 hours
SOC361 Sociology of Gender .......................................................................................... 3 hours
PSY, CUL, or PSY (280-400 approved by Advisor) ..................................................... 3 hours
Total .................................................................................................................................. 24 hours

Sub-total .......................................................................................................................... 135 hours
SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.

LANGUAGE ARTS
- ENGL313 Theoretical Approaches to Reading and Writing 3 hours
- One of the following 3 hours
  - ENGL360 American Poetry (w)
  - ENGL361 British Poetry (w)
- ENGL422 World Literature (w) 3 hours
Total 6 hours

Students must also take any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite for an additional (3 cr. hours), total for LA minors is 9 hours.

MATHEMATICS
- MAT251 Applied Mathematics 3 hours
- MAT271 Geometry for Middle School Teachers 3 hours
- MAT273 Applied Statistics I 3 hours
- MAT275 Pre-Calculus 3 hours
- MAT277 Teaching Mathematics in Middle School (w) 3 hours
Total 13 hours

SOCIAL STUDIES
- CUL250 World Cultural Geography 3 hours
- EC322 Principles of Microeconomics 3 hours
- HIS267 Challenges of Global Leadership: US History after 1945 (w) 3 hours
- HIS323 The Emerging West (w) 3 hours
- HIS410 The Inter-Connected World (w) 3 hours
Total 15 hours

Total for Degree 143-152 hours

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

Tiffin University awards the Bachelor of Business Administration Degree in the following majors:

- Accounting
- Computer and Information Systems
- Digital Innovation and Design
- Finance
- Management
- Marketing
- Sports Management

BBA degree candidates must complete the course work and semester hours as specified below. Courses marked with an asterisk (*) under each major count toward the major core 2.50 cumulative grade point average requirement.

Knowledge Skills and General Education Core* .............................................. 49 hours
Core Curriculum of the School of Business .................................................. 18 hours
Total Semester hours for the Major ......................................................... 67 hours
Open Electives/Minor .............................................................................. 24 hours
Total semester hours for the degree ...................................................... 121 hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to ensure that prerequisites are satisfied for both the School of Business Core and the major:
- ECO221 Principles of Macroeconomics
- MAT273 Applied Statistics I
- MGT201 Management of Organizations (w)

BUSINESS CORE
- ACC201 Survey of Accounting .............................................................. 3 hours
- ECO222 Principles of Microeconomics ................................................. 3 hours
- LAW211 Business Law I ...................................................................... 3 hours
- FIN230 Business Finance .................................................................. 3 hours
- MKT211 Introductory Marketing ............................................................ 3 hours
- *MGT495 Organizational Strategy (w) .................................................. 3 hours
Total ..................................................................................................... 18 hours

MAJOR: ACCOUNTING

Accounting provides information that is useful for decision-making in predicting cash flows about economic resources, claims to economic resources, and changes in economic resources of an organization. Students are encouraged to work toward becoming a Certified Public Accountant (CPA) or a Certified Management Accountant (CMA).

- ACC210 Analysis of the Accounting Process ........................................ 3 hours
- *ACC228 Managerial Accounting ......................................................... 3 hours
- *ACC301 Intermediate Accounting I .................................................... 3 hours
- ACC302 Intermediate Accounting II .................................................... 3 hours
- *ACC394 Federal Income Tax (w) ......................................................... 3 hours
- *ACC331 Cost Accounting I ................................................................. 3 hours
- *ACC331 Cost Accounting II ............................................................... 3 hours
- *ACC403 Accounting Information Systems ........................................ 3 hours
- *ACC404 Auditing ............................................................................. 3 hours
- ACC470 Internship ............................................................................ 3 hours
Total ..................................................................................................... 30 hours
MAJOR: COMPUTER INFORMATION SYSTEMS

The major is designed for students who wish to work with all facets of an organization, from technology to people. The curriculum blends technology, software, programming, business theory and practice while emphasizing the application of computers and technology in the business organization. Graduates could earn their careers as Programmer/Analysts, Systems Analysts, Network Managers, Project Managers, System Managers, Database Architects, MIS Director or Chief Information Officer (CIO).

COMPUTER INFORMATION SYSTEMS CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIT115</td>
<td>Operating Systems</td>
<td>3</td>
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<tr>
<td>*CIS201</td>
<td>Programming</td>
<td>3</td>
</tr>
<tr>
<td>*CIS212</td>
<td>Systems Analysis and Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>*CIS312</td>
<td>Information Systems for Managers (w)</td>
<td>3</td>
</tr>
<tr>
<td>*CIS315</td>
<td>Database Design and Applications I</td>
<td>3</td>
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<tr>
<td>*CIS470</td>
<td>Internship</td>
<td>3</td>
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CONCENTRATION: APPLICATION SPECIALIST

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<th>Hours</th>
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<tbody>
<tr>
<td>CIS310</td>
<td>Database Design and Applications II</td>
<td>3</td>
</tr>
<tr>
<td>*CIS335</td>
<td>Spreadsheet Applications for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>*CIS411</td>
<td>Microsoft Office Mastery</td>
<td>3</td>
</tr>
<tr>
<td>CIS412</td>
<td>Project Management</td>
<td>3</td>
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CONCENTRATION: SOFTWARE DEVELOPMENT

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<tr>
<td>PH212</td>
<td>Symbolic Logic</td>
<td>3</td>
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<tr>
<td>*CIS255</td>
<td>Internet and Website Development</td>
<td>3</td>
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<tr>
<td>CIS412</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>*CIS450</td>
<td>Current Trends in Programming</td>
<td>3</td>
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CONCENTRATION: SYSTEM AND NETWORK SUPPORT

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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>CIT230</td>
<td>Computer Architecture and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIT361</td>
<td>Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIT362</td>
<td>Data Communications &amp; Computer Networks</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<td><strong>9</strong></td>
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MAJOR: DIGITAL INNOVATION AND DESIGN

Design is a discipline that uses the designer’s sensibility and methods to match people’s needs with what is technologically feasible and what a viable business strategy can convert into customer value and market opportunity. Current literature promotes the belief that design thinking has much to offer the business world in which most management ideas and best practices are freely available to be copied and exploited. Businesses begin to consider innovation a principal source of differentiation and competitive advantage; therefore, we do well to incorporate design thinking into all phases of business processes.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>*ART130</td>
<td>3-Dimensional Foundations</td>
<td>3</td>
</tr>
<tr>
<td>*ART325</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART340</td>
<td>Topics in Art History</td>
<td>3</td>
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<tr>
<td>*ART420</td>
<td>Interactive Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>MGT223</td>
<td>Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>*CIS201</td>
<td>Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>*CIS257</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>*CIS412</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS470</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>**MG434</td>
<td>Design Thinking and Process</td>
<td>3</td>
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<td><strong>30</strong></td>
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</table>

Some courses may have prerequisites. See course description for details.

Students should take COM134 Digital Photography as a Social Science course and COM130 Video Production as an open elective. Online & Off-Campus students should also take MGT315 Creative Strategy as an open elective.

MAJOR: FINANCE

Finance is an integral part of decision making in the private sector (for-profit and nonprofit organizations), and the public sector (local, state, and national levels). The finance curriculum prepares students for positions in industry (manufacturing), retailing, finance (banks, insurance companies, pension funds, finance companies), and in financial planning. The curriculum strikes a balance between applications and theory.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACC210</td>
<td>Analysis of the Accounting Process</td>
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</tr>
<tr>
<td>ACC301</td>
<td>Intermediate Accounting 1</td>
<td>3</td>
</tr>
<tr>
<td>*LAW212</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>*ECON22</td>
<td>Intermediate Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>*ECON420</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>*ECON422</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>*FIN314</td>
<td>Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>*FIN421</td>
<td>Investments</td>
<td>3</td>
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<tr>
<td>*FIN426</td>
<td>International Finance</td>
<td>3</td>
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<tr>
<td>FIN470</td>
<td>Internship</td>
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<tr>
<td><strong>Total</strong></td>
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MAJOR: MANAGEMENT

The Management curriculum is designed to provide skills and competencies necessary for the world of work in the 21st century. Students complete the courses in the Management Core (9 hours) covering different functional areas, and undertake an in-depth study in an area of concentration (21 hours). Concentrations are offered in the areas of Hospitality and Tourism, Human Resource Management, International Business, Managerial Studies, and Supply Chain Management. The curriculum takes the approach of total development of the individual, placing emphasis on personal as well as professional growth. It prepares students for both a career and for graduate studies.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>*ACC228</td>
<td>Managerial Accounting</td>
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<tr>
<td>*CIS312</td>
<td>Information Systems for Managers (w)</td>
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MANAGEMENT CORE (REQUIRED FOR ALL MANAGEMENT MAJORS)

<table>
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<tbody>
<tr>
<td>*MG301</td>
<td>Organizational Behavior</td>
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</tbody>
</table>

**Total** | **3**
### MAJOR: MANAGEMENT (continued)

#### CONCENTRATION: HOSPITALITY AND TOURISM MANAGEMENT

The hospitality and tourism industry supports approximately 10% of the global workforce. In the United States, hospitality and tourism is among the top 10 industries in 49 states and D.C. in terms of employment. This concentration prepares students for managerial positions in this field.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>HOS104</td>
<td>Introduction to the Hospitality and Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOS215</td>
<td>Food Service and Safety Management</td>
<td>3</td>
</tr>
<tr>
<td>*HOS290</td>
<td>Hospitality Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>*HOS330</td>
<td>Hospitality and Tourism Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT351</td>
<td>Managing Diversity in the Workplace (w)</td>
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</tr>
<tr>
<td>*MKT475</td>
<td>Internship and Professional Development Seminar</td>
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</tr>
<tr>
<td>*MKT364</td>
<td>Event Marketing and Management</td>
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<td><strong>21 hours</strong></td>
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#### CONCENTRATION: HUMAN RESOURCE MANAGEMENT

This concentration prepares students for careers in human resource management and for advanced study in the human resource field.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>LAW321</td>
<td>Employment and Labor Law</td>
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<tr>
<td>*MGT317</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>MGT318</td>
<td>Total Compensation</td>
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<tr>
<td>MGT320</td>
<td>Human Resource Risk Management</td>
<td>3</td>
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<tr>
<td>*MGT351</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MKT402</td>
<td>Training and Development</td>
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<tr>
<td>*MKT543</td>
<td>Strategic Human Resource Management &amp; Emerging Issues</td>
<td>3</td>
</tr>
<tr>
<td>MGT470</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>24 hours</strong></td>
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</table>

#### CONCENTRATION: INTERNATIONAL BUSINESS

Emphasis is on the global issues in management such as trade, competition, markets, organizational design, information technology and human resource management. Impact of globalization on all business is explored. Students are strongly encouraged to take at least one year of foreign language study or pass a language proficiency examination and to study abroad for a semester.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>*FIN426</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>*MGT351</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MGT411</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>*MKT404</td>
<td>Global Marketing</td>
<td>3</td>
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<tr>
<td>ECO424</td>
<td>Global Trade</td>
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<tr>
<td>One of the following</td>
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</tr>
<tr>
<td>CUL312</td>
<td>Middle Eastern Cultures</td>
<td>3</td>
</tr>
<tr>
<td>HIS312</td>
<td>History of the Middle East (w)</td>
<td>3</td>
</tr>
<tr>
<td>One course related to specific world area (e.g. Russia, Europe, Africa)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGT470</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21 hours</strong></td>
</tr>
</tbody>
</table>

**CONCENTRATION: MANAGERIAL STUDIES**

This concentration takes a generalist approach and focuses on skill development and managerial problem solving. The field of management is studied as a science and a craft, with emphasis on ethical conduct.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MGT221</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT317</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT404</td>
<td>Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>*MGT411</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>LAW321</td>
<td>Employment and Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT351</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT359</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT390</td>
<td>Special Topics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21 hours</strong></td>
</tr>
</tbody>
</table>

**CONCENTRATION: SUPPLY CHAIN MANAGEMENT**

This concentration is designed to prepare students for positions in organizations with SCM needs. The goal is to have graduates who are conversant in the language, applications and techniques of Supply Chain Management. All students will review content areas and be encouraged to take the Certification Examination administered by the American Production and Inventory Control Society leading to the Designation of Certified Supply Chain Professional (CSCP).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MGT221</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT324</td>
<td>Logistics and Distribution</td>
<td>3</td>
</tr>
<tr>
<td>MGT350</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT422</td>
<td>Materials Management and Procurement</td>
<td>3</td>
</tr>
<tr>
<td>*MGT455</td>
<td>Lean Organizations</td>
<td>3</td>
</tr>
<tr>
<td>*MGT470</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21 hours</strong></td>
</tr>
</tbody>
</table>

**MAJOR: MARKETING**

The primary focus of the curriculum is on marketing function management that provides an integrated approach to the discipline. Emphasis is on the development and implementation of marketing strategies and on the effective use of the marketing mix.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC228</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>*MKT252</td>
<td>Buyer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT253</td>
<td>Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>*MKT350</td>
<td>Retailing Management</td>
<td>3</td>
</tr>
<tr>
<td>*MKT354</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>*MKT357</td>
<td>Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>*MKT402</td>
<td>Marketing Research (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MKT404</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>*MKT470</td>
<td>Marketing Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>30 hours</strong></td>
</tr>
</tbody>
</table>
MAJOR: SPORTS MANAGEMENT

This major is designed to prepare students for careers and advanced study in the field of sports, the manufacturing and marketing of sports equipment and services, as well as the growing fields of recreation and leisure management.

SPORTS MANAGEMENT CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRM160</td>
<td>Introduction to Sport and Recreation Management</td>
<td>3</td>
</tr>
<tr>
<td>*LAW260</td>
<td>Legal Issues in Sports and Recreation</td>
<td>3</td>
</tr>
<tr>
<td>*SRM360</td>
<td>Business of Sports (w)</td>
<td>3</td>
</tr>
<tr>
<td>SRM405</td>
<td>Sports Analytics</td>
<td>3</td>
</tr>
<tr>
<td>*SRM477</td>
<td>Internship and Professional Development Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

CONCENTRATION: SPORTS AND ATHLETIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*SRM235</td>
<td>Sports Marketing &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td>*SRM323</td>
<td>Facilities Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>SRM225</td>
<td>Principles of Athletic Development</td>
<td>3</td>
</tr>
<tr>
<td>*SRM335</td>
<td>Supervision in Sports and Recreation</td>
<td>3</td>
</tr>
<tr>
<td>*MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

CONCENTRATION: SPORTS MARKETING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*SRM225</td>
<td>Sports Marketing &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td>*MKT233</td>
<td>Marketing Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM212</td>
<td>Introduction to Public Relations (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MKT364</td>
<td>Event Marketing and Management</td>
<td>3</td>
</tr>
<tr>
<td>*One of the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ART325</td>
<td>Graphic Design</td>
<td></td>
</tr>
<tr>
<td>COM329</td>
<td>Writing for Electronic Media</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

Students should take SOC280 Sports in American Society as an open elective.

BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE

Tiffin University awards the Bachelor of Criminal Justice Degree in the following majors:

- Corrections
- Criminalistics
- Digital Forensics
- Forensic Psychology
- Homeland Security/Terrorism
- Justice Administration
- Law Enforcement

BCJ degree candidates must complete the course work and semester hours as specified below. Courses marked with an asterisk (*) under each major count toward the major core 2.50 cumulative grade point average requirement.

Knowledge Skills and General Education Core* .................................................. 49 hours
Core Curriculum of the School of Criminal Justice ............................................. 21 hours
Total Semester hours for the Major ................................................................. 121 hours
Open Electives/Minor ......................................................................................... up to 33 hours
Total semester hours for the degree ............................................................... up to 24 hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that prerequisites are satisfied for both the Bachelor of Criminal Justice core and the major:

JUS110 Introduction to Psychology and/or JUS101 Principles of Sociology
MA273 Applied Statistics I

Homeland Security and Terrorism majors will take POL101 Introduction to the American Political Process as one of the Social Science courses.

CRIMINAL JUSTICE CORE

The Criminal Justice curricula are designed to help students grasp the fundamental values and purposes of criminal justice in American society. This program prepares students for entry level administrative and advocacy positions in criminal justice. Students may choose to major in corrections, criminalistics, digital forensics, forensic psychology, homeland security/terrorism, justice administration, and law enforcement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUS110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>JUS201</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>JUS202</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>*JUS301</td>
<td>Ethical Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>*SCS300</td>
<td>Research Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>*SCS470</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>18</td>
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MAJOR: CORRECTIONS

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COR120</td>
<td>Correctional Thought and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COR231</td>
<td>Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>COR245</td>
<td>Parole, Parole, and Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>*COR336</td>
<td>Constitutional Rights of Prisoners</td>
<td>3</td>
</tr>
<tr>
<td>*COR420</td>
<td>Agency Management</td>
<td>3</td>
</tr>
<tr>
<td>ENF293</td>
<td>Criminology (w)</td>
<td>3</td>
</tr>
<tr>
<td>*FBI023</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>*FBI030</td>
<td>Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>FOR347</td>
<td>Sex Crimes</td>
<td>3</td>
</tr>
<tr>
<td>*PSY362</td>
<td>Abnormal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>FOR305</td>
<td>Design and Society</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>
### MAJOR: CRIMINALISTICS

Criminalistics is intended for students who desire to become law enforcement officers specializing in the area of forensic evidence. It provides a focus for the student who wishes to become involved in the science-based processing and study of evidence of crimes at the non-laboratory level.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*FSC115</td>
<td>Introduction to Forensic Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT150</td>
<td>Human Anatomy and Physiology</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT150L</td>
<td>Human Anatomy and Physiology lab</td>
<td>1 hour</td>
</tr>
<tr>
<td>*ENF230</td>
<td>Applied Criminal Investigation &amp; Criminalistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF293</td>
<td>Criminology (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF320</td>
<td>Advanced Criminalistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>CDS334</td>
<td>Technology and Crime</td>
<td>3 hours</td>
</tr>
<tr>
<td>CDS351</td>
<td>Survey of Computer Forensics</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF355</td>
<td>Forensic Investigation of Sex Crimes</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF432</td>
<td>Death Investigations</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF460</td>
<td>Evidence Processing (w)</td>
<td>4 hours</td>
</tr>
<tr>
<td>*JUS465</td>
<td>Trial Evidence (Capstone)</td>
<td>4 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36 hours</strong></td>
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</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

### MAJOR: DIGITAL FORENSICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT201</td>
<td>Programming</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIT155</td>
<td>Operating Systems</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIT361</td>
<td>Network Management and Administration</td>
<td>3 hours</td>
</tr>
<tr>
<td>*CDS152</td>
<td>Introduction to Cyber Defense</td>
<td>3 hours</td>
</tr>
<tr>
<td>CDS334</td>
<td>Technology and Crime</td>
<td>3 hours</td>
</tr>
<tr>
<td>CDS351</td>
<td>Survey of Digital Forensics</td>
<td>3 hours</td>
</tr>
<tr>
<td>*CDS344</td>
<td>Information Security</td>
<td>3 hours</td>
</tr>
<tr>
<td>*CDS345</td>
<td>Cyber Law and Ethics</td>
<td>3 hours</td>
</tr>
<tr>
<td>*CDS435</td>
<td>Advanced Digital Forensics</td>
<td>3 hours</td>
</tr>
<tr>
<td>*CDS491</td>
<td>Senior Seminar in Cyber Defense (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF230</td>
<td>Applied Criminal Investigation and Criminalistics</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36 hours</strong></td>
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</tr>
</tbody>
</table>

### MAJOR: FORENSIC PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR105</td>
<td>Virology</td>
<td>3 hours</td>
</tr>
<tr>
<td>*FOR344</td>
<td>Psychology of Violence and Aggression (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>FOR420</td>
<td>Crisis Intervention Strategies</td>
<td>3 hours</td>
</tr>
<tr>
<td>*FOR460</td>
<td>Psychology and Law (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*JUS461</td>
<td>Capstone Senior Seminar in Criminal Justice (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*PSY300</td>
<td>Introduction to Counseling</td>
<td>3 hours</td>
</tr>
<tr>
<td>*PSY312</td>
<td>Abnormal Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC250</td>
<td>Social Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC260</td>
<td>Multicultural Issues in Society (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33 hours</strong></td>
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</table>

### MAJOR: HOMELAND SECURITY/TELECOMMUNICATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ENF154</td>
<td>Homeland Security Overview</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF212</td>
<td>Concepts of Terrorism</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF240</td>
<td>Critical Infrastructure Protection</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF245</td>
<td>Emergency Organizations and Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF293</td>
<td>Criminology (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF441</td>
<td>Counterterrorism/Counter-Terrorism</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF300</td>
<td>Special Topics</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL151</td>
<td>Introduction to National Security Studies</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL341</td>
<td>Covert Action and Intelligence</td>
<td>3 hours</td>
</tr>
<tr>
<td>*POL491</td>
<td>Capstone Senior Seminar in Homeland &amp; National Security (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY344</td>
<td>Psychology of Terrorism</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

### MAJOR: JUSTICE ADMINISTRATION

Tiffin Campus and Online major courses (to be taken in addition to Criminal Justice Core):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR210</td>
<td>Correctional Thought and Procedures</td>
<td>3 hours</td>
</tr>
<tr>
<td>COR231</td>
<td>Juvenile Justice Systems</td>
<td>3 hours</td>
</tr>
<tr>
<td>COR420</td>
<td>Agency Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF150</td>
<td>Police and Society</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF154</td>
<td>Homeland Security Overview</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF245</td>
<td>Emergency Organizations and Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF293</td>
<td>Criminology (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF335</td>
<td>Law Enforcement Supervision</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF450</td>
<td>Crime Analysis</td>
<td>3 hours</td>
</tr>
<tr>
<td>*JUS461</td>
<td>Senior Capstone in Criminal Justice (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL320</td>
<td>Public Administration</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC260</td>
<td>Multicultural Issues in Society (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

Off-Campus courses only: The Off-Campus RJF Justice Administration degree incorporates some General Studies requirements (not listed here), some School of Criminal Justice and Social Sciences Core requirements, and the Professional Major courses. These courses are not listed in sequence.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*COR320</td>
<td>Correctional Thought &amp; Procedures</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG205</td>
<td>Issues in Literature (w) (I)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF317</td>
<td>Introduction to CJ Leadership</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF323</td>
<td>Issues in Law Enforcement</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF335</td>
<td>Law Enforcement Supervision</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF393</td>
<td>Criminal Nature</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF400</td>
<td>Comparative Criminal Justice Systems</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF450</td>
<td>Crime Analysis</td>
<td>3 hours</td>
</tr>
<tr>
<td>FOR344</td>
<td>Psychology of Violence &amp; Aggression</td>
<td>3 hours</td>
</tr>
<tr>
<td>FOR350</td>
<td>Substance Abuse</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS310</td>
<td>Introduction to Criminal Justice</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS201</td>
<td>Criminal Law</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS202</td>
<td>Criminal Procedures</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS361</td>
<td>Ethical Issues in Criminal Justice</td>
<td>3 hours</td>
</tr>
<tr>
<td>*JUS463</td>
<td>Applied Research Design</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT226</td>
<td>Statistics for Criminal Justice Majors</td>
<td>3 hours</td>
</tr>
<tr>
<td>SCI440</td>
<td>Theory &amp; Application of Leadership</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC350</td>
<td>Social Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC260</td>
<td>Multicultural Issues in Society (w)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>
### MAJOR: LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS334 Technology and Crime</td>
<td>3</td>
</tr>
<tr>
<td>COR120 Corrective Thought and Practice</td>
<td>5</td>
</tr>
<tr>
<td>COR231 Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENF150 Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF239 Applied Criminal Investigation and Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>ENF293 Criminology (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENF335 Law Enforcement Supervision</td>
<td>3</td>
</tr>
<tr>
<td>*ENF420 Investigative Interview</td>
<td>3</td>
</tr>
<tr>
<td>*ENF450 Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENF460 Evidence Processing (w)</td>
<td>3</td>
</tr>
<tr>
<td>*EY5461 Capstone Senior Seminar in Criminal Justice (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

### MAJOR: EXERCISE SCIENCE

The Exercise Science program is structured to provide students with a solid foundation for understanding how and why humans move. This interdisciplinary program includes courses from the fields of biology, chemistry, and exercise physiology. Through this program, students will understand the essential role of physical activity and exercise in the prevention, treatment, and recovery from a variety of disease conditions. Students will also learn that upon graduation it becomes their responsibility to educate other people about the benefits of being physically active and the negative side effects of living a sedentary lifestyle. Upon successful completion of the required coursework, students can either seek employment in various areas of allied health or apply to graduate school in the sciences and health professions.

### MAJOR COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 131 General Chemistry I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM 132 General Chemistry II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 210 General Biology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211 General Biology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM 331 Organic Chemistry I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>NAT124 Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>EXS146 Introduction to Exercise Science (w)</td>
<td>3</td>
</tr>
<tr>
<td>*EXS225 Motor Development</td>
<td>3</td>
</tr>
<tr>
<td>NAT220 Lifetime Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>NAT201 Drugs and the Body (w)</td>
<td>3</td>
</tr>
<tr>
<td>BIO311 Human Anatomy and Physiology I (w) and BIO311L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*BIO312 Human Anatomy and Physiology II (w) and BIO312L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*EXS315 Biomechanics of Sport and Exercise and EXS315L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*EXS316 Nutrition for Sport and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>*EXS322 Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>*EXS342 Exercise Assessment and Prescription (w) and EXS342L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*EXS422 Exercise Physiology and EXS422L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*SAS470 Internship (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

**Total for Major**: 128 hours

Exercise Science majors must NAT220 Survey of Health Issues to meet the General Education Natural Science requirement.
**MAJOR: FORENSIC SCIENCE**

The Forensic Science program is structured for students to learn scientific principles and methods that apply to criminal and civil investigations and litigations. This program places an emphasis on the disciplines of chemistry, biology, and physics. Students will earn a Bachelor of Science in Forensic Science upon the completion of the required coursework. Students completing this degree can seek professional employment positions in forensic science, commercial and industrial laboratories. Moreover, students graduating from this program have the pre-requisites to apply to graduate school in the sciences and health professions.

**MAJOR COURSES**

- *FSC115 Introduction to Forensic Science and FSC115L Lab* ........................................ 4 hours
- FSC215 Evidence Law and Ethics ..................................................................................... 3 hours
- BIO 311 Human Anatomy and Physiology (w) and BIO311L Lab .............................. 4 hours
- BIO 312 Human Anatomy and Physiology (w) and BIO312L Lab .............................. 4 hours
- BIO 211 General Biology II with Lab .............................................................................. 4 hours
- BIO333 Genetics and BIO333L Lab .................................................................................. 4 hours
- BIO373 Microbiology and BIO373L Lab ........................................................................ 4 hours
- BIO445 Cellular and Molecular Biology and BIO445L Lab ........................................... 4 hours
- CHM131 General Chemistry I with Lab .......................................................................... 4 hours
- CHM132 General Chemistry II with Lab ........................................................................ 4 hours
- *CHM281 Quantitative Analysis and CHM281L Lab ......................................................... 4 hours
- CHM331 Organic Chemistry I with Lab ......................................................................... 4 hours
- CHM332 Organic Chemistry II with Lab ......................................................................... 4 hours
- CHM411 Biochemistry .................................................................................................. 3 hours
- CHM435 Inorganic Chemistry and CHM435L Lab ......................................................... 4 hours
- CHM450 Physical Chemistry and CHM450L Lab ............................................................. 4 hours
- *CHM461 Instrumental Analysis and CHM461L Lab ....................................................... 4 hours
- MAT285 Calculus II ........................................................................................................ 3 hours
- PHYS111 General Physics I and PHYS111L Lab .............................................................. 4 hours
- PHYS212 Physics II and PHYS212L Lab ......................................................................... 4 hours
- One of the following: ...................................................................................................... 3 hours
  - SAS470 Internship
  - CHM370 Experimental Research Design

Total ........................................................................................................................................ 82 hours

Total for Major ...................................................................................................................... 134 hours

Forensic Science majors must take BIO210 General Biology I and BIO 210L Lab as prerequisites to meet the General Education Natural Science requirement. It is recommended that students take ENG245 Technical Writing as an Open Elective.

**MAJOR: HEALTHCARE ADMINISTRATION**

Offered through Online & Off-Campus programs only

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO301 Contemporary Biological Problems and BIO301L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*BIO350 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CHM131 General Chemistry I and CHM131L Lab</td>
<td>4</td>
</tr>
<tr>
<td>MGT440 Survey of the Healthcare Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACC201 Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO322 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>*LAW403 Healthcare Law</td>
<td>3</td>
</tr>
<tr>
<td>*MGT403 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT405 Organizational Strategy (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HCA301 Healthcare Finance</td>
<td>3</td>
</tr>
<tr>
<td>*HCA312 Healthcare Informatics (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HCA318 Human Resource for Healthcare Managers</td>
<td>3</td>
</tr>
<tr>
<td>HCA355 Healthcare Marketing</td>
<td>3</td>
</tr>
<tr>
<td>*HCA362 Research and Analysis for Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HCA427 Healthcare Operations</td>
<td>3</td>
</tr>
<tr>
<td>*One of the following:</td>
<td>3</td>
</tr>
<tr>
<td>HCA910 Internship</td>
<td></td>
</tr>
<tr>
<td>HCA491 Healthcare Administration Research Project</td>
<td>24</td>
</tr>
<tr>
<td>Open Electives: Choose eight (8) from the following courses:</td>
<td>50</td>
</tr>
<tr>
<td>CUL248, FIN201, NAT260, NAT291, NAT312, NAT212, NAT418, HCA473,</td>
<td></td>
</tr>
<tr>
<td>HCA474, HCA473, PSY263, PSY302</td>
<td></td>
</tr>
</tbody>
</table>

Total for Major .................................................................................................................. 124 hours

**MAJOR: INFORMATION TECHNOLOGY**

Offered through Online & Off-Campus programs only

**COMPUTER INFORMATION SYSTEMS CORE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS201 Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS315 Database Design and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CIT420 Computer Architecture and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIT444 Information Security</td>
<td>3</td>
</tr>
<tr>
<td>*CIT461 Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td>*ITS106 Introduction to Information Science (w)</td>
<td>3</td>
</tr>
<tr>
<td>ITS120 Current Trends in Virtual Computing</td>
<td>3</td>
</tr>
<tr>
<td>*ITS215 Open Source Computing</td>
<td>3</td>
</tr>
<tr>
<td>ITS340 Computer Law and Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total ..................................................................................................................................... 27 hours

**CONCENTRATION: SYSTEMS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS412 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT482 Data Communications and Computer Networks</td>
<td>3</td>
</tr>
<tr>
<td>ITS370 Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>*ITS375 Open Source Security (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ITS430 Enterprise Administration</td>
<td>3</td>
</tr>
<tr>
<td>ITS460 Wide Area Networking and Switching</td>
<td>3</td>
</tr>
<tr>
<td>*ITS495 Capsstone Project (w)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total ..................................................................................................................................... 21 hours
The Bachelor of Science Degree in Mathematics is an educational foundation for students desiring a career in mathematics or planning for graduate school in applied mathematics. Employers of students earning this degree are governmental, industrial and scientific organizations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT287 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHY211 General Physics I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY212 General Physics II and Lab</td>
<td>4</td>
</tr>
<tr>
<td>MAT387 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MAT389 Introduction to Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MAT392 Abstract Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT394 Complex Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MAT395 Probability Theory</td>
<td>3</td>
</tr>
<tr>
<td>MAT396 Game Theory</td>
<td>3</td>
</tr>
<tr>
<td>MAT398 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT285 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAT290 Topology</td>
<td>3</td>
</tr>
<tr>
<td>MAT430 Number Theory</td>
<td>3</td>
</tr>
<tr>
<td>MAT432 Set Theory</td>
<td>3</td>
</tr>
<tr>
<td>MAT385 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>SAS440 Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

To meet Knowledge Skills requirements, Mathematics majors should take MAT281 (5 credit hours). To meet General Education requirements, Mathematics majors should take MAT273 Applied Statistics I.

ASSOCIATE DEGREE PROGRAM

Associate Degrees are awarded through Tiffin University's School of Criminal Justice and Social Sciences and are available on the Tiffin University seated campus only.

ASSOCIATE OF CRIMINAL JUSTICE (ACJ) DEGREE

Tiffin University awards the Associate of Criminal Justice Degree in the following major:

- Law Enforcement

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Curriculum</strong></td>
<td></td>
</tr>
<tr>
<td>FYS100 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Writing or Composition (ENG141 or higher)</td>
<td>6</td>
</tr>
<tr>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MAT14 or higher)</td>
<td>3</td>
</tr>
<tr>
<td>POL111 Introduction to the American Political Process</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Elective from the Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, or SOC.

MAJOR: LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS334 Technology and Crime</td>
<td>3</td>
</tr>
<tr>
<td>COR231 Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENF150 Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF239 Applied Criminal Investigation Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>ENF293 Criminology (w)</td>
<td>3</td>
</tr>
<tr>
<td>FOR105 Victimology</td>
<td>3</td>
</tr>
<tr>
<td>JUS110 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>JUS201 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>JUS202 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SCC101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Two Open Electives from 100/200 level in ENF JUS, COR</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
### MINORS

Tiffin University offers students the option of pursuing a minor in the academic areas outlined in the following section. A student may not pursue a minor in the same academic discipline as their Bachelor degree major/concentration with only up to 50% of the overlapping major/minor courses applied for credit.

#### MINOR: ACCOUNTING

Three ACC courses at the 300-400 level ................................................................. 9 hours

Recommended ACC403 Accounting Information Systems, ACC404 Auditing, ACC405 Fraud Examination in Accounting

Three ACC electives .................................................................................................. 9 hours

Total .......................................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.

#### MINOR: ADDICTIONS COUNSELING

CSL310 Introduction to Addiction Theory and Practice ........................................... 3 hours

CSL220 Counseling Procedures & Strategies with Addicted/Disordered ................. 3 hours

CSL425 Group Process & Techniques Working with Addicted/Disordered .......... 3 hours

CSL435 Assessment & Diagnosis of Addictive and Behavioral Health Problems .... 3 hours

CSL440 Prevention, Intervention, and Treatment Planning in Addictions .......... 3 hours

CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral ...

Total .......................................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.

#### MINOR: ARABIC STUDIES

ARB101 Elementary Modern Standard Arabic I ...................................................... 3 hours

ARB102 Elementary Modern Standard Arabic II ..................................................... 3 hours

ARB201 Intermediate Modern Standard Arabic I ..................................................... 3 hours

ARB202 Intermediate Modern Standard Arabic II ................................................... 3 hours

CUL312 Middle Eastern Culture .............................................................................. 3 hours

HS312 History of the Middle East (w) ................................................................. 3 hours

Total .......................................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.

#### MINOR: ART

AEN110 The Arts in Society ...................................................................................... 3 hours

ART322 Printmaking ................................................................................................. 3 hours

Four of the following: ......................................................................................... 12 hours

ART120 2-D Foundations

ART130 3-D Foundations

ART224 Mixed Media

ART260 Drawing

ART324 Digital Mixed Media/ART325 Graphic Design

ART340 Topics in Art History (w)

ART420 Interactive Digital Design

COM134 Digital Photography

Or Art Team sequence ................................................................................... 12 hours

ART114

ART214

ART314

ART414

Total .......................................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.

### MINOR: BUSINESS ADMINISTRATION

CIS355 Spreadsheet Applications for Decision Making ........................................ 3 hours

FIN101 Personal Finance ......................................................................................... 3 hours

MGT121 How Business Works ................................................................................. 3 hours

MKT253 Marketing Communications ....................................................................... 3 hours

MGT301 Organizational Behavior ............................................................................ 3 hours

Total .......................................................................................................................... 15 hours

Students enrolled in a BBA degree program may not select this minor.

Some courses may have prerequisites. See course description for details.

#### MINOR: CHEMISTRY

CHM131 General Chemistry I + CHM131L Lab ...................................................... 4 hours

CHM132 General Chemistry II + CHM132L Lab .................................................... 4 hours

Two of the following: .............................................................................................. 8 hours

CHM281 Quantitative Analysis + CHM281L Quantitative Analysis Lab

CHM331 Organic Chemistry + CHM331L Organic Chemistry Lab

CHM332 Organic Chemistry II + CHM332L Organic Chemistry Lab II

One of the following: ............................................................................................. 3-4 hours

CHM411 Biochemistry

CHM435 Inorganic Chemistry + CHM435L Inorganic Chemistry Lab

CHM450 Physical Chemistry + CHM450L Physical Chemistry Lab

CHM461 Instrumental Analysis + CHM461L Instrumental Analysis Lab

Total .......................................................................................................................... 10-20 hours

Some courses may have prerequisites. See course description for details.

#### MINOR: COMPUTER AND INFORMATION SYSTEMS

CIS212 Systems Analysis and Design (w) ............................................................ 3 hours

CIS255 Internet and Website Development .......................................................... 3 hours

CIS315 Database Design and Applications 1 ......................................................... 3 hours

CIS355 Spreadsheet Applications for Decision Making ......................................... 3 hours

CIT155 Operating Systems .................................................................................... 3 hours

CIT361 Network Management and Administration .............................................. 3 hours

Total .......................................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.

#### MINOR: CORRECTIONS

COR120 Correctional Thought and Practice ......................................................... 3 hours

COR231 Juvenile Justice Systems ........................................................................... 3 hours

COR420 Agency Management ................................................................................ 3 hours

COR425 Probation, Parole, and Community Corrections ...................................... 3 hours

FOR823 Case Management .................................................................................... 3 hours

One of the following: ............................................................................................. 3 hours

COR336 Constitutional Rights of Prisoners

FOR305 Drugs and Society

FOR430 Crisis Intervention Strategies

PSY269 Human Sexuality

Total .......................................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.
MINOR: CREATIVE WRITING
ENG251 Creative Writing I (w) .......................... 3 hours
ENG252 Creative Writing II (w) Short Story ... 3 hours
ENG253 Creative Writing III (w) Poetry .................. 3 hours
ENG254 Creative Writing (w) Creative Non-fiction ... 3 hours
ENG262 Editing .............................................. 3 hours
One of the following ........................................ 3 hours
ENG242 Short Story Interpretation (w)
ENG360 American Poetry (w)
ENG361 English Poetry (w)
Total ........................................................................ 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: CRIMINALISTICS
FSC115 Introduction to Forensic Science .................. 3 hours
ENF230 Applied Criminal Investigation & Criminalistics 3 hours
ENF320 Advanced Criminalistics .......................... 3 hours
CDS351 Survey of Computer Forensics ................. 3 hours
ENF460 Evidence Processing (w) ......................... 4 hours
Total ........................................................................ 16 hours
Some courses may have prerequisites. See course description for details.

MINOR: CYBER DEFENSE
CDS152 Introduction to Cyber Defense .................. 3 hours
CDS355 Penetration Testing and Vulnerability Analysis 3 hours
CDS344 Information Security .......................... 3 hours
CDS345 Cyber Law and Ethics .......................... 3 hours
CDS356 Malware Analysis .................................. 3 hours
CDS445 Cyber Warfare .................................. 3 hours
Total ........................................................................ 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: DIGITAL FORENSICS
CDS152 Introduction to Cyber Defense .................. 3 hours
CDS341 Survey of Digital Forensics ................. 3 hours
CDS300 Special Topics .................................. 3 hours
CDS345 Cyber Law and Ethics .......................... 3 hours
CDS348 Incident Management .......................... 3 hours
CDS435 Advanced Digital Forensics ................. 3 hours
Total ........................................................................ 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: DIGITAL INNOVATION AND DESIGN
ART120 Two-Dimensional Foundations .................. 3 hours
ART325 Graphic Design .................................. 3 hours
COM134 Digital Photography .......................... 3 hours
CIS201 Programming .................................. 3 hours
CIS255 Internship and Website Development ........ 3 hours
CIS412 IT Project Management ......................... 3 hours
Total ........................................................................ 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: ENGLISH
ENG223 Advanced Grammar ................................ 3 hours
ENG 200 Level elective .................................. 3 hours
One of the following: ENG222 Medieval Poetry 3 hours
CUL143 Comparative Mythology (w) 3 hours
CUL448 Women and Literature (w) .... 3 hours
Total ........................................................................ 9 hours
Three ENG Literature electives at the 300-400 level (w) 9 hours
Some courses may have prerequisites. See course description for details.

MINOR: EXERCISE SCIENCE
EXS146 Exercise Physiology .......................... 3 hours
NAT150 Intro to Anatomy & Physiology + 4 hours
ENF342 Exercise Assessment & Prescription + 4 hours
ENF522 Exercise Physiology + EXS521 Exercise Physiology Lab 4 hours
One of the following ......................................... 3 hours
EXS315 Biomechanics .................................. 3 hours
EXS322 Kinesiology .................................. 3 hours
Total ........................................................................ 21 hours
Some courses may have prerequisites. See course description for details.

MINOR: FINANCE
ECO322 Intermediate Microeconomics .................. 3 hours
ECO3420 Money and Banking .......................... 3 hours
FIN314 Risk Management and Insurance ........ 3 hours
FIN421 Investments .................................. 3 hours
FIN432 International Finance ......................... 3 hours
Total ........................................................................ 17 hours
Some courses may have prerequisites. See course description for details.

MINOR: FORENSIC ACCOUNTING
JUS110 Introduction to Criminal Justice ................. 3 hours
JUS201 Criminal Law .................................. 3 hours
JUS202 Criminal Procedures ......................... 3 hours
ACC405 Fraud Examination in Accounting ........ 3 hours
LAW406 Fraud Prevention ......................... 3 hours
Total ........................................................................ 13 hours
* Non-accounting majors may take this minor, but must also take ACC201 Survey of Accounting, ACC210 Analysis of the Accounting Process, and ACC403 Accounting Information Systems in addition to the courses listed above. Begin this minor in Sophomore year.
Some courses may have prerequisites. See course description for details.
MINOR: FORENSIC PSYCHOLOGY
FOR105 Victimization 3 hours
FOR344 Psychology of Violence and Aggression (w) 3 hours
FOR460 Psychology and Law (w) 3 hours
PSY362 Abnormal Behavior 3 hours
Two of the following: FOR365 Drugs and Society 6 hours
FOR383 Crisis Intervention Strategies
PSY269 Human Sexuality
SCS300 Research Design (w)
SOC230 Social Psychology
Total 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: FORENSIC SCIENCE
CHM131 General Chemistry I and CHM131L Lab 4 hours
CHM132 General Chemistry II and CHM132L Lab 4 hours
CHM281 Quantitative Analysis and CHM281L Lab 4 hours
CHM331 Organic Chemistry and CHM331L Lab 4 hours
CHM481 Instrumental Analysis and CHM481L Lab 4 hours
ENF460 Evidence Processing (w) 4 hours
Total 24 hours
Some courses may have prerequisites. See course description for details.

MINOR: GOVERNMENT
POL101 Introduction to the American Political Process 3 hours
POL205 The Presidency (w) 3 hours
POL206 Congress 3 hours
POL207 The Courts 3 hours
POL311 Federalism 3 hours
POL Elective 3 hours
Total 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: HOMELAND SECURITY
ENF154 Homeland Security Overview 3 hours
ENF222 Concepts of Terrorism 3 hours
ENF240 Critical Infrastructure Protection 3 hours
ENF245 Emergency Organization & Management 3 hours
ENF441 Counterintelligence/Counter-Terrorism 3 hours
One of the following POL311 Federalism
ENF441 Counterintelligence/Counter-Terrorism 3 hours
Total 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: HOSPITALITY AND TOURISM MANAGEMENT
HCS104 Introduction to the Hospitality and Tourism Industry 3 hours
HCS215 Food Service and Safety Management 3 hours
HCS280 Hospitality Facilities Management 3 hours
HCS330 Hospitality and Tourism Strategic Management 3 hours
MGT366 Event Marketing and Management 3 hours
Total 17 hours
Some courses may have prerequisites. See course description for details.

MINOR: HUMAN RESOURCES MANAGEMENT
LAW321 Employment and Labor Law 3 hours
MGT317 Human Resource Management 3 hours
MGT333 Managing Diversity in the Workplace (w) 3 hours
MGT443 Strategic Human Resources and Emerging Issues 3 hours
One from the following MGT318 Total Compensation
MGT320 Human Resource Risk Management
MGT402 Training and Development
Total 15 hours
Some courses may have prerequisites. See course description for details.

MINOR: HUMAN SERVICES
COM310 Human, Interpersonal & Small Group Communication 3 hours
PSY201 Introduction to Professional Practices (w) 3 hours
PSY205 Human Development 3 hours
PSY360 Introduction to Counseling 3 hours
Two of the following: FOR365 Drugs and Society 6 hours
FOR483 Death and Dying
PSY362 Abnormal Behavior
PSY269 Human Sexuality
SOC230 Social Psychology
SOC320 Community Sociology
SOC361 Sociology of Gender
Total 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: INDIVIDUALIZED STUDIES (SPECIFY DISCIPLINE)
3 courses in specified discipline concentration 200 level 9 hours
3 courses in specified discipline concentration 300-400 9 hours
Total 18 hours
The choice of discipline and courses must be approved by the Faculty Advisor and the Dean of the school in which it is housed.
Some courses may have prerequisites. See course description for details.

MINOR: INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY
MGT303 Organizational Behavior 3 hours
MGT333 Managing Diversity in the Workplace (w) 3 hours
PSY320 Motivational Psychology 3 hours
PSY325 Introduction to Industrial/Organizational Psychology 3 hours
Two of the following: COM441 Organizational Communication 6 hours
MGT317 Human Resource Management
SOC230 Social Psychology
PSY445 Psychometrics (w)
Total 18 hours
Some courses may have prerequisites. See course description for details.
### MINOR: INTELLIGENCE STUDIES

- POL151 Introduction to National Security 3 hours
- POL229 Introduction to Intelligence Studies 3 hours
- POL235 Intelligence Analysis 3 hours
- POL341 Covert Action & Intelligence 3 hours
- ENF441 Counterintelligence/Counter-Terrorism 3 hours

One of the following: 3 hours
- CDNS12 Introduction to Cyber Defense
- CDNS44 Information Security
- POL440 The Constitution, Liberty, and Order

Total: 18 hours

Some courses may have prerequisites. See course description for details.

### MINOR: INTERNATIONAL BUSINESS

- ECC242 Global Trade 3 hours
- FIN326 International Finance 3 hours
- MGT351 Managing Diversity in the Workplace (w) 3 hours
- MGT431 International Management 3 hours
- MGT404 Global Marketing 3 hours

Total: 13 hours

Some courses may have prerequisites. See course description for details.

### MINOR: JOURNALISM

- COM134 Digital Photography 3 hours
- COM238 News Writing (w) 3 hours
- COM243 Introduction to Mass Communication 3 hours
- COM318 Feature Writing (w) 3 hours
- COM320 Argumentation/Persuasion Theory and Practice 3 hours
- COM430 Law and Communications 3 hours

Total: 18 hours

Some courses may have prerequisites. See course description for details.

### MINOR: LATIN AMERICAN STUDIES

- SPA101 Elementary Spanish I 3 hours
- SPA102 Elementary Spanish II 3 hours
- SPA201 Intermediate Spanish 3 hours
- SPA202 Advanced Spanish Literature: The Novel 3 hours
- CUL441 Latin American Culture 3 hours
- HIS341 History of Latin America 3 hours

Total: 18 hours

Some courses may have prerequisites. See course description for details.

### MINOR: LAW ENFORCEMENT

- CDNS34 Technology and Crime 3 hours
- ENF150 Police and Society 3 hours
- ENF239 Applied Criminal Investigation and Criminalistics 3 hours
- ENF293 Criminology (w) 3 hours
- ENF420 Investigative Interview 3 hours
- ENF490 Crime Analysis 3 hours

Total: 18 hours

Some courses may have prerequisites. See course description for details.

### MINOR: LEADERSHIP STUDIES

- SC5220 Introduction to Leadership 3 hours
- SC5450 Theory and Application of Leadership 3 hours

One of the following: 3 hours
- COMP1 Human, Interpersonal, Small Group Communication
- COMP2 Communicating Across Cultures (w)
- COMP4 Political Communication (w)

One of the following: 3 hours
- POL205 The Presidency (w)
- POL250 Social Psychology
- SOC320 Community Sociology
- SOC380 Social Movements and Ideologies

One of the following: 3 hours
- BUS301 Ethical Issues in Criminal Justice
- PHIL215 Ethics

Total: 18 hours

Some courses may have prerequisites. See course description for details.

### MINOR: MANAGEMENT

- MGT303 Organizational Behavior 3 hours
- MGT317 Human Resource Management 3 hours
- MGT351 Managing Diversity in the Workplace (w) 3 hours
- MGT404 Organization Theory 3 hours

One of the following: 3 hours
- CIS322 Information Systems for Managers (w)
- MGT221 Supply Chain Management
- MGT359 Small Business Management
- MGT411 International Management
- MGT390 Special Topics

Total: 13 hours

Some courses may have prerequisites. See course description for details.

### MINOR: MARKETING

- MKT252 Buyer Behavior 3 hours
- MKT233 Marketing Communications 3 hours
- MKT334 Personal Selling 3 hours
- MKT402 Marketing Research (w) 3 hours
- MKT404 Global Marketing 3 hours

Total: 15 hours

Some courses may have prerequisites. See course description for details.

### MINOR: MATHEMATICS

- MAT285 Calculus II 3 hours
- MAT387 Differential Equations 3 hours
- MAT390 Linear Algebra 3 hours
- MAT395 Calculus III 3 hours

One MAT elective (300-400 level) 3 hours

Total: 19 hours

Some courses may have prerequisites. See course description for details.
MINOR: MUSIC
MUP121 Musicianship I ................................. 3 hours
MUP221 Musicianship II ................................. 3 hours
MUS115, 116, 215 or MUS 117, 118, 217 Private Instruction .... 3 hours
Two of the following: ........................................ 6 hours
MUS110, 210, 310 or MUS112, 212, 312 Ensembles.
MUS324 Survey of American Popular Music (w) .... 3 hours
MUS327 Survey of Music Business .... 3 hours
MUS320 Introduction to Sound & Recording .... 3 hours
MUP240 The Rhythm Section .... 3 hours
MUP321 Musicianship III .... 3 hours
MUP331 Music Listening and Analysis I .... 3 hours
MUP332 Music Listening and Analysis II .... 3 hours
MUP440 Teaching Music .... 3 hours
Total .......................................................... 15 hours

Some courses may have prerequisites. See course description for details.

MINOR: PSYCHOLOGY
PSY201 Introduction to Professional Practices (w) .... 3 hours
One of the following: ....................................... 5 hours
PSY205 Human Development
SOC230 Social Psychology
Three PSY electives at the 300-400 level .......... 9 hours
PSY elective .................................................. 3 hours
Total ......................................................... 18 hours

Some courses may have prerequisites. See course description for details.

MINOR: PUBLIC RELATIONS
COM139 Digital Photography .... 3 hours
COM212 Introduction to Public Relations (w) .... 3 hours
COM218 News Writing (w) .... 3 hours
COM241 Introduction to Mass Communication .... 3 hours
COM320 Argumentation/Persuasion Theory and Practice .... 3 hours
COM416 Public Relations Cases, Campaigns and Nonprofits .... 3 hours
Total .......................................................... 18 hours

Some courses may have prerequisites. See course description for details.

MINOR: REGIONAL STUDIES
Foreign Language I ........................................ 3 hours
Foreign Language II ....................................... 3 hours
Advanced Foreign Language I ...................... 3 hours
Advanced Foreign Language II ...................... 3 hours
Two courses in related Culture or History courses 200-400 level .......... 6 hours
Total .......................................................... 18 hours

The choice of minor must be approved by the Dean of Arts and Sciences. It is recommended that students spend at least one semester or summer at an appropriate foreign study site approved by the Study Abroad Coordinator or Dean of Arts and Sciences.

MINOR: SOCIOLOGY
SOC250 Social Psychology .... 3 hours
SOC360 Multicultural Issues in Society (w) .... 3 hours
Two SOC electives at the 300-400 level ........... 6 hours
Two SOC electives ........................................ 6 hours
Total ......................................................... 18 hours

Some courses may have prerequisites. See course description for details.

MINOR: SPORTS MANAGEMENT
LAW260 Legal Issues in Sports & Recreation .... 3 hours
SRM160 Introduction to Sport & Recreation Management .... 3 hours
SRM260 Business of Sports (w) .... 3 hours
Two of the following: ....................................... 6 hours
SRM291 Recreation and Sport Program Administration
SRM325 Facility Design and Management
Total ......................................................... 15 hours

Some courses may have prerequisites. See course description for details.

MINOR: SPORTS WRITING AND PROMOTION
COM212 Introduction to Public Relations (w) .... 3 hours
COM241 Introduction to Mass Communication .... 3 hours
COM320 Argumentation/Persuasion Theory and Practice .... 3 hours
COM416 Public Relations Cases, Campaigns and Nonprofits .... 3 hours
SRM160 Introduction to Sport and Recreation Management .... 3 hours
SRM325 Sports Marketing & Promotions .... 3 hours
Total ......................................................... 18 hours

Some courses may have prerequisites. See course description for details.

MINOR: THEATRE
ENG350 History of Dramatic Literature (w) .... 3 hours
ENG380 Shakespeare (w) .... 3 hours
THR222 Introduction to Theatre .... 3 hours
THR250 The Art of Acting, .... 3 hours
THR261 Elements of Theatre .... 3 hours
Total ......................................................... 15 hours

Some courses may have prerequisites. See course description for details.

MINOR: TERRORISM STUDIES
POL281 Political Geography .... 3 hours
ENF212 Concepts of Terrorism .... 3 hours
ENF293 Criminology .... 3 hours
PSY344 Psychology of Terrorism .... 3 hours
ENF441 Counterintelligence/Counter-Terrorism .... 3 hours
One of the following: ....................................... 3 hours
CUL210 Comparative Cultures
SOC360 Multicultural Issues in Society
Total ......................................................... 18 hours

Some courses may have prerequisites. See course description for details.
BACHELOR-LEVEL CERTIFICATES

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS FOR BACHELOR LEVEL CERTIFICATES

Bachelor level credits earned at a regionally-accredited college or university may be transferred and applied toward a student’s degree requirements at Tiffin University for a Bachelor level certificate program. To transfer course credit, the student must have earned a grade of a “C” or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Registrar’s Office will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a Bachelor level certificate can be transfer credit.

CERTIFICATE: ADDICTIONS COUNSELING (CSL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL310 Introduction to Addiction Theory and Practice</td>
<td>3 hours</td>
</tr>
<tr>
<td>CSL320 Counseling Procedures &amp; Strategies with Addicted/Disordered</td>
<td>3 hours</td>
</tr>
<tr>
<td>CSL425 Group Process &amp; Techniques Working with Addicted/Disordered</td>
<td>3 hours</td>
</tr>
<tr>
<td>CSL435 Assessment &amp; Diagnosis of Addictive and Behavioral Health Problems</td>
<td>3 hours</td>
</tr>
<tr>
<td>CSL440 Prevention, Intervention, and Treatment Planning in Addictions</td>
<td>3 hours</td>
</tr>
<tr>
<td>CSL445 Theory &amp; Practice of Relationship Counseling in Addictions/Behavioral</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>18 hours</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

CERTIFICATE: ARABIC STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB101 Elementary Modern Standard Arabic I</td>
<td>3 hours</td>
</tr>
<tr>
<td>ARB102 Elementary Modern Standard Arabic II</td>
<td>3 hours</td>
</tr>
<tr>
<td>ARB201 Intermediate Modern Standard Arabic I</td>
<td>3 hours</td>
</tr>
<tr>
<td>ARB202 Intermediate Modern Standard Arabic II</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL312 Middle Eastern Culture</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS312 History of the Middle East (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>18 hours</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

CERTIFICATE: LATIN AMERICAN STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA101 Elementary Spanish I</td>
<td>3 hours</td>
</tr>
<tr>
<td>SPA102 Elementary Spanish II</td>
<td>3 hours</td>
</tr>
<tr>
<td>SPA201 Intermediate Spanish</td>
<td>3 hours</td>
</tr>
<tr>
<td>SPA202 Advanced Spanish Literature: The Novel</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL441 Latin American Culture</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS341 History of Latin America</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>16 hours</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.

Undergraduate Course Descriptions

The University reserves the right to add, delete, or modify the course offerings in the schedules based on curricular demands, enrollment, or student and institutional needs.

FOUNDATION COURSES*

*Foundation courses meet eligibility for financial aid, but do not fulfill graduation requirements. Students required to take these courses may need to attend an additional semester to meet graduation requirements.

CRS090*

Introduction to College Reading Skills* (3 cr. hours)
This course does not count for credit toward graduation. Students must pass with a “C” or better and will be allowed two (2) attempts to pass this class.
Offered Fall, Spring

Development of skills that are integral to the reading process will be practiced, with particular emphasis on building contextual vocabulary. Other reading skill related topics include recognizing main ideas and important supporting details, drawing literal and inferential conclusions, and identifying patterns of organization.

ENG090*

Introduction to College Reading and Writing * (3 cr. hours)
Prerequisite: Placement based upon University assessment. This course does not count for credit toward graduation. Students must pass with a “C” or better and will be allowed two (2) attempts to pass this class.
Offered Fall, Spring

This course will provide an in-depth introduction to college writing integrated with college reading, college life, college realities, college expectations, study skills and time management.

ENG095*

Fundamentals of College Writing* (3 cr. hours)
Prerequisite: ENG090, or placement based upon University assessment. Students who have earned credit in ENG141 or ENG142 may not earn credit in ENG095. This course does not count toward graduation. Students must pass with a “C” or better and will be allowed two (2) attempts to pass this class.
Offered Fall, Spring

This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and rhetoric.

MAT090*

Foundations of College Mathematics* (3 cr. hours)
This course does not count for credit toward graduation. Students must pass with a “C” or better and will be allowed two (2) attempts to pass this class. Individuals who have earned credit in MAT295 or higher level mathematics may not earn credit in MAT090.
Offered Fall, Spring

An algebraic foundation course covering algebraic expressions, solving linear equations, graphing in the Cartesian plane, and solving algebraic applications.

MAT095*

College Mathematics* (3 cr. hours)
Prerequisite: MAT090 (5 credit or letter) or placement. This course does not count for credit toward graduation. Students must pass with a “C” or better and will be allowed two (2) attempts to pass this class.
Offered Fall, Spring

An applied approach to traditional algebra topics including linear equations and inequalities, systems of linear equations, polynomials, factoring, rational expressions, and radical expressions. Emphasis will be placed on application problems.
FISCAL MATH (1 cr. hour)

Prerequisite: None

This course provides a basic understanding of financial math concepts and techniques. Topics include simple and compound interest, annuities, amortization, and cash flow analysis.

OFFERED Fall, Winter

103

UNDERGRADUATE

FIRST-YEAR STUDIES (FYS)

FYS100

First-Year Seminar (1 or 3 cr. hours)

Offered Full, Spring

The purpose of this course is to help each new student make a successful transition to Tiffin University by building social connections and improving academic preparedness. To this end, the course aims to foster a sense of belongingness, promote engagement in the University life, encourage self-responsibility, and articulate to students the expectations and values of the University. The course also seeks to help students develop essential study skills, understand University resources, and explore potential majors and careers.

EXP101

Exploring Your Future (1 cr. hour)

Prerequisite: FYS100

Offered Spring

This course is designed to assist students who are undecided on their major or who are exploring their career options. The course seeks to identify how knowledge, skills, and values are matched to major and career choices. It will expand the student's knowledge of major, occupational, and career opportunities and to find the career path that is the best fit. This is a graded course.

ACC: ACCOUNTING

ACC190, ACC290, ACC390, ACC490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses

Topics will vary. May or may not be writing intensive.

ACC201

Survey of Accounting (3 cr. hours)

Prerequisite: MAT174/181/251/275/281

Offered Fall, Spring

An introduction to the fundamentals of accounting from the user's perspective. The primary emphasis is the relationship between cash flow and accrual based income measurement. Includes financial reporting requirements and standards.

ACC210

Analysis of the Accounting Process (3 cr. hours)

Prerequisite: ACC201

Offered Fall, Spring

Must pass this course with a "C" or better to enroll in ACC301.

This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision-making.

ACC228

Managerial Accounting (3 cr. hours)

Prerequisite: ACC220

Offered Fall, Spring

This course is designed to provide information to the management student who will be charged with directing and controlling operations from within the organization. Emphasis is placed on corporation reports, statements, schedules, and summaries prepared for the use of management.

ACC301

Intermediate Accounting I (3 cr. hours)

Prerequisite: ACC220 ("C" or better); Must pass this course with a "C" or better to enroll in ACC302.

Offered Fall

Intermediate Accounting I is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.

ACC302

Intermediate Accounting II (3 cr. hours)

Prerequisite: ACC301 ("C" or better)

Offered Spring

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.

ACC304 (w)

Federal Income Tax (3 cr. hours)

Prerequisite: ACC210; this is a writing intensive course.

Offered Spring

Determination of taxable and nontaxable income, deductions, and tax liability for individuals and corporations. Includes background and objectives of the federal tax system. This is a writing intensive course.

ACC313

Cost Accounting I (3 cr. hours)

Prerequisite: ACC228; ("C" or better)

Offered Fall

A comprehensive study of the cost accounting cycle. Includes job order costing techniques and procedures.

ACC314

Cost Accounting II (3 cr. hours)

Prerequisite: ACC313 ("C" or better)

Offered Spring

Continuation of ACC313. Emphasis is on process and standard costing techniques. Includes cost control and management decision concepts.

ACC403

Accounting Information Systems (3 cr. hours)

Prerequisites: ACC210, CIS111, Junior standing

Offered Fall

This course lays a foundation for understanding accounting user support, information technology, and business problem solving. The emphasis of this course is the interrelationship between different facets of an accounting information system. A detailed study of both a manual system and a computerized system is included.

ACC404

Auditing (3 cr. hours)

Prerequisite: ACC403

Offered Fall

Presents a basic overall framework of auditing and assurance services including both conceptual and procedural matters. Discusses ethical concepts of the accounting profession.

ACC405

Fraud Examination in Accounting (3 cr. hours)

Prerequisite: ACC403 or concurrent

Offered Fall

Covered in this course are the nature of fraud, and general concepts about fraud detection and prevention. Investigative methods cover several elements of fraud: the theft act, the concealment of fraud, and the conversion of assets taken. Various types of fraud studied include financial statement (management) fraud, fraud against the organization, and consumer fraud.

ACC470

Internship (3 cr. hours)

Prerequisite: Junior standing and permission of the Internship Coordinator

This course provides the student with on-the-job experience in varied aspects of accounting. Hours and work assignments will be arranged on an individual basis.
UNDERGRADUATE

ACC: ACCOUNTING (continued)

ACC491
Accounting Research Project (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ACC majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Accounting Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual’s entire professional career. The Research Project spans the complete curriculum. The Accounting Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Accounting Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

ARB: ARABIC

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

ARB101
Elementary Modern Standard Arabic I (3 cr. hours)
There will be a lab fee associated with this course.
Offered Fall
This course is the first of a two-term sequence in elementary Arabic. It begins with an introduction to the phonology and script of Modern Standard Arabic. During this initial phase, the student is also introduced to common greetings, expressions, and simple phrases. This is followed by combined listening, speaking, reading, and writing exercises supported by simple texts, audio recordings, and interactive communicative drills involving instructor-student, student-student, and group interactions. These tasks complement the introduction of elementary grammatical features. Cultural skills, required for effective communication, are developed through short texts and dialogues.

ARB102
Elementary Modern Standard Arabic II (3 cr. hours)
Prerequisite: ARB101; There will be a lab fee associated with this course.
Offered Spring
This course builds upon those skills developed in ARB101. Having learned sound and script and basic grammatical features, this course continues to develop the student’s vocabulary and understanding of fundamental grammatical structures through situational exercises. Learning is supported by texts, audio recordings, and interactive communicative exchanges with other students and the instructor. As the student’s comprehension develops the language of instruction and interaction in the classroom incrementally shifts to Arabic. Basic texts and audio recordings further enhance cultural understanding and awareness in communication.

ARB201
Intermediate Modern Standard Arabic I (3 cr. hours)
Prerequisite: ARB102; There will be a lab fee associated with this course.
Offered Fall
This course continues the process of acquiring proficiency in the language. It presents more complex structures of Arabic to enable students to analyze and comprehend authentic texts and audio recordings. Listening, speaking, and writing skills are developed through texts, audio, and practice focused on newly introduced grammar and communicative exchanges. Students are assigned extra reading and listening assignments to be completed with the aid of the dictionary. Whenever feasible, Arabic is the language of instruction and interaction in the classroom. Students are required to integrate cultural understanding and expression into communicative exchanges.

ARB202
Intermediate Modern Standard Arabic II (3 cr. hours)
Prerequisite: ARB201; There will be a lab fee associated with this course.
Offered Spring
Students will continue training in order to develop speaking, reading, and writing skills through a variety of exercises and activities based on the previous 3 terms, new vocabulary, and the introduction of further grammatical structures. These tasks are supported by authentic texts and audio recordings covering a wide range of topics to include history, current events, and contemporary events. Students are assigned extra reading and listening assignments to be completed with the aid of the dictionary. Students are required to integrate socio-cultural understanding and expression into communicative exchanges.

ART: ART

ART114, ART214, ART314, ART414
Art Team Sequence (3 cr. hour each)
Offered Fall, Spring
Students will participate in community-based art projects. Students will design, propose and create group and individual art projects. Students will learn specific techniques for artistic problem solving and methods to increase visual creativity. Students will engage in the community with creating projects outside the studio environment.

ART210
Two-Dimensional Foundations (3 cr. hours)
Offered Fall, Spring
In this hands-on introductory course, students will use two-dimensional media to learn specific techniques for creative problem solving, and methods to increase visual creativity and perception. Students will explore the elements and principles of visual design including, but not limited to, line, shape, color, texture, value, composition and space using graphite, inks, charcoal, and acrylic paint. Students are exposed to the role of two-dimensional art in contemporary society. Problem solving on an individual and group level is stressed.

ART210 will develop multiple strategies when making a drawing/painting, according to the specific intentions of a particular investigation. Expression and gesture will be a way to record the elusive and essential qualities of a subject. Compositional development will also be emphasized through the consideration of proportion, placement and the manipulation of a drawing/painting structure.

ART310
3-Dimensional Foundations (3 cr. hours)
Offered Fall, Spring
This hands-on, introductory course will introduce students to the language and experience of 3-dimensional form. Assignments will encourage students to develop concepts, work through ideas, to experiment, and to embrace risks in the design process. Both traditional as well as non-traditional 3-dimensional media will be emphasized. Students are exposed to the role of 3-dimensional concepts as a basis for sculpture, architecture, and industrial design. Problem solving on an individual and group level is stressed.

ART190, ART290, ART390, ART490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses. May or may not be writing intensive.
These courses offer students topics of special interest that will increase knowledge and understanding of a particular subject area in the visual arts. Problem solving on an individual and group level will be stressed. Research and basic computer imaging applications will be incorporated in various assignments.

ART210
Art Appreciation (3 cr. hours)
There will be a lab fee associated with this course.
Offered Fall
This art course introduces the non-art major to the fundamentals of art, the Formal Elements and Principles of the visual and plastic arts. It will provide the student with the opportunity through experiential learning to explore methods, materials and processes used in the creation of visual art. The student will further develop critical thinking skills, individual problem solving and group problem solving.

ART224
Mixed Media (3 cr. hours)
Offered Spring odd numbered years
In this course students will explore traditional and nontraditional materials used in historical and contemporary artworks. Students will explore, apply, and analyze artistic models for inspiration. Formal theories and techniques will be used to resolve and understand the process and practice of works produced in mixed media.

The formal elements and principles of design will be utilized to organize the artistic compositions. Visual aesthetics and relationships will be used to define form and function. Various construction methods will be used to create well-crafted and theory-based projects. A familiarization with real life experiences will be emphasized in order to develop a sensitivity and awareness of the physical world. Student will have the opportunity to produce cohesive works that have their own artistic visions, through research, art history and theory. This course will explore 20th & 21st century art marking in Media Intervention, Collage, Political Art, Green Works, Assemblage and various artists that apply to student interests.
ART: ART

ART260
Drawing (3 cr. hours)
Prerequisite: ART120
Offered Fall
This introductory course will expose the student to a number of traditional skills and ideas that have been used by artists throughout history. The class involves drawing from direct observation with an emphasis on linear and free hand perspective, space, volume, and other basic techniques and concepts. Introduction to Drawing has an emphasis on line as the principle conveyer of form. The student is expected to develop disciplined work habits and an understanding of the visual artist's formal language. There will be regular class critiques and discussions.

ART322
Printmaking (3 cr. hours)
Offered Spring even numbered years
Students will explore the traditional printmaking techniques (drypoint etching, monotype, collagraph, and linocut) and develop their studio art skills. Emphasis will be placed on critiques and creative problem solving, and on developing a working creative process. After the fundamentals are learned, students are encouraged to approach printmaking in a variety of ways that may include the production of single or multiple prints, as well as incorporation of text, digital images, and multiple print processes. Students will work to develop an advanced studio art practice and establish independent working methods. They will create a long-term, self-designed project that results in a final portfolio based on theme.

ART324
Digital Mixed Media (3 cr. hours)
Prerequisite: COM134, smart phone
Offered Fall odd numbered years
This course is a learning laboratory for digital art-making processes and explores the intersections between digital media and traditional modes of presentation, including bringing the art to the physical world. Students will use mobile devices to acquire material for the basics of digital collage, video editing and sound design. This course builds on digital art concepts such as image composition, appropriation, collage, and remixing, and projects move from concept to output.

ART325
Graphic Design (3 cr. hours)
There will be a lab fee associated with this course.
Offered Fall, Spring
This course will investigate the mechanics of visual perception using digital design tools. Focus will be on the formal properties of design including space, line, plane, mass, shape, texture, and color, and the organizational fundamentals of unity, balance, rhythm, and movement. Students will prepare and produce a series of digital design projects that are relevant to professional practices. Emphasis will be given to the principles of planning and visual thinking needed to communicate ideas. Problem solving on an individual and group level will be stressed.

ART340 (w)
Topics in Art History (3 cr. hours)
Prerequisites: ENGL42; earning a “C” or better; this is a writing intensive course.
Offered Spring
Students in this course engage in an indepth study a specific topic, time period or genre of art history. Topics may include the history of photography, Modern art, American art, or others as determined by the instructor, and will rotate each time the course is offered. Emphasis will be placed on exploring different art historical methodologies, as well as understanding the importance and impact of the course theme on the study of art history as a whole. This is a writing intensive course.

ART391
Independent Study (3 cr. hours)
Prerequisite: MGT-301, and one from AEN110, MUS223, or THR222
Offered as needed
Individual directed projects. Requires written approval of the instructor to register for the course.

ART: ARTS ENTREPRENEURSHIP

ART420
Interactive Digital Design (3 cr. hours)
Prerequisites: ART225, COM134, or by permission of the instructor
Offered Spring even numbered years
This course examines the aesthetic, conceptual, and technical foundations of new media art-making. Students explore the form and space of new media images through a wide variety of materials and media, including creating and editing digital images, audio and video, and embedding multimedia in Web pages. The course emphasizes strategies for idea generation and story-telling on multiple platforms through hands-on production of new media art combined with discussion of its place in contemporary society.

AEN: ARTS ENTREPRENEURSHIP

AEN110
The Arts in Society (3 cr. hours)
Offered Fall even years
This course explores the influence of the performing and visual arts on society. Students will examine the arts and the creative process, mythology, social justice, and cultural history to understand the ways the arts impact human expression.

AEN210 (w)
Prerequisites: AEN110; this is a writing intensive course.
Offered Spring odd numbered years
An introduction to the skills and techniques of arts entrepreneurs. Topics include marketing, financial record keeping, budgeting, taxes, project management, legal issues, and business structures. Students enrolled in this class will begin to develop the toolkits necessary to become successful independent artists.

AEN310 (w)
Principles of Arts Entrepreneurship (3 cr. hours)
Prerequisite: AEN210; this is a writing intensive course.
Offered Fall even numbered years
This course develops skills related to business model development, program development, assessment, income generation, community engagement, and branding for independent artists. Practical skills and applied knowledge will be emphasized.

AEN465 (w)
Managing the Arts (3 cr. hours)
Prerequisite: AEN110; this is a writing intensive course.
Offered Spring odd numbered years
This course examines the conceptual and practical structures of arts management for profit-oriented cultural organizations with some attention paid to the not-for-profit marketplace. Serving as an introduction to the workings of arts organizations, including boards, fundraising, grant writing, non-profit organizations, artist representation, programming, and audience development, the course gives practical applications of arts management for gallery administrators and performing arts presenters.

AEN491
Senior Project (3 cr. hours)
Prerequisite: AEN110
Offered Spring odd numbered years
Students will pursue individual projects in a group setting. Senior Projects will result in a performance, exhibition, or discipline-specific public presentation of their work. An interdisciplinary perspective is encouraged. Bachelor of Arts degree candidates only.

ART260
Drawing (3 cr. hours)
Prerequisite: ART120
Offered Fall
This introductory course will expose the student to a number of traditional skills and ideas that have been used by artists throughout history. The class involves drawing from direct observation with an emphasis on linear and free hand perspective, space, volume, and other basic techniques and concepts. Introduction to Drawing has an emphasis on line as the principle conveyer of form. The student is expected to develop disciplined work habits and an understanding of the visual artist's formal language. There will be regular class critiques and discussions.

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Graphic Design (3 cr. hours)
There will be a lab fee associated with this course.
Offered Fall, Spring
This course will investigate the mechanics of visual perception using digital design tools. Focus will be on the formal properties of design including space, line, plane, mass, shape, texture, and color, and the organizational fundamentals of unity, balance, rhythm, and movement. Students will prepare and produce a series of digital design projects that are relevant to professional practices. Emphasis will be given to the principles of planning and visual thinking needed to communicate ideas. Problem solving on an individual and group level will be stressed.

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Prerequisites: ENGL42; earning a “C” or better; this is a writing intensive course.
Offered Spring
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Offered as needed
Individual directed projects. Requires written approval of the instructor to register for the course.

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This course examines the conceptual and practical structures of arts management for profit-oriented cultural organizations with some attention paid to the not-for-profit marketplace. Serving as an introduction to the workings of arts organizations, including boards, fundraising, grant writing, non-profit organizations, artist representation, programming, and audience development, the course gives practical applications of arts management for gallery administrators and performing arts presenters.

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Senior Project (3 cr. hours)
Prerequisite: AEN110
Offered Spring odd numbered years
Students will pursue individual projects in a group setting. Senior Projects will result in a performance, exhibition, or discipline-specific public presentation of their work. An interdisciplinary perspective is encouraged. Bachelor of Arts degree candidates only.
BIO101
Contemporary Biological Problems (3 cr. hours)
Co-requisite: BIO102L
Offered Online only
An introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life. The following topics will be covered: cells, genetics, evolution, diversity of life, plant and animal structures and functions, and ecology. There is a lab component to this course.

BIO101L
Contemporary Biological Problems Lab (1 cr. hour)
Co-requisite: BIO101; There will be a lab fee associated with this course
Offered Online only
This is the mandatory lab component of BIO101, an introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life.

BIO150
Medical Terminology (3 cr. hours)
Prerequisite: NAT150
This course includes a comprehensive study of the basic structure of medical terminology that is necessary to work in healthcare. Spelling is emphasized as the student develops a professional vocabulary.

BIO210
General Biology I (3 cr. Hours)
Co-requisite: BIO210L
Offered Fall
This is the first half of a two-course sequence in intensive biology designed for students majoring in sciences. This course will introduce the principles and concepts of biology. Topics that will be covered in this course include foundations in biology: chemical context of life, carbon and molecular diversity of life, energy transformations; the cell structure, signaling and metabolism; cell cycle, genetics of inheritance, gene expression, development and evolution, patterns of evolution and the origin of species. There is a lab component to this course.

BIO210L
General Biology I Lab (1 cr. Hours)
Co-requisite: BIO210; There is a lab fee associated with this course.
Offered Fall
This is the lab part of the first half of a two-course sequence in intensive biology designed for students majoring in sciences. This course will introduce the principles and concepts of biology. Topics that will be covered in this course include foundations in biology: Application of the scientific method in biology; simple laboratory techniques for quantitative methods; simple cellular functions; energy transformations; the cell structure and cell division; genetics of inheritance, nature of DNA, patterns of evolution and the origin of species.

BIO211
General Biology II (3 cr. Hours)
Prerequisite: BIO210 and 210L, earning a “C” or better. Co-requisite: BIO211L
Offered Spring
This course is the second of a two-course sequence designed to give students majoring in the sciences an intensive introduction to the biological sciences and follows BIO 210; General Biology I. Topics that will be covered in this course include taxonomy and the fundamentals of phylogenetic relationships among major groups of living organisms; comparative morphology; anatomy; physiology and reproduction as pertinent to each group; the biological communities and ecosystems, exploring the interactions between organisms and the living and non-living components of their environments and conservation biology. There is a lab component to this course.

BIO211L
General Biology II Lab (1 cr. Hours)
Prerequisite: BIO210 and 210L, earning a “C” or better; Co-requisite: BIO211; There will be a lab fee associated with this course.
Offered Spring
This is the lab part of the second half of a two-course sequence designed to give students majoring in the sciences an intensive introduction to the biological sciences and follows BIO 210; General Biology I and BIO 210 Lab. Topics that will be covered in this course include taxonomy and phylogenetic relationships among major groups of living organisms; comparative morphology; anatomy; physiology and reproduction in plant and animal groups; the biological communities and ecosystems, population growth and conservation biology.

BIO311 (w)
Human Anatomy & Physiology I (3 cr. hours)
Prerequisite: BIO211, BIO 211L, CHM 132 and CHM 132L, earning a “C” or better; Co-requisite: BIO311L; this is a writing intensive course.
Offered Fall
This is an advanced course that will provide an understanding of the human anatomy and how the body functions. This is the first part of a two semester course. It covers the anatomy and physiology of the cell, tissues, skeletal, muscular and nervous systems. The course will cover basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary system; skeletal: bones and skeletal tissues; muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses. The information will be applied to predict and describe the anatomical and physiological results of disruptions to the normal status of the human body. There is a lab component to this course. This is a writing intensive course.

BIO311L
Human Anatomy & Physiology I Lab (1 cr. hour)
Prerequisite: BIO211, BIO 211L, CHM 132 and CHM 132L, earning a “C” or better; Co-requisite: BIO311; there will be a lab fee associated with this course.
Offered Fall
This course is the lab component of BIO311. It will provide hands-on experience on basic anatomical and directional terminology: fundamental concepts and principles of cell biology; histology; the integumentary system; skeletal: bones and skeletal tissues; muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses.

BIO312 (w)
Human Anatomy & Physiology II (3 cr. hours)
Prerequisite: BIO311 and BIO311L, earning a “C” or better; Co-requisite: BIO312L; this is a writing intensive course.
Offered Spring
This course is a continuation of BIO311 Human Anatomy and Physiology I and BIO311L. Human Anatomy and Physiology Lab. This course will cover the endocrine system; the blood; the cardiovascular and respiratory systems; the lymphatic system and lymphoid organs and tissues; the immune system; the digestive system and the urinary system; the reproductive and developmental processes. The course will review the application of these concepts in the identification, diagnosis and treatment of diseased condition and will cover selected topics on clinical case studies. The course will also include a one-hour laboratory.

BIO312L
Human Anatomy & Physiology II Lab (1 cr. hour)
Prerequisite: BIO311 and BIO311L, earning a “C” or better; Co-requisite: BIO312; there will be a lab fee associated with this course.
Offered Spring
This course is the lab component of BIO312. It will provide hands-on experience on the endocrine system; the blood; the cardiovascular and respiratory systems; the lymphatic system and lymphoid organs and tissues; the immune system; the digestive system and the urinary system; the reproductive and developmental processes.

BIO333
Genetics (3 cr. hours)
Prerequisites: BIO211 and BIO211L, earning a “C” or better; Co-requisite: BIO333L
Offered Fall
This course is an introduction to the concepts of genetics. The course will cover the basic fundamentals of genetics and their applications. It will cover the current principles of heredity including gene structure, function, regulation and gene transfer. Other areas will include DNA technology; genomics, heritable diseases and population genetics, quantitative genetics, and evolutionary genetics. There is a required lab component to this course.
BIO: BIOLOGY

continued:

BIO333L
Genetics Lab (1 cr. hour)
Prerequisites: BI0211 and BI0211L, earning a "C" or better; Co-requisite: BIO333; There will be a lab fee associated with this course.
Offered Fall
This laboratory will cover principles of Mendelian inheritance, Drosophila genetics and other biotechnology processes applied in the field of genetics. The students will be expected to apply the principle covered in lecture to processes in the lab.

BIO373
Microbiology (3 cr. hours)
Prerequisites: BIO333 and BIO 333L, earning a "C" or better; Co-requisite: BIO337L.
Offered Fall
This is an introductory course that will provide an understanding of the key microorganisms and the relationships between microorganisms, humans, and their environment. The course will cover the replication of the cell's processes in the identification, prevention, and treatment of infectious diseases and will also cover selected topics on microbial agents with emerging trends in microorganisms. Throughout the course, both harmful and beneficial aspects of microorganisms will be covered. There is a required lab component to this course.

BIO373L
Microbiology Lab (1 cr. hour)
Prerequisites: BIO333 and BIO 333L, earning a "C" or better; Co-requisite: BIO337.
Offered Fall
This one-credit laboratory component will cover basic techniques in microbiology such as methods of staining and the microscopic, colonial and biochemical identification of microorganisms as well as a basic culture technique.

BIO445
Cellular and Molecular Biology (3 cr. hours)
Prerequisites: CHM441, BIO333 and BIO333L, earning a "C" or better; Co-requisite: BIO435L.
Offered Fall
This course is an introduction to cell and molecular biology, which deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. Finally, the course will investigate how genes are maintained or change in a population, potentially resulting in the evolution of entirely new types of living organisms. The relationships of biology to everyday life and human society will also be emphasized throughout the course.

BIO445L
Cellular and Molecular Biology Lab (1 cr. hour)
Prerequisites: CHM441, BIO333 and BIO333L, earning a "C" or better; Co-requisite: BIO435.
Offered Fall
This course is an introductory course in concepts of cell and molecular biology. It deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. The purpose of the lab is to familiarize students with the different molecular techniques with emphasis on DNA technologies. These techniques are used to interpret how cells function at a molecular level of the gene.

CDS: CYBER DEFENSE

CDS190, CDS290, CDS390, CDS490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.

CDS152
Introduction to Cyber Defense (3 cr. hours)
Offered Spring
This course will provide a foundational overview of the basics of computer network operations, their vulnerabilities, the various types of automated network intrusions, and some basic defense strategies, including Defense in Depth. Students will become familiar with the differences between major categories of malware, such as viruses, worms, and Trojan horses. The importance of security policies, a trained workforce, and the roles of information technology specialists within organizations will be examined. rudimentary cryptographic, and Public Key Infrastructure concepts will be introduced.

CDS334
Technology and Crime (3 cr. hours)
Prerequisite: CDS111, JUS110
Offered Fall, Spring
This course is a survey of the use and potential of technology in justice agencies. The use of technology will be examined. Criminological theories related to the cyber-crimp typologies will be evaluated.

CDS344
Information Security (3 cr. hours)
Prerequisite: CDS111, CDS152
Offered Fall
This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

CDS345
Cyber Law and Ethics (3 cr. hours)
Prerequisite: CDS152
Offered Fall
This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

CDS348
Incident Management (3 cr. hours)
Prerequisites: CDS344, CDS345
Offered Spring
This course will train students in methods used to work through and recover from a network incident, be it in the result of network failures, natural disaster, or cyber-attack. Course material will include the various Mission Assurance Levels used by major portions of the U.S. Government, as well as how to plan, conduct, and gather lessons-learned from war games where Intentional failures have been planned in as part of the exercise. Finally, the role that damage assessment plays in post-incident response/recovery will be emphasized.

CDS351
Survey of Computer Forensics (3 cr. hours)
Prerequisite: JUS202 or CDS345
Offered Fall
This course will provide the student with an overview of current terms and concepts that form the basis for all computer investigations. A comparative analysis of computer forensics and other criminal forensic sciences will be conducted to provide the student understanding of the forensics field. The student will become familiar with computer hardware, operating systems, programming and networking (including a comprehensive review of internet protocols and routing). The course will conclude with a review of typical computer crimes and common computer intruder methods.
CDS: CYBER DEFENSE (continued)

CDS355
Penetration Testing & Vulnerability Analysis (3 cr. hours)
Prerequisites: CDS152, CDS252
Offered Spring
This course will equip students to evaluate a network to discover potential security vulnerabilities and rectify those issues. Students will learn the most common security mistakes as well as the necessary corrective action, and will be able to probe networks to determine if any of those common vulnerabilities can be exploited. The roles, missions, and appropriate applications of Red Teams and Blue Teams will be discussed.

CDS356 (w)
Malware Analysis (3 cr. hours)
Prerequisites: CDS152; this is a writing intensive course.
Offered Fall
Malware (viruses, worms, trojans, spam, etc.) represents an increasing information security threat to computer systems and networks. Students will review software engineering design fundamentals and reverse engineering techniques used to conduct static and dynamic forensic analysis on computer systems and networks on multiple platforms, such as Windows and Linux. This is a writing intensive course.

CDS435
Advanced Digital Forensics (3 cr. hours)
Prerequisite: CDS351
Offered Fall
This course will discuss advanced digital forensics, evidence, and case preparation. Concepts will include Access Data’s Forensic Toolkit (FTK), E-Discovery and courtroom testimony will be discussed and demonstrated. Students will learn about the importance of forensic principles, legal considerations, digital evidence controls, and documentation of forensic procedures. This course will incorporate demonstrations and laboratory exercises to reinforce practical applications of course instruction.

CDS445
Cyber Warfare (3 cr. hours)
Prerequisites: CDS355
Offered Spring
This course explores the past, current, and future threats of information warfare and cyber terrorism. It provides an overview of information warfare and cyber terrorism techniques and capabilities of state and non-state actors through case study analysis. An exploration of current and future technology and development of information warfare and cyber terrorism techniques is utilized to develop future threat matrices and countermeasures.

CDS491 (w)
Senior Seminar in Cyber Defense (3 cr. hours)
Prerequisites: Senior standing and permission of School Dean or Director; this is a writing intensive course.
Offered Fall
This course provides a capstone experience in cyber defense. It develops more advanced skills in penetration testing, network vulnerability assessments, and detecting and responding to intrusions. The course utilizes a laboratory setting to enhance learning objectives. This is a writing intensive course.

CHM: CHEMISTRY

CHM121
General Chemistry I (3 cr. hours)
Co-requisite: CHM131L and MAT181/182/275/276/281
Offered Fall
A first semester course in general chemistry. Topics covered include molecular theory, atomic structure, gasses, aqueous solutions, thermo-chemistry, bonding, and molecular geometry. Lab required.

CHM131L
General Chemistry I Lab (1 cr. hour)
Co-requisite: CHM131; There will be a lab fee associated with this course.
Offered Fall
This course is a general introduction to experimental chemistry including safety in a lab environment, general lab skills, calculations, stoichiometry, and other analytical concepts. The course will also address physical and chemical properties of substances and chemical reactions.

CHM132
General Chemistry II (3 cr. hours)
Prerequisites: CHM131 and CHM131L, earning a “C” or better; Co-requisite: CHM132L
Offered Spring
This second semester course includes topics on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry Lab required.

CHM132L
General Chemistry II Lab (1 cr. hour)
Prerequisite: CHM131 and CHM131L, earning a “C” or better; Co-requisite: CHM132L; There will be a lab fee associated with this course.
Offered Spring
This second semester course includes lab processes on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry.

CHM190, CHM290, CHM390, CHM490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary May or may not be writing intensive.

CHM281
Quantitative Analysis (3 cr. hours)
Prerequisites: CHM132 and CHM132L, earning a “C” or better; Co-requisite: CHM281L
Offered Fall
This course will serve as an introduction to the basic concepts of analytical techniques. Students will be expected to apply concepts learned in General Chemistry. The techniques and skills developed in the required lab will be essential for CHM481.

CHM281L
Quantitative Analysis Lab (1 cr. hour)
Prerequisites: CHM281 and CHM281L, earning a “C” or better; Co-requisite: CHM281L; There will be a lab fee associated with this course.
Offered Fall
A one-semester course in quantitative analysis lab. The course will serve as a supplement to the lecture course. The basic concepts of analytical techniques will serve as the upper level chemistry requirement for the Bachelor of Science Degree, and for the Forensic Science degree. The student will be expected to apply concepts learned in the lecture in the experiments. The lecture will accompany the course and is required. The techniques and skills developed in the laboratory will be essential for CHM 481.

CHM331
Organic Chemistry I (3 cr. hours)
Prerequisite: CHM132 and CHM132L, earning a “C” or better; Co-requisite: CHM331L
Offered Fall
The study of organic chemistry including the structure and nomenclature of organic compounds. Topics will consider both the theoretical and experimental approaches to organic compounds. Lab required.

CHM331L
Organic Chemistry I Lab (1 cr. hour)
Prerequisite: CHM331 and CHM331L, earning a “C” or better; Co-requisite: CHM331L; There will be a lab fee associated with this course.
Offered Fall
A one-semester laboratory course designed to study the IUPAC nomenclature of all organic functional groups, their physical & chemical properties and the reactions required to make them.

CHM332
Organic Chemistry II (3 cr. hours)
Prerequisites: CHM331 and CHM331L, earning a “C” or better; Co-requisite: CHM332L
Offered Spring
This second semester course in organic chemistry which includes topics on reaction types, physical properties, stereochemistry and the different methods of analyzing organic compounds. It will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.
CHM32L
Organic Chemistry II Lab (1 cr. hour)
Prerequisites: CHM331L and CHM332L, earning a “C” or better. Co-requisite: CHM332. There will be a lab fee associated with this course.
Offered Spring

A one-semester course in organic chemistry Lab. The course will serve as a supplemental course to the CHM332 lecture and it will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. Topics include stereochemistry and how it impacts physical and chemical properties, spectroscopy and details about organic chemical reactions. The student will be expected to apply concepts learned during the lecture course.

CHM370
Scientific Research Design (3 cr. hours)
Prerequisites: CHM332 and CHM332L, earning a “C” or better
Offered Fall

A one-semester course in Scientific Research Design. The course will serve as a basis for understanding all of the aspects of research and research proposals. This course will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. The student will learn the history of large and small scale research projects, the creativity behind them, how to get them funded and the legal aspects of protecting the novel ideas and approaches that may be developed during the life of the research. Students will learn how to write a research proposal, how to write a patent to protect their idea, and their semester will culminate by presenting their ideas to the class and to the legal and investor community.

CHM411
Biochemistry (3 cr. hours)
Prerequisites: BI0312, BI0312L, CHM332, and CHM332L, earning a “C” or better; There is no laboratory requirement.
Offered Spring

This course will serve as an introduction into the basic concepts of biochemistry. This includes the study of principal types of biochemical compounds, nature of reactions taking place in plant and animal tissue and functions of enzymes, carbohydrates, lipids and nucleotides in the metabolic control of these processes. The student will be expected to apply concepts learned in biology and chemistry. There is no laboratory requirement.

CHM435
Inorganic Chemistry (3 cr. hours)
Prerequisites: CHM332 and CHM332L, earning a “C” or better; Co-requisite: CHM435L.
Offered Fall

A one-semester course in Inorganic Chemistry. This course will serve as an in-depth study into the chemistry of the main group elements and transition metals, organized in terms of molecular structure, electronic properties, and chemical reactivity. Inorganic Chemistry focuses on solid state chemistry, nomenclature of inorganic compounds, fundamentals of inorganic complexes, chemical periodicity, introductory atomic theory and molecular orbital theory, descriptive nonmetal chemistry, structures and reactions of transition metal complexes, and applications of inorganic complexes. Inorganic Chemistry will serve as the upper level chemistry requirement for the Bachelor of Forensic Chemistry Degree. The student will be expected to build on concepts learned in General Chemistry. The laboratory will accompany the course and is required.

CHM435L
Inorganic Chemistry Lab (1 cr. hour)
Prerequisites: CHM332 and CHM332L, earning a “C” or better; Co-requisite: CHM435
Offered Fall

This laboratory course includes laboratory exercises in the preparation and purification of inorganic compounds utilizing modern synthetic techniques and equipment. Characterization of inorganic compounds will be performed by modern spectroscopic techniques such as nuclear magnetic resonance, UV-vis, infrared, and magnetic susceptibility.

CHM450
Physical Chemistry (3 cr. hours)
Prerequisites: MAT285, CHM281 and CHM281L, earning a “C” or better; Co-requisite: CHM450L.
Offered Spring

The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made.

CHM450L
Physical Chemistry Lab (1 cr. hour)
Prerequisites: MAT285, CHM281 and CHM281L, earning a “C” or better; Co-requisite: CHM450.
Offered Spring

The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made. Laboratory experience with modern instrumentation in performing physical and analytical chemistry experiments, practice scientific writing.

CIS: COMPUTER INFORMATION SYSTEMS

CIS111 Information Systems & Applications (3 cr. hours)
Offered Fall, Spring

This course is a survey of basic computer concepts and the MS Office Applications Suite. Topics covered include responsible use of information technology, hardware concepts, word processing (Word), the use, development and maintenance of spreadsheets (Excel), the creation of electronic presentations (PowerPoint), and an introduction to databases (Access). This is a hands-on skills and a conceptual course. Participants will be required to demonstrate software proficiency in the lab, as well as through objective written tests.

CIS190, CIS290, CIS390, CIS490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

CIS201 Programming (3 cr. hours)
Prerequisite: CIS 111 and MAT141H1/2/3 or MAT141H1/2/3 or MAT141H1/2/3
Offered Fall

Introduces structured programming using a programming language such as Visual Basic. The student will learn to design and develop Windows based applications that are event-driven (point and click). Record structures will be developed along with file storage and manipulation techniques. The course will expose the student to the object-oriented programming environment.

CIS212 (w) Systems Analysis and Design (3 cr. hours)
Prerequisite: CIS201; this is a writing intensive course.
Offered Spring

This course covers the systems development life cycle (SDLC) using a case study based approach. All phases of analysis, design, and implementation are covered using the top-down approach. CASE tools are used as a resource. This is a writing intensive course.
CIS: COMPUTER INFORMATION SYSTEMS

CIS 255
Internet and Website Development (3 cr. hours)
Prerequisite: CIS201 or concurrent (waived for Arts Entrepreneurship majors only)
Offered Fall
This course covers the Internet and its parts such as the World Wide Web and website development. The student will learn to create websites using current tools such as SharePoint, Notepad++, and Dreamweaver along with languages such as HTML, JavaScript, and CSS for the Internet, intranets and extranets.

CIS 312 (w)
Information Systems for Managers (3 cr. hours)
Prerequisites: CIS111, MGT201, and Junior standing; this is a writing intensive course.
Offered Spring
Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.

CIS 315
Database Design and Applications I (3 cr. hours)
Prerequisite: CIS112
Offered Fall
This course addresses technologies for developing database applications. It covers the principles of database design, and database models using Access. Organizational data modeling and designing normalized database structures is strongly emphasized. Managerial issues associated with database administration are covered along with an introduction to distributed database concepts in a client-server environment.

CIS 316
Database Design and Applications II (3 cr. hours)
Prerequisite: CIS 315
Offered Spring odd numbered years
This course expands the student's understanding of the fundamentals introduced in Database Design and Applications I (CIS315) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and data manipulation languages such as Structured Query Language (SQL) and Visual Basic (VB) are covered.

CIS 355
Spreadsheet Applications for Decision Making (3 cr. hours)
Prerequisites: CIS112 and MAT174/181
Offered Spring
This course focuses on the use of spreadsheet applications as a tool for decision-making. Included are topics such as design and management of worksheets and templates, and the use of built-in functions. Organizational uses in the areas of accounting, finance, human resources are discussed.

CIS 412
IT Project Management (3 cr. hours)
Prerequisite: CIS111
Offered Spring
This course is mainly designed to prepare IT project managers with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed from inception to post implementation review.

CIS 450
Current Trends in Programming (3 cr. hours)
Prerequisite: CIS201 and Junior standing
Offered Fall
This course explores the latest programming methodologies, particularly the newest web-based programming languages in use today. This may include projects such as programming mobile applications in Java.

CIS 470
Internship I (3 cr. hours)
Prerequisite: Junior standing and permission of the Internship Coordinator
Internship provides the student with on-the-job experience in varied aspects of Information Systems. Hours and work assignments will be arranged on an individual basis.

CIS 480
Senior Seminar (3 cr. hours)
Prerequisite: Senior standing, majoring in CIS
Involves selecting a project, systems study, data input and output planning, flowcharting, programming, and testing of the project. A formal oral presentation of the project is required. A team approach is typically utilized.
CIT340
Green Computing (3 cr. hours)
Prerequisite: CIT311, earning a “C” or better, and CIS135, CIT135 or CIS225
Students in this course will be introduced to Green Computing (aka, sustainable computing) which is broadly defined as the reduction in the overall carbon footprint (emissions) of computing and communication infrastructure by using energy efficient design and operations. Technical issues in high-performance green computing that span the spectrum from green infrastructure (energy-efficient buildings, intelligent cooling systems, green/renewable power sources) to green hardware (multi-core computing systems, energy-efficient server design, energy-efficient solid-state storage) to green software and applications (parallelizing computational science algorithms to run on modern energy efficient multi-core clusters) will be examined.

CIT344
Information Security (3 cr. hours)
Offered Fall
This course will introduce information security as an essential component in our war against terrorism. All information must be secure or the probability of winning the war will be diminished. With advances in technology and software, cyber-terrorism has become very real. Computer hackers and terrorists can shut down our nation’s most critical infrastructures. There can be no doubt that cyber-terrorism can pose a very real threat to this nation’s security. Students will become familiar with the entire arena of information security.

CIT361
Network Management and Administration (3 cr. hours)
Prerequisites: CIT135 and MAT174/181 or higher
Offered Fall
This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.

CIT362
Data Communications and Computer Networks (3 cr. hours)
Prerequisites: CIT361
Offered Spring
More advanced topics in networking and telecommunications will be explored including message-passing, communication between processes and parallel processing.

COM: COMMUNICATION

COM130
Oral Communication and Presentation (3 cr. hours)
Offered Fall, Spring
Oral Communication and Presentation is a course in spoken communication that emphasizes public speaking and small group communication. Two speeches, a group presentation, a series of practical exercises and tests are required of all students.

COM134
Digital Photography (3 cr. hours)
Prerequisite: Quality digital camera required (3.0 megapixels or more, 4.0 or above recommended)
Offered Fall, Spring
Introduction to black and white and color photography in its applications as fine art and visual communication. Introduction to computer editing software.

COM190, COM290, COM390, COM490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary May or may not be writing intensive.

COM212 (w)
Introduction to Public Relations (3 cr. hours)
Prerequisite: ENGL41; this is a writing intensive course.
Offered Fall
Survey of the theory, philosophy, and function of public relations practices and programs in American institutions with special attention given to public relations in various fields. This is a writing intensive course.

COM218 (w)
News Writing (3 cr. hours)
Prerequisite: ENGL41; this is a writing intensive course.
Offered Fall
This course covers methods of gathering and evaluating news and writing typical news stories. Practice work covering assignments and preparing copy. This is a writing intensive course.

COM241
Introduction to Mass Communication (3 cr. hours)
Prerequisite: ENGL41 or concurrent
Offered Fall odd numbered years
A survey course examining the various media (i.e., newspaper, radio, television, film, etc.) comprising the mass media in contemporary American society. Emphasis is given to the history, structure, and potential effects of each medium.

COM300 (w)
Communications Research Methods and Information Sources (3 cr. hours)
Prerequisite: COM130 and MAC273; this is a writing intensive course.
Offered Spring
This is an introductory research methods course for all Communication majors. It is designed to teach students search strategies in mass communication that will help them identify primary and secondary sources that match information needs and to use this information for responsible media decision-making. Students will learn how to gain access to these sources and retrieve information through a variety of approaches, including using electronic data bases. Students will design a final project that emphasizes the computer-assisted research methods learned throughout the course. This is a writing intensive course.

COM310
Human, Interpersonal and Small Group Communications (3 cr. hours)
Prerequisite: COM130
Offered Fall odd numbered years
This course explores 3 related disciplines of communication as they pertain to the basic process of human interaction, both interpersonally and in small groups. Students will survey some of the main theories of human communication, including those that explain the processes involved in dyadic relationships, self-disclosure and listening. These principles will be integrated into larger communication contexts in order to understand how decision-making and problem solving occur in small groups.

COM318 (w)
Feature Writing (3 cr. hours)
Prerequisite: ENGL41; this is a writing intensive course.
Offered Spring odd numbered years
This course prepares the student for newspaper features and special articles for general circulation magazines, business, and trade journals. Students will research, write, and edit articles and work with editors on these projects. This is a writing intensive course.

COM320
Argument/Persuasion Theory and Practice (3 cr. hours)
Prerequisite: COM130
Offered Fall even numbered years
This course develops understanding of theories of and critical attitudes toward argument and persuasion in formal and informal situations. Exercises include preparation, analysis, and criticism of arguments and oral argumentation and persuasive messages, persuasive campaigns, and media persuasion.
COM: COMMUNICATION (continued)

COM324 (w)
Communicating Across Cultures (3 cr. hours)
This is a writing intensive course.
Offered Fall even numbered years

Introduction to the study of cultural and intercultural theory and behavior, discussion of various culturally specific patterns of communication. This is a writing intensive course.

COM329 (w)
Writing for Electronic Media (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Spring even numbered years

Introduction to writing styles and techniques used in electronic media. Includes creating copy for advertising, promotion, and news, and scripts for media programs. This is a writing intensive course.

COM330
Video Production (3 cr. hours)
Offered Spring
Finding, producing, directing, scripting, and editing magazine style/documentary short stories. Interviewing techniques will be stressed. Pre-production, production, and post-production processes will be covered. All students will be required to produce their own story.

COM340
Law and Communications (3 cr. hours)
Prerequisite: By instructor permission
Offered Fall odd numbered years
Survey of laws and regulations concerning mass media. Includes material on First Amendment, libel, invasion of privacy, freedom of information, copyright, obscurity, advertising and broadcast regulation.

COM341 (w)
Political Communication (3 cr. hours)
This is a writing intensive course.
Offered Fall odd numbered years

Examination of how interpersonal, group, and mass communication processes intersect political processes. A focus on the ways communication constructs political expectations and practice. This is a writing intensive course.

COM350
Elements of News Production (3 cr. hours)
Prerequisites: ENG141 and COM241 or COM329
Offered Fall

This course introduces students to news production techniques through participation as a staff member of the student newspaper. Students will explore reporting and writing news stories, photojournalism, copy editing, and layout and design of the newspaper in a multimedia format, using print and electronic platforms. Students will have the opportunity to create a portfolio of their work as well as learn transferable skills for a variety of employment settings. In addition, this course gives students the opportunity to learn problem-solving skills individually and in a group setting.

COM410 (w)
Advanced Reporting (3 cr. hours)
Prerequisite: COM241; this is a writing intensive course.
Offered Spring even numbered years

The purpose of this course is to give students training in news reporting and gathering methods. Course is a continuation of 218 and will give students further instruction in news story development and writing, as well as interviews and note taking skills, as students pursue their own news stories. Students will be required to produce several, in-depth news stories and will explore Computer-Assisted Reporting methods. This is a writing intensive course.

COM414
Crisis and Risk Communication (3 cr. hours)
Prerequisites: Senior standing and permission of School Dean or Designee
Offered Spring as needed

This course explores crisis and risk communication in the context of recent national and global events and through case studies of corporate, organizational and individual crises. Students will learn how to communicate with the public prior to a potential event and how to react to crisis situations. From natural disasters to intentional tragedies, public health emergencies, accidents, product recalls and financial crises, different situations and audiences require different approaches for communicating with stakeholders and the public. This course will help students become aware of ways to respond credibly, effectively and ethically.

COM416
Public Relations Cases, Campaigns and Nonprofits (3 cr. hours)
Prerequisite: COM430
Offered Fall odd numbered years

This course covers the theory and practice of producing the public relations material used in campaigns to promote and interpret personal, institutional and organizational objectives and activities. This will include an exploration of the challenges nonprofit organizations face in analyzing and executing public relations strategies to achieve organizational goals and objectives. Students will work with a client in researching and applying problem-solving techniques to an actual case for a major project.

COM438 (w)
History and Tradition of American Journalism (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Spring even numbered years

This course explores the cultural, intellectual and social history of journalism in America: the impact of new technologies for gathering and disseminating news, popular expectations about the duties and uses of the press and the business of journalism. Examines the press’ role in war, reform movements, political exercises, and other historic events. This is a writing intensive course.

COM441
Organizational Communication and Conflict Resolution (3 cr. hours)
Prerequisite: COM340 or (COM241 for DCP)
Offered Spring odd numbered years

This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based, the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the course, students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.

COM450 (w)
Critical Analysis of Mass Media (3 cr. hours)
Prerequisite: ENG141 and COM241; this is a writing intensive course.
Offered Spring odd numbered years

This course provides an introduction to and application of media ethics and critical theory approaches to mass media. Issues may include globalization, identity, power, consumerism, ideology and hegemony in contemporary media. This is a writing intensive course.

COR: CORRECTIONS

COR120
Correctional Thought and Practice (3 cr. hours)
Prerequisite: JUS310

An in-depth analysis of correctional alternatives available for the treatment of the offender. Emphasis will focus on the traditional correctional facilities as well as probation, parole, and community corrections alternatives.

COR190, COR290, COR390, COR490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses. Topics will vary. May or may not be writing intensive.
 COR: CORRECTIONS (continued)

COR231
Juvenile Justice Systems (3 cr. hours)
Prerequisite: COR120
Offered Fall, Spring
The history, concepts, and scope of the juvenile justice system and its contrast with the adult system of justice. Includes an analysis of the juvenile justice process from initial intervention of delinquency and status offenses by law enforcement personnel and others through release from intervention.

COR236
Correctional Legal Issues (3 cr. hours)
Prerequisite: JUS202
Offered Fall
An introductory tier approach to the study of legal issues that affect the correctional field. Concentration will be on institutional due process, religion, and legal services.

Course is designed to address the two common options to the imprisonment of a convicted offender. Theoretical approaches regarding the philosophical as well as the practical aspects of these alternatives are considered.

COR245
Probation, Parole, and Community Corrections (3 cr. hours)
Prerequisite: COR230
Offered Fall
This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

COR246
Probation, Parole, and Community Corrections (3 cr. hours)
Prerequisite: COR230
Offered Fall
This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.

COURSE DESCRIPTIONS: COUNSELING

Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Fall
This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Boy). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

Group Process and Techniques Working with Addicted Populations and Disordered Populations (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Fall
This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

Cultural Competence in Counseling (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Fall
Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus of on the attitudes, knowledge and skills required for cultural competence.

Assessment & Diagnosis of Addictive & Behavioral Health Problems (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Spring
This course examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. It also provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Finally, it provides significant opportunity for hands-on practice in documentation and ethical decision-making.

Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Spring
This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. This course provides significant opportunity for in case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

Theory and Practice of Relationship Counseling in Addictions & Behavioral Health (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Fall
This course is an introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.
CUL190, CUL290, CUL390, CUL490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

CUL210
Comparative Cultures (3 cr. hours)
Prerequisite: ENG141
Offered Fall
Introduces the concept of culture, discusses its role in a society, and explores different manifestations of culture. This course may discuss culture in microcosm or macrocosm.

CUL320
Religions of the World (3 cr. hours)
Prerequisite: ENG141
Offered Fall
A survey of the prominent religions that influence the lives of people around the world.

CUL350
World Cultural Geography (3 cr. hours)
Prerequisite: ENG141
Offered Fall even numbered years
This course exposes students to cultural variation found around the world. It will investigate changes in populations, human migratory patterns, language, religion, social customs, economic systems, and cultural interaction.

CUL330 (w)
Our Cultural Heritage (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Spring
Through an interdisciplinary approach, the student comes to understand the influence of cultural backgrounds on modern humanity. Topic areas vary. This is a writing intensive course.

CUL332
Middle Eastern Cultures (3 cr. hours)
Prerequisites: ENG142, one HIS course, and Junior standing
Offered Spring even numbered years
This is a survey course of Islamic cultures around the world with emphasis on Arab Islamic culture. The course includes study of the religion itself, the accommodations made in various countries to local customs/conditions and comparisons among them. It also addresses the similarities/differences between Western culture and Muslim culture, including legal systems, church/state relationships and core values.

CUL333
East Asian Cultures (3 cr. hours)
Prerequisites: ENG141
Spring as needed
This course is an in-depth study of the geography, social mores, and religious beliefs of the people who make up the region known as East Asia.

CUL351
History of Film in Society (3 cr. hours)
Prerequisite: ENG142
Offered Fall
This course examines the role that the medium of motion pictures played in society from the 1890s to the present. It emphasizes the development of film as a predominantly American art form that had world-shaping ramifications. The influence of the studio system, film technology, and international film styles, notably German Expressionism, will be studied to provide a context for the growth of the modern film canon.

CUL352
Film Genre and History (3 cr. hours)
Prerequisite: ENG142
Offered Spring
This course is an examination of the role of genre in shaping the medium of motion pictures. The course will emphasize the technological, artistic, and commercial developments that made film a significant part of the American and world culture. Emphasis will be on the development of film through societal and other changes and showcase the significance of genre in the cinematic canon. While many genres will be examined, two will be emphasized, and the transgression of genre boundaries will be discussed.

CUL375
Exploring America’s Historical Cities (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better. Students must be able to travel to the city being studied to earn credits. Cities studied in a regular rotation are New Orleans (Spring Semester, Even Years and Spring Semester, Odd Years). Other cities include Savannah, GA, Gettysburg and other Civil War battlefields, Chicago, IL, and Washington, D.C.
Course fees can be higher than $1,200. Write Course Fees $1,000-$1,500
Offered Fall, Spring
In the same tradition as our Education Abroad programs, a domestic program of studying away from the Tiffin Main Campus will benefit students who have not experienced the diversity of American culture. Each semester, the class will examine the culture, literature, music, cuisine, history, geography, and environment of the city under study. Students will meet weekly for classroom study for the first half of the semester, prior to the actual exploration of the city, which will take place during the week Spring or Fall Break and, with a final paper, be the culmination of the course.

CUL410 (w)
Gender, Culture, and Visual Art (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring even numbered years
This course will explore the production and performance of gender in the visual imagery of art, pop culture and mass media. This visual culture includes not only the world of fine art, but also film, television, music videos, video games, and advertising. The primary objectives are to introduce issues of gender in the production of visual culture and how those visual ideas about gender demonstrate and question the accepted ideologies of our culture. The interactions between gender, race, class and consumerism will be explored. A comparison with earlier time periods will be made to emphasize the ways that ways our ideas about gender have both evolved and remained the same. The construction of gender ideologies from male and female perspectives will be assessed. This is a writing intensive course.

CUL420
Issues of Dying and Death (3 cr. hours)
Prerequisites: ENG142
Issues of Dying and Death addresses all aspects of dying and death one may experience and must contemplate while working within the healthcare industry. Dying and death is addressed from a psychological, social and physical perspective for all ages. Students are exposed to various theories and models concerning both human development and grief.

CUL441
Latin American Culture (3 cr. hours)
Prerequisite: ENG 142 and Junior Standing, HIS341 for Latin American Studies Minor
This course is designed to provide a study of Latin American cultures around the world, geography’ and linguistic differences between the Spanish speaking world. This course is taught in English and is open to the entire student body. Students will explore Latin American culture through the study of art, film, history, and food. Students will be given opportunities to discuss lessons in conversation.
CUL: CULTURAL STUDIES (continued)

CUL443 (w) (L)
Comparative Mythology (3 cr. hours)
Prerequisite: ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.
Offered Fall odd numbered years
This course is a study of the great epics and myths of the world, emphasizing at least 3 classical western texts which may include Homer's Illiad and Odyssey, Heiweis's Thesogy, Virgil's Aeneid, Ovid's Metamorphoses, the prose and/or poetry of Edas, and/or Dante's Inferno or Divine Comedy. Students will analyze common themes in myth and folklore around the world and their role in influencing the contemporary world. The course might discuss creation myths, fertility myths, and hero/heroine myths and epics. This is a writing intensive course.

CUL448 (w) (L)
Women and Literature (3 cr. hours)
Prerequisite: ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring even numbered years
A literary study of the perceptions of women and their roles in society. This course may focus on the images of women as they are portrayed in literature, on particular female authors, or on both. This course can be used to fulfill General Education core literature requirement. This is a writing intensive course.

CUL449 (w) (L)
Minority Experience in American Literature (3 cr. hours)
Prerequisite: ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring odd numbered years
An examination of life in immigrant and minority cultures with emphasis on the breadth and diversity of literary culture in 20th Century America, but may include earlier literature. It may include historical development of the minority culture's experiences in America. It may be run as a survey of a particular minority experience, or it may concentrate on certain major works. Students may read and report on readings from a secondary list as well. This is a writing intensive course.

ECO: ECONOMICS

ECO190, ECO290, ECO390, ECO490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

ECO221
Principles of Macroeconomics (3 cr. hours)
Prerequisite: MAT174/181/251/261
Offered Fall, Spring
A study of macroeconomics (the "whole" economy), concepts and principles, plus current issues in macroeconomics. Required for all majors in the BBA.

ECO222
Principles of Microeconomics (3 cr. hours)
Prerequisite: MAT174/181/251/261
Offered Fall, Spring
A study of microeconomics (the "parts" of the economy), concepts and principles, international trade, and current issues in microeconomics. Required for all majors in the BBA.

ECO322
Intermediate Microeconomics (3 cr. hours)
Prerequisite: ECO222
Offered Fall
Advanced study in the foundations of microeconomics theory and current issues in microeconomics.

ECO420
Money and Banking (3 cr. hours)
Prerequisite: ECO222
Offered Spring
In-depth examination of the role money and financial institutions play in a market economy, focusing on the Federal Reserve System, monetary policy, and current issues in money and banking.

ECO422
Managerial Economics (3 cr. hours)
Prerequisite: ECO222 and MAT273
Offered Spring
The study of the application of economics concepts and principles to management decision-making. Emphasis is placed on the firm's use of limited information in an uncertain environment.

ECO424
Global Trade (3 cr. hours)
Prerequisite: ECO222
Offered Fall
A study of international trade and the geographical, economic, and nationalistic characteristics that challenge the firm embarking upon global trade. Our focus is on the multinational corporation (MNC), or global business, pursuing trade in a very dynamic world economy "guided/influenced" by national and regional political and economic considerations.

ENF: LAW ENFORCEMENT

ENF150
Police and Society (3 cr. hours)
Prerequisite: JUN110
Offered Fall, Spring
A study of the various response methodologies available to the patrol officer in assisting the citizen's request for police service. Discusses traffic enforcement from the stop of the violator through traffic accident investigation.

ENF154
Homeland Security Overview (3 cr. hours)
Offered Fall, Spring
This course presents an introduction to the public and private sector dimensions of the theory and practice of homeland security at the national, regional, state and local level. The perspective will include an overview of the administrative, legislative, and operational elements of homeland security programs and processes, including a review of homeland security history, policies, and programs. The student will examine, in general, terrorism and the intelligence issues that support homeland security operations.

ENF190, ENF290, ENF390, ENF490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

ENF212
Concepts of Terrorism (3 cr. hours)
Prerequisites: ENG141 and ENF154
Offered Fall, Spring
This course provides an introduction into the theories explaining terrorist behavior. It will examine the questions of what constitutes terrorism, terrorist groups, and what economic, social, religious and other issues lead to the conduct of groups like al Qaeda. Additionally, students will be required to think critically about how terrorist groups form, what makes them disband, and how knowledge is transferred among groups and group members. Further, it will cover the history and development of the term "terrorism" and the development of modern terrorism in practice.
ENF239  Applied Criminal Investigation and Criminalistics (3 cr. hours)
Prerequisite: JUS202
Offered Fall, Spring
Emphasis on the investigation of specific crimes including, but not limited to, homicide, sexual assault, aggravated assault, robbery, burglary, theft, auto theft and arson. Students will be required to investigate a “mock” crime scene, collect and analyze evidence obtained and present their investigation in a “mock” court.

ENF240  Critical Infrastructure Protection (3 cr. hours)
Prerequisite: ENF239
Offered Spring
This course provides a broad perspective of the Critical Infrastructure Protection (CIP) effort in the United States. The overall mission of CIP is to protect and ensure the continuity of the critical infrastructure of the US that is essential to the nation’s security, public health and safety, economic vitality, and way of life against debilitating disruption or destruction from man-made or natural incidents. Students will explore the importance of the National Infrastructure Protection Plan, the eighteen critical infrastructure sectors and their related challenges for protection.

ENF245  Emergency Organization and Management (3 cr. hours)
Offered Fall, Spring
Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.

ENF293 (w)  Criminology (3 cr. hours)
Offered Fall, Spring
This course provides an introduction to the subject of criminology. Criminology is the study of both criminal behavior and crime itself, and as such, is one of the foundational courses for criminal justice. It explores the different eras of criminological thought, the different eras of criminology research and the theories proposed for crime and criminal motivation. Additionally, there is an emphasis on the development of the history of criminology as the basis for our justice system today. This is a writing intensive course.

ENF317  Introduction to CJ Leadership (3 cr. hours)
This course introduces students to the leadership process by examining the concepts and theories of leadership in order to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership. Aspects of leadership will have a criminal justice focus.

ENF320  Advanced Criminalistics (3 cr. hours)
Prerequisites: FSC115 and ENF239
This course focuses on crime scene investigative processes, methods, and procedures. It expands on the topics covered in FSC115 and ENF239. It offers the student the opportunity to apply scientific theory in a practical setting. Topics include the role of the first responder to the crime scene, methodologies to approaching the crime scene, crime scene analysis, a thorough overview of the gamut of physical evidence including blood and biological impression, fingerprint, firearm, drug, digital, tool mark, and trace evidence. Additionally, this course offers familiarization with specialized investigations including death, arson, mass fatalities, and sex crimes investigations. It is designed with the duties of the field criminalist in mind.

ENF323  Issues in Law Enforcement (3 cr. hours)
This course examines decision making in the criminal justice system in the United States. This course is designed to provide the student with a detailed comprehension of how criminal justice professionals make decisions in a multi-faceted civil framework of existence. This course further examines criminal justice decision makers on what they do, the problems they face, and the many reforms and innovations they must evolve into.

ENF335  Law Enforcement Supervision (3 cr. hours)
Prerequisite: JUS311
Offered Fall, Spring
A study of management theories and their impact on law enforcement agencies. Topics include, but are not limited to, agency structure, management of personnel, fiscal management, and civil and criminal liabilities for police personnel.

ENF355  Forensic Investigation of Sex Crimes (3 cr. hours)
This course presents a detailed overview of the responsibilities of a sex crimes investigator including information regarding victim issues, legal issues, search and seizure issues as well as mechanics of a sexual assault investigation, and secondary traumatic stress syndrome. This course will also examine different types of offenders and specific issues unique to sex crimes investigations.

ENF393  Criminal Nature (3 cr. hours)
An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior. Topics will include social pathology, traditional crime and criminals, and emergent criminal activities such as computer-assisted crime. An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior and the study of social institutions and their influence on labeling and labeling behavior.

ENF400  Comparative Criminal Justice Systems (3 cr. hours)
Prerequisite: JUS361
Offered Fall, Spring
Study of national and international criminal justice systems with emphasis on law enforcement. The historical, cultural, and operational similarities and differences will be explored. Contemporary research relating to law enforcement, adjudicative, and correctional systems will be considered.

ENF420  Criminal Interviewing (3 cr. hours)
This course will examine several different interview techniques including the PEACE model, Reid, and kinemes interviewing. This course emphasizes interviewing potential suspects, witnesses, and victims with respect and dignity. This course will emphasize the role of the counselor in interviewing and interrogation, preparation and the formulation of questions, application of law, videotaping, and distinguishing between truthful and false confessions.

ENF432  Death Investigation (3 cr. hours)
Prerequisite: ENF320
This course examines the many facets of properly investigating death and addresses the investigator’s role in the process. Topics include first responder responsibilities, autopsy and laboratory capabilities, crime scene preservation, common mistakes made in death investigations, legal considerations, and exploration of the various methods of death including homicide, suicide, accidental, natural, and undetermined. Conceptualizing and applying the investigative process to the uniqueness of death investigations is a central theme of this course.
ENF441 Counterintelligence/Counter-terrorism (3 cr. hours)  
Offered Fall, Spring  
This course addresses the issues of counterintelligence and counter-terrorism (covert information modification and planned preemptive responses). This course will provide an explanation of these two different tactical operational modalities. The interconnectivity of these two separate operational fields will be examined to determine their structural relationship in combating an enemy threat. Additionally, this course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign-based operatives providing security to U.S. domestic security interests. Lastly, this course will examine the use of technology and human intelligence in their application regarding counterintelligence.

ENF450 Crime Analysis (3 cr. hours)  
Prerequisite: Senior standing  
Offered Fall, Spring  
An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units, and will focus on methods of how to collect, collate, analyze, and employ crime date to predict future criminal events, including when and where perpetrators will strike. Manageral and supervisory responsibilities in a crime analysis unit will also be discussed. The course is directed toward preparing students to obtain an entry-level crime analysis position in a law enforcement agency.

ENG142 (w)  
Evidence Processing (4 cr. hours)  
Prerequisite: ENG239 and Senior standing for Criminal Justice Majors. None required for BS in Forensic Science; this is a writing intensive course.  
Offered Fall, Spring  
This course represents a capstone experience for the Forensic Science major. Students will explore the total evidence spectrum from discovery and collection of evidence through presenting courtroom testimony. The class will combine classroom and laboratory instruction and culminate with a field experience. Topics to be covered include evidence collection, legal rules of evidence, the chain of evidence, the collection, processing and preservation of evidence, analysis and preparation of evidence, and presentation of courtroom testimony. This is a writing intensive course.

ENG: ENGLISH  
Courses designated with a (w) are writing intensive and those with a (L) may be used to meet the General Education Literature requirement.

ENG141 Rhetoric and Introductory Research Writing (3 cr. hours)  
Prerequisite: ENG095, earning a “C” or better or Placement; Students must receive a grade of “C” or better to enroll in ENG142.  
Offered Fall, Spring  
This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (prose, composition, comparison/contrast, etc.) and/or through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements, focused, coherent, and logically ordered paragraphs, correct grammar, and correct documentation in APA style.

ENG142 (w) Rhetoric and Academic Writing (3 cr. hours)  
Prerequisite: ENG141, earning a “C” or better; Students must receive a grade of “C” or better to receive credit toward graduation and to enroll in courses for which it is a prerequisite. This is a writing intensive course.  
Offered Fall, Spring  
This course provides instruction in persuasive and analytical writing and research through critical reading and analysis of texts, and the practice of rhetorical and analytical strategies that can be applied across various disciplines. Through reading, discussion, critical analysis, and instruction in locating and evaluating resources, students practice a range of approaches to academic writing. Students must receive a grade of “C” or better in ENG142 to receive credit toward graduation for this course, and to enroll in courses for which it is a prerequisite. This course is a writing intensive course.

ENG201 (L)  
Creative Writing I (3 cr. hours)  
Offered Fall, Spring  
This course presents a range of literary genres that may include short story, drama, creative non-fiction, poetry, graphic novel, and/or the novel, at the discretion of the instructor, and helps students develop research and critical thinking skills that are applicable to all areas of the Humanities to being a well-rounded scholar.

ENG221 History of the English Language (3 cr. hours)  
Prerequisite: ENG142, earning a “C” or better  
Offered Spring odd numbered years  
This course studies language and writing with a special emphasis on the history and evolution of English from its origins in Old English through Middle English to Modern English. It may look at British English, American English, and World Englishes and how words are adopted into the language and adapted to meet new needs. Students will study the English language as an ever-growing, ever-changing phenomenon.

ENG23 Advanced Grammar (3 cr. hours)  
Prerequisite: ENG141, earning a “C” or better  
Offered Spring even numbered years  
This course is an in-depth study of modern English grammar that blends descriptive and prescriptive approaches. It emphasizes the distinction between grammatical form and function and the recognition of basis, patterns underlying complex sentences, and it stresses the rhetorical value of competency in sentence-level grammar.

ENG242 (w) (L)  
Short Story Interpretation (3 cr. hours)  
Prerequisite: ENG141, earning a “C” or better; this is a writing intensive course.  
Offered Fall even numbered years  
The course examines the short story as a literary genre. Students will read a wide range of stories from around the world and from different time frames. Emphasis is given to an understanding and critical appreciation of the structure and function of the short story. This is a writing intensive course. Meets literature requirement for graduation.

ENG245 Technical Writing (3 cr. hours)  
Prerequisite: ENG141, earning a “C” or better  
Offered Spring  
This course will explore the principles and procedures of technical writing beginning with the task of analyzing audience and determining purpose. Students will also develop strategies and techniques for organizing information, integrating graphics, and producing specialized texts relevant to the scientific, technical, and law enforcement fields. This course also covers strategies for reading technical and functional texts.

ENG251 (w)  
Creative Writing I 1 (3 cr. hours)  
Creative Writing courses can be taken out of sequence. This is a writing intensive course.  
An introductory creative writing course that encourages and develops a student’s freelance abilities in the communicative arts. Students will write and critique their own material and that of classmates and professional writers in three genres (short story, poetry, essay). Students will learn to tactfully criticize, edit, and help fellow writers. Completion of a portfolio of original work with a minimum of three short stories, six poems, and one academic piece, or other equivalent combination of material will be required. This is a writing intensive course.

ENG252 (w)  
Creative Writing II  Short Story (3 cr. hours)  
Creative Writing courses can be taken out of sequence. This is a writing intensive course.  
An introductory creative writing course that encourages and develops the students’ short-story writing skills. Students will write portfolios of original work with a minimum of four short stories and participate in classroom discussion demonstrating modern critical thought with the goal of development and improvement. This is a writing intensive course.
ENG: ENGLISH (continued)

ENG253 (w) Creative Writing III: Poetry (3 cr. hours)
Offered Fall
This is a writing intensive course.

ENG254 (w) Creative Writing IV: Creative Nonfiction (3 cr. hours)
Offered Fall
This is a writing intensive course.

ENG255 Business Writing (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; This is a writing intensive course.

ENG262 Editing (3 cr. hours)
This is an advanced course in evaluating a written text for quality, value, tone, and voice for a variety of audiences. Attention will be given to proofreading, grammar, premise, logic, content, and holistic value of the finished piece.

ENG291 (w) (L) British Literature I (Old English through the Restoration) (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Fall even numbered years
This course is a survey of the major literary works and their themes in British literature from the eighth through the eighteenth centuries. By responding critically to early works such as the Old English epic Beowulf, Middle English works by authors such as Chaucer and Langland, Renaissance works by authors such as Shakespeare, Marlowe, More, and Restoration and eighteenth-century works by Milton, Dryden, Swift, Pope, and Johnson, students will gain an understanding of the cultural, societal, political, religious, and linguistic influences that shaped British literature. This is a writing intensive course.

ENG292 (w) (L) British Literature II (Romanticism to WWII) (3 cr. hours)
Prerequisite: ENG142 earning a “C” or better; This is a writing intensive course.
Offered Spring odd numbered years
This course is a study of the major literary works in British literature from the Romantic era to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modernist periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats; Victorian writers such as Dickens, Tennyson, the Brownings, the Rossettis, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf. This is a writing intensive course. Meets literature requirement for graduation.

ENG293 (w) (L) American Literature I (Colonial to Civil War) (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; This is a writing intensive course.
Offered Fall odd numbered years
This course will introduce students to major trends in American literature from the Colonial Period through the Civil War. Students will read works by authors such as John Winthrop, William Bradford, Mary Rowlandson, Benjamin Franklin, Frederick Douglas, Nathaniel Hawthorne, Ralph Waldo Emerson, Henry David Thoreau, Edgar Allan Poe, and Herman Melville with a focus on issues such as American identity and purpose, the relationship of self to community, the role of religion in early American life, the impact of secularism, the value and the limits of human reason, and the role of imaginative expression in human life. This is a writing intensive course. Meets literature requirement for graduation.

ENG294 (w) (L) American Literature II (Civil War to WWII) (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring even numbered years
This course will introduce students to major works and trends of American literature from 1865 to the present. The course will focus on the development and impact of American literary realism, naturalism, modernism, and postmodernism, as well as pay special attention to works and writers associated with the Jazz Age, the Harlem Renaissance, the Beat movement, and other trends of the period. Students will read works by authors such as Emily Dickinson, Walt Whitman, Mark Twain, Jack London, Edith Wharton, T.S. Eliot, Wallace Stevens, William Faulkner, Zora Neale Hurston, Langston Hughes, F. Scott Fitzgerald, Flannery O’Connor, Sylvia Plath, Allen Ginsberg, Thomas Pynchon, Edward Albee, and Toni Morrison. This is a writing intensive course. Meets literature requirement for graduation.

ENG313 Theoretical Approaches to Reading and Writing (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better
Offered Spring odd numbered years
This class will take students through a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing. This course combines theoretical and practical elements of reading and writing, providing a comprehensive understanding of the reading and writing process.

ENG317 Examining the Criminal Mind in Crime Literature (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring odd numbered years
This course explores the nature of criminal minds and the ways in which literature can portray these minds. Students will read a variety of works, including novels, short stories, and film adaptations, to gain a deeper understanding of the psychological and sociological aspects of crime.

ENG319 American Novel (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring
This course studies major trends and themes in the American novel. Students will read a variety of novels, including works by authors such as Hemingway, Fitzgerald, Steinbeck, and Salinger, to gain a deeper understanding of the cultural and societal influences on American literature.

ENG322 (w) American Short Fiction (3 cr. hours)
Offered Spring odd numbered years
This course is designed to provide students with an in-depth understanding of the development of American short fiction. Through the analysis of a variety of short stories, students will gain an appreciation for the form and the techniques used by authors such as Flannery O’Connor, Alice Walker, and William Faulkner.

ENG323 Theories of Writing (3 cr. hours)
Offered Spring even numbered years
This course is designed to provide students with an understanding of the theories and methods of writing. Through the study of various theories, students will gain an appreciation for the role of writing in society and the ways in which it can be used to express ideas and emotions.

ENG324 Writing in Business (3 cr. hours)
Offered Spring odd numbered years
This course is designed to provide students with an understanding of the theories and methods of writing in the business world. Through the study of various theories, students will gain an appreciation for the role of writing in business and the ways in which it can be used to express ideas and emotions.

ENG325 Technical Writing (3 cr. hours)
Offered Spring even numbered years
This course is designed to provide students with an understanding of the theories and methods of technical writing. Through the study of various theories, students will gain an appreciation for the role of writing in technical fields and the ways in which it can be used to express ideas and emotions.
ENG: ENGLISH

ENG348 (w) (L)
The British Novel (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Fall

This course is a study of the major trends, themes, and developments in the British novel from the eighteenth century to the present. Novels by major British authors are examined in terms of their unique contributions to the art and commentary of the novel, as well as their influences on English culture, society, and literature. This is a writing intensive course. Meets literature requirement for graduation.

ENG350 (w) (L)
History of Dramatic Literature (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring even numbered years

A survey course in dramatic literature designed to help develop an aesthetic awareness of dramatic art as not only an art form, but also a study of human nature in all its proportions. The fundamental principles of theatre and the cultural significance of drama will be examined with special attention to playwrights, literary themes, social backdrops, character analyses, and interpretation of ideas conveyed in a presentation, rather than explanatory, format. Through a study of representative historical and contemporary plays, students will learn to become passionate readers of dramatic literature, participating minute-by-minute in the lives and problems of dramatic figures and arriving at an understanding of their methods and motives. This is a writing intensive course. Meets literature requirement for graduation.

ENG351 (w) (L)
Greek Drama (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring odd numbered years

This course is a study of the major Greek dramatists, their works, their themes, and their culture. Fifth century Athens experienced an explosion of political, cultural, and architectural development, and plays were performed regularly in competition at the annual City Dionysia, a festival in honor of the god Dionysus. Though the myths on which these plays are based were familiar to fifth century Athenians, the manner in which each playwright dramatized a particular myth was the product of his distinctive creative genius. Students will become acquainted with the theatrical and intellectual contributions made by the three most successful and celebrated Greek playwrights—Aeschylus, Sophocles, and Euripides—by addressing their plays as works of literature and by examining concomitant analyses provided by renowned critics. Students will gain an understanding of the plays’ major conflicts, the characters as both mythic heroes and personifications of human nature, and the dramatic spectacle that fifth century audiences enjoyed. This is a writing intensive course. Meets literature requirement for graduation.

ENG360 (w) (L)
American Poetry (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring odd numbered years

A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on a Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, Freneau, Emerson, Longfellow, Poe, Thoreau, Whitman, Dickinson, Robinson, Dunbar, Crane, Stein, Sandburg, Stevens, Williams, Pound, H.D., Moore, Eliot, Millay, Hughes, Allen, Zukofsky, Auden, Roethke, Bishop, Berryman, Brooks, Lowell, Plath, Gilchrist, Levertov, Ginsberg, Merrill, Rimbaud, Bich, Pinsky, and Collins. This is a writing intensive course. Meets literature requirement for graduation.

ENG361 (w) (L)
English Poetry (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring even numbered years

A survey of selected English poetry drawn from the Old English period to the twentieth century. The course examines leading figures from the era studied. Trends and influences of each respective age in the progressive development of poetry in England are studied. Authors and works studied may include Beowulf, Taleisín, Marie de France, Malory, Chaucer, Dunbar, Skeffon, Wyatt, Spenser, Sidney, Whitney, Elizabeth I, Raleigh, Marlowe, Shakespeare, Jonson, Donne, Woolf, Herrick, Herbert, Marvel, Philips, Milton, Swift, Pope, Gray, Blake, Wordsworth, Coleridge, Southey, Shelley, Byron, Smith, More, Hemans, Clare, the Rossetti’s, the Brownings, Tennyson, Arnold, Swinburne, Eliot, Pound, H.D., and Moore. This is a writing intensive course. Meets literature requirement for graduation.

ENG365 (w) (L)
Issues in Literature (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Fall

This course is conducted as a forum wherein students read, analyze, and discuss different works of fiction and poetry. Special attention is given to those literary works that focus on the challenges of being responsible adults. Students will be asked to make personal connections with the material, using their own lives and work experiences as a means to focus on literary technique in the established literary canon. They will be challenged to make the transition from superficial reading of a text to a deeper interpretation and appreciation for literary theories and concepts. This is a writing intensive course. Meets literature requirement for graduation.

ENG380 (w) (L)
Shakespeare (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; ENG221 for ENG majors; this is a writing intensive course.
Offered Fall

This course is a study of the major trends and themes in Shakespeare’s plays by addressing them as works of literature and by examining concomitant analyses provided by renowned Shakespearean critics. Students will gain an understanding of the plays’ major conflicts, the characters as personifications of human nature, the author’s mastery over figurative language, and the importance of setting as a key component in each work. From reading and responding critically, students will develop an athenry of the power that these works have to tell us more about ourselves as we attempt to say something about them. This is a writing intensive course. Meets literature requirement for graduation.

ENG422 (w) (L)
Major Authors in British and American Literature (3 cr. hours)
Offered Spring even numbered years
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Spring

This is an in-depth examination of the Sherlock Holmes stories by Sir Arthur Conan Doyle and their impact on literature and popular culture. The original Sherlock Holmes stories and novels will be examined, as well later, non-canonical, adaptations, such as the novels of Nicholas Meyer and Laurie R. King, and the various film and television versions, including the BBC series Sherlock. Students will read primary sources and critical studies of the Sherlock Holmes literature as a social phenomenon, and the fictional legacy it created. This is a writing intensive course. Meets literature requirement for graduation.

ENG424 (w) (L)
World Literature (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Fall even numbered years

This course is an examination of World Literature. It will examine the innovations in literary technique and genre in world literature, possibly including an introduction to postcolonial literature and theory. Social, political, and technological changes and their ramifications on literature will be examined, as well as how literature affected particular areas of the world in these turbulent times. This is a writing intensive course. Meets literature requirement for graduation.

ENG453 (w) (L)
Major Authors in British and American Literature (3 cr. hours)
Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.
Offered Fall

Students in this course engage in an in-depth study of no more than two major authors in either British or American literature over the course of the semester. These two authors will be drawn from the same or adjacent periods and will both be from the same country. Offerings alternate between British and American authors every semester that the course is offered. Authors studied in this course include major texts by authors ranging from Chaucer to Fielding, Mary Shelly, Tennyson, and Dickens in British literature to Poe, Emerson, Thoreau, Swain, Dickinson and Whitman in American literature. British and American Modernist era authors such as Cummings, Eliot, Pound, Woolf, and Joyce will also be taught in some years. This is a writing intensive course. Meets literature requirement for graduation.
EXS: EXERCISE SCIENCE

EXS146 (w)
Introduction to Exercise Science (3 cr. hours)
This is a writing intensive course.
Offered Fall, Spring
This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology. This is a writing intensive course.

EXS225
Motor Development (3 cr. hours)
Offered Spring
Students in this course will learn the processes and mechanisms underlying the development of motor skills from birth to adulthood. The study of neurological, physiological, intellectual, social, and emotional factors that influence gross and fine movement activities will be included in this course.

EXS315
Biomechanics of Sport and Exercise (3 cr. hours)
Co-requisite: EXS146L
Offered Fall
This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement.

EXS315L
Biomechanics of Sport and Exercise Lab (1 cr. hour)
Co-requisite: EXS315, There will be a lab fee associated with this course
Offered Fall
This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement. The course will provide students with practical laboratory experiences related to the field of biomechanics.

EXS316
Nutrition for Sport and Exercise (3 cr. hours)
Offered Spring
The course will examine the effects of many of the macronutrients and micronutrients and the specific contexts in which exercise and nutrition interact to cause predictable outcomes in health and performance.

EXS322
Kinesiology (3 cr. hours)
Offered Fall
This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement.

EXS342
Exercise Assessment and Prescription (3 cr. hours)
Prerequisite: BIO312 and BIO312L or NAT150 and NAT150L, earning a "C" or better, Co-requisite: EXS342L
Offered Fall
This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology. This is a writing intensive course.

EXS342L
Exercise Assessment and Prescription Lab (1 cr. hour)
Prerequisite: BIO312 and BIO312L or NAT150 and NAT150L, earning a "C" or better, Co-requisite: EXS342
Offered Spring
This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology. This is a writing intensive course.

FIN: FINANCE

FIN101
Personal Finance (3 cr. hours)
Offered Fall, Spring
This course introduces the methods of planning and building financial resources, which can meet the goals of the individual and her (his) household throughout the changing life cycle. Focuses on money and property management, budgeting, income generation, asset protection, tax considerations, and estate planning.

FIN190, FIN290, FIN390, FIN490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary. May or may not be written intensive.
FIN: FINANCE (continued)

FIN201
Survey of Health Insurance in the United States (3 cr. hours)
Prerequisites: ACC201, ECO221 or ECO222, MAT273
This course includes understanding various health insurance plans and coverage. It explores the concepts of insurance as well as financial, legal and social issues related to the health insurance industry. The course focuses on reimbursement methods and proper coding procedures and, in addition, addresses eligibility requirements, claims processing, collection, and patient accounting processes. It will instruct the student on the completion of insurance forms and interpretation of insurance codes. The course will provide each student with the framework for understanding the critical concepts and components of healthcare reimbursement and billing.

FIN301
Business Finance (3 cr. hours)
Prerequisites: ACC201, ECO221 or ECO222, MAT273
Offered Fall, Spring
This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ratio analysis, organization of financial markets, and international (global) finance.

FIN314
Risk Management and Insurance (3 cr. hours)
Prerequisite: FIN301
Offered Spring
Study of the content and application of uncertainty, risk, and the management of risk (selecting among “reduction, assumption, or transfer” techniques). The application of risk management to individuals, businesses, and the public, focusing on insurance and its remedies and billing.

FIN421 (w)
Investments (3 cr. hours)
Prerequisite: FIN301; this is a writing intensive course.
Offered Fall
The study of the institutions, instruments, markets, and theories of valuation and investment. Students shall be exposed to the valuation of debt (bonds) and equity (stock) instruments, including derivatives. Other topics shall include the Capital Asset Pricing Model (CAPM), the Capital Management Line (CML), the Security Market Line (SML), the Efficient Market Hypothesis (EMH), portfolio theory, and international diversification. This is a writing intensive course.

FIN426
International Finance (3 cr. hours)
Prerequisite: FIN301 or concurrent
Offered Spring
The study of the institutions, concepts, and instruments of international finance. Current and past international monetary systems shall be discussed. Special attention shall be directed to consideration of accounting, finance and taxation differences global companies (multinational companies – MNCs) experience in the domestic and foreign economies. Other topics shall include the determination of exchange rates and their macroeconomic linkages, the effect of exchange rates on current and capital account balances, and the techniques global companies can engage in to hedge exchange rate risk.

FIN470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of the Internship Coordinator
Provides the student actual experience in applying the concepts, principles, and rules of finance in real-world circumstances. Hours and work assignments are arranged with the business or organizational sponsor on an individual basis.

FIN: FORENSIC PSYCHOLOGY

FOR105
Victimology (3 cr. hours)
Offered Spring
This course focuses on the victims rather than the offenders, why they have been recently rediscovered, why they often do not report crimes to police; how some victims might share responsibility for the crimes with the offenders; how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crimes and resist attacks. The social and emotional responses of victims to crime are examined.

FOR190, FOR290, FOR390, FOR490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary. May or may not be writing intensive.

FOR244 (w)
Psychology of Violence and Aggression (3 cr. hours)
Prerequisites: FOR105 and PSY101; this is a writing intensive course.
Offered Fall
Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, and important research about attitudes toward violence and the showing of force to bring about change are reviewed. This is a writing intensive course.

FOR347
Psychology of Sex Crimes (3 cr. hours)
Prerequisite: PSY101
Offered Spring odd
There are few crimes that shock people’s sensibilities as sex crimes. Sex offenders are the only type of criminal who have to register with local law enforcement, have restrictions on where they can live and can be involuntarily committed to a psychiatric hospital at the end of their prison sentence. This course explores the myths and realities surrounding the wide range of behaviors encompassed by sex crimes. Students will also analyze the underlying sexual motivation of certain crimes and their relevance to the investigation and treatment of sex offenders.

FOR365
Drugs and Society (3 cr. hours)
Prerequisites: PSY101 and PSY201
Offered Fall
Considers various types of drugs, dynamics of use, abuse, addiction, and recovery; social, legal, economic, and psychological impact on structure and function of society; current trends; diagnosis and treatment; prevention strategies.

FOR366
Substance Abuse (3 cr. hours)
Offered through Online & Off-Campus programs only
This is a comprehensive course that explores the topic of substance abuse from many perspectives including the history of drug abuse and drug laws; physiological and physical effects of drugs on the body; emotional, psychological, & social perspectives; the differentiation of use, abuse, and addiction and how they affect therapy; and comprehensive examination of therapeutics. The course provides an in-depth overview of the multi-faceted issues related to substance abuse.

FOR423
Case Management (3 cr. hours)
Prerequisites: Senior standing and PSY201
Offered Fall
A study of the various supervision methods and considerations for effective intervention with the criminal justice client. Incorporates the skills of pre-sentence assessment and supervision planning, interfacing with other branches of the human service delivery system, and counseling techniques appropriate for use by the criminal justice worker.
FSC: FORENSIC SCIENCE

FSC115 Introduction to Forensic Science (3 cr. hours)
Co-requisite: FSC113L
Offered Fall, Spring
This course will provide a general introduction to the field of forensic science and its various functions and specialties from the crime scene to the laboratory.

FSC115L Introduction to Forensic Science Lab (1 cr. hour)
Co-requisite: FSC115. The lab is required for the corresponding course unless a lab was previously completed with a grade of “C” or better. There will be a lab fee associated with this course.
Offered Fall, Spring
This course is a required complement to the lecture course. Students will be expected to apply the concepts learned in the lecture to the laboratory experiments. It is designed to provide a general introduction to the field of forensic science and the preservation of physical evidence from the crime scene to analysis in the crime laboratory.

FSC190, FSC290, FSC390, FSC490 Special Topics (3 cr. hours)
Topics will vary. May or may not be writing intensive.

FSC215 (w) Evidence Law and Ethics (3 cr. hours)
Prerequisites: FSC115 and ENG141; this is a writing intensive course.
Offered Spring
An examination of the principal rules of evidence applicable in the federal and states courts, and ethical considerations as applying to the collection, processing, analysis, evaluation and interpretation of evidence. Analysis of the relevant rules of evidence will be made alongside a broad overview of forensic science in the courtroom. This course will explore case law and ethical case studies as they apply to admissible evidence, how a forensic expert should testify to juries, and the extent to which the admission of forensic evidence assists juries. This is a writing intensive course.

HCA: HEALTHCARE ADMINISTRATION

HCA301 Healthcare Finance (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ACC201 and ECO222
This course is designed to introduce students to financial concepts utilized within organizations and those that exist as unique to the healthcare industry. Application of concepts addressed within the course is emphasized.

HCA312 (w) Healthcare Informatics (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIS111
This course provides the student with a comprehensive understanding of informatics in the healthcare industry. Healthcare informatics is addressed from a systems, patient, management, and educational perspective.

HCA318 Human Resource Management for Healthcare Managers (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT301
This course is an introduction to the human resource function and related elements and activities as they apply to the healthcare industry. The course outlines the roles and functions of members of the human resource department as well as educating others outside human resources in how their roles include human resource-related activities in healthcare.

HCA355 Healthcare Marketing (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ECO221 or ECO222
Healthcare Marketing provides students with the exposure to essential marketing concepts and strategies utilized within the healthcare industry. Control and monitoring of healthcare marketing programs is emphasized to address the continual change in the healthcare industry.

HCA362 Managerial Design and Analysis for Healthcare (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MAT174
This course is an introduction to research and its tools for the learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete a research project and on understanding managerial decision-making as it pertains to the healthcare industry.

HCA412 Healthcare Systems and Governance (3 cr. hours)
Offered through Online & Off-Campus programs only
This course is an examination of the administrative core of health systems and individual organizations. Topics include organizational theory, strategic planning, multi-organizational management issues, and evolving governance structures and methods in healthcare administration. The course will use qualitative methods to analyze many of the issues.

HCA427 Healthcare Operations (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MAT174
This course focuses on administration of complex health systems and individual organizations. Topics include organizational analysis, strategic planning, multi-organizational management issues, and evolving governance structures and methods in healthcare administration. The course will use qualitative methods to analyze many of the issues.
**UNDERGRADUATE COURSE DESCRIPTIONS: HEALTHCARE ADMINISTRATION / HEALTH, FITNESS AND WELLNESS**

**HCA470**
Internship (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course provides the student with on-the-job experience in varied aspects of healthcare management. Hours and work assignments will be arranged on an individual basis.

**HCA473**
Service Delivery of Acute Care Management (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course delves into an in-depth assessment of hospitals. Areas of study entail its foundational structure, leadership and management, clinical and non-clinical services.

**HCA474**
Social Aspects of Aging (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course introduces the student to core components and trends in social gerontology. Social, physical, economic, and political viewpoints are taken into account to assess the interdisciplinary nature within the field.

**HCA475**
Service Delivery of Long Term Care (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course introduces students to managing and leading the system of long-term care. Various elements of the system are addressed, reflecting on past, current, and future trends in the healthcare industry and aging population.

**HFW413**
Sociological and Psychological Aspects of Physical Activity (3 cr. hours)
Offered Spring
This course covers the social and psychological factors associated with sport and physical activity experiences individuals have through life.

**HIS: HISTORY FOR MAJORS**

**HIS121 (w)**
Thinking Historically (3 cr. hours)
Prerequisite: ENG141 or concurrent; this is a writing intensive course.
Offered Fall
Students will learn why history is important, as well as receive a brief historiographical survey of changing interpretations of historical study over time. They will next be introduced to the basic tools and methodology employed by historians. These include reading comprehension, using maps, understanding graphs and charts, analyzing sources, using Chicago Manual of Style for citations, test taking, and preparation and performance in history classes. This is a writing intensive course.

**HIS212 (w)**
Research and Writing for History (3 cr. hours)
Prerequisite: HIS121 earning a "C" or better; this is a writing intensive course.
Offered Spring
This course is designed to develop the research and communication skills common to the history profession. Each student will complete a variety of research projects using primary and secondary source material, scholarly journals, oral histories, artifacts, and photographs. The advantages and shortcomings of online research will be presented. Students will also learn how to work successfully in groups to prepare and deliver an oral presentation of their joint research. This is a writing intensive course.

**HIS231 (w)**
Creating a Nation: The United States through the Civil War (3 cr. hours)
Prerequisite: HIS121 earning a "C" or better; this is a writing intensive course.
Offering Spring
Beginning with the Pre-Columbian Native American culture, the course investigates European colonization of the Americas, with emphasis on the English experience. The causes and key elements of the American Revolution are analyzed, as are the challenges faced and opportunities enjoyed by the newly independent nation. Students will explore the interacting social, political, economic, military, and religious themes that underscore the nation’s development. The course concludes with an investigation of growing tensions between the North and the South that emerged as the nation moved westward, generating irreconcilable conflicts that culminated in civil war. This is a writing intensive course.

**HIS242 (w)**
The United States, 1865-1945: Consolidation, Industrialization, & the Rise to Global Leadership (3 cr. hours)
Prerequisite: HIS121 earning a "C" or better; this is a writing intensive course.
Offered Fall
Efforts to reconstruct the South and uncertainty over the future of freed slaves following the Civil War provide the introduction for this course. Students will also trace the remarkable rise of industrialization and unionism, the “winning of the West,” the challenges of urbanization, unprecedented immigration around 1900, and the country’s growing commitment in Asia following the Spanish-American War. The uncertainties associated with capitalism are explored through investigations of the various depressions that rocked the nation periodically during the 19th and 20th centuries. Finally, an investigation of American’s role in two world wars helps students understand how the United States emerged as a world leader in 1945. This is a writing intensive course.

**HIS267 (w)**
The Challenges of Global Leadership: The United States after 1945 (3 cr. hours)
Prerequisite: HIS121 earning a "C" or better; this is a writing intensive course.
Offered Spring
This course follows the post-war trail of mutual misunderstanding and mistrust between the United States and the Soviet Union, which solidified into intransigent ideological positions during the nearly 4 decades of threat and counter-threat known as the Cold War. Seeking to check perceived Soviet expansion, the nation found itself embroiled in a number of wars in far-flung corners of the post-colonial world. At home, students will discover that the United States enjoyed unprecedented economic growth, but also strident racial and gender equality debates, environmental issues, generational and cultural differences, and increasing commercialization. By the late 20th century, issues of globalization, terrorism, population growth and migration, growing political discord, and technological innovation left the United States facing a world of uncertainty, but also of opportunity. This is a writing intensive course.

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**HFW: HEALTH, FITNESS AND WELLNESS**

**HFW313**
History and Philosophy of Physical Education and Sports (3 cr. hours)
Offered Spring
This course explores the historical and philosophical aspects that are involved in the development of sport and physical activity from early civilizations of today. It is designed to improve the understanding and appreciation of the purpose, value, nature, scope and significance of physical activity and sport.
### HIS: HISTORY FOR MAJORS (continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS303 (w)</td>
<td>Dawn of Humankind: Civilizations Emerge and Develop (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>Prerequisite: HIS121 earning a “C” or better; this is a writing intensive course.</td>
</tr>
<tr>
<td>HIS323 (w)</td>
<td>The Emerging West, Exploration, Colonization, and Commerce (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>Prerequisite: HIS121 earning a “C” or better; this is a writing intensive course.</td>
</tr>
<tr>
<td>HIS3410 (w)</td>
<td>The Inter-Connected World: Globalization In a Post-Colonial World (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>Prerequisite: HIS121 earning a “C” or better; this is a writing intensive course.</td>
</tr>
<tr>
<td>HIS425 (w)</td>
<td>Historiography (3 cr. hours)</td>
<td>3</td>
<td>Spring even numbered years</td>
<td>Prerequisite: none, unless listed in the schedule of courses</td>
</tr>
</tbody>
</table>

### HIS: HISTORY FOR NON-MAJORS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS111</td>
<td>American Society to 1865 (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>This course focuses on the social, political, religious, economic and cultural experiences of the inhabitants of North America (excluding Canada) from colonization through revolution, to westward expansion and finally the American Civil War. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary source materials to develop both content knowledge and process skills. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.</td>
</tr>
<tr>
<td>HIS112</td>
<td>American Society since 1865 (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>This course surveys American History from Reconstruction, through late nineteenth century industrialization, into the development of the nation as a world power by the mid-twentieth century, and culminating in her role during the Cold War and beyond. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach, therefore, students should receive a variety of world-views experienced through a number of disciplines.</td>
</tr>
<tr>
<td>HIS137</td>
<td>Civilizations of the World (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>Students will study the history of the major world civilizations. For each, they will learn about the origins, their contributions, and reasons for their collapse. A key component of the course will be to discover areas of similarity or overlap among the various civilizations studied.</td>
</tr>
<tr>
<td>HIS190, HIS290, HIS390, HIS490</td>
<td>Special Topics (3 cr. hours)</td>
<td>1-3</td>
<td>Spring even numbered years</td>
<td>Prerequisite: none, unless listed in the schedule of courses</td>
</tr>
<tr>
<td>HIS211</td>
<td>Western Society to 1500 (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>This course investigates how the study of history has evolved, with a special emphasis placed on competing historical theories. Using samples of historical writing from representative historians over time, students will seek to understand the role of objectivity and the temptations of manipulating the past to influence the future. In addition, they will learn how technology has influenced the profession. Material studied will include European as well as American historical thought and practice. This is a writing intensive course.</td>
</tr>
<tr>
<td>HIS225 (w)</td>
<td>United States Diplomatic History since 1895 (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>Prerequisites: HIS112, ENG142; this is a writing intensive course.</td>
</tr>
<tr>
<td>HIS226 (w)</td>
<td>United States Military History since 1895 (3 cr. hours)</td>
<td>3</td>
<td>Fall odd numbered years</td>
<td>Prerequisites: HIS112, ENG142; this is a writing intensive course.</td>
</tr>
<tr>
<td>HIS311</td>
<td>History of the Middle East (3 cr. hours)</td>
<td>3</td>
<td>Spring even numbered years</td>
<td>This course seeks to explain the role of the military in the growth and expansion of the country's history. It begins with the early reliance on colonial militias, through nineteenth century wars of consolidation and expansion, to the emergence of the nation as a formidable world power in the two world wars of the twentieth century. From that point, the course will investigate the emphasis on a professional army over militias and the role of these forces in events around the world since 1945. This is a writing intensive course.</td>
</tr>
<tr>
<td>HIS312 (w)</td>
<td>History of the Middle East (3 cr. hours)</td>
<td>3</td>
<td>Fall even numbered years</td>
<td>Prerequisite: ENG141; this is a writing intensive course.</td>
</tr>
</tbody>
</table>

### Undergraduate Course Descriptions: History for Majors / History for Non-Majors

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This course introduces students to the history of the state of Ohio. It begins with the prehistory of native peoples, follows the struggles between native people and Europeans during the colonial period, and traces the development of the region after statehood in 1803. The course will address a wide range of topics including: the key role of Ohio during nineteenth century industrialization, its contributions to national politics, its changing demographics and developing economy during the twentieth century, and its relations with other states in the region. Student field trips and the use of primary sources in research will be encouraged. This is a writing intensive course.

### HIS341 Latin American History (3 cr. hours)

This course is designed to provide a study of Latin American history, geography, and linguistic differences between peoples who speak Spanish. Students will explore Latin American history through the study of the historical forces and great movements from indigenous cultures, through colonialism, and to present day globalization.

### HOS: HOSPITALITY MANAGEMENT

#### HOS104 Introduction to the Hospitality and Tourism Industry (3 cr. hours)

**Offered Fall**

A survey of the interrelated industries that comprise the number one employer in the world: tourism. Introduces the student to the major concepts and components that represent the following industries: lodging, resorts, vacation clubs and spas, restaurants, catering, attractions, theme parks, casinos, club management, convention and event planning, cruises, and tourism services.

#### HOS1590, HOS290, HOS390, HOS490 Special Topics (3 cr. hours)

**Prerequisite:** None; unless listed in the schedule of courses. Topics will vary. May or may not be writing intensive.

#### HOS215 Food Service and Safety Management (3 cr. hours)

**Offered Fall**

Students will be required to complete a program that is recognized by the National Restaurant Association Educational Foundation as a preferred Food Protection Manager Certification program. Topics include how to prepare for a health inspection, HACCP food safety assurance system, local, state and federal regulations and agencies, crisis management, and the significant impact of the food service industry.

#### HOS280 Hospitality Facilities Management (3 cr. hours)

**Offered Spring**

Standard operational functions and procedures involved in servicing the facility will be addressed. The property engineer's role as a manager will be stressed with regard to guest operations.

#### HOS330 Hospitality and Tourism Strategic Management (3 cr. hours)

**Prerequisite:** HOS204

**Offered Spring**

This course provides students with a perspective of managing a hospitality and tourism business through strategic eyes, utilizing the unique tools and techniques of the hospitality industry. This course will allow students to develop and implement sound hospitality strategies. Cases are used to provide actual applications of topics such as innovation, entrepreneurship, leadership, ethics, global management and franchising specific to the hospitality and tourism industry.

### HOS470 Internship (3 cr. hours)

**Prerequisite:** Junior standing and permission of the Internship Coordinator

Provides the student with on-the-job experience in varied aspects of hospitality and tourism management. Hours and work assignments will be arranged on an individual basis.

### ITS: INFORMATION TECHNOLOGY

#### ITS106 (w) Introduction to Computer Science (3 cr. hours)

**Offered through Online & Off-Campus programs only**

This course is designed to introduce students to the world of computers through teaching the basics behind computer science.

#### ITS120 Current Trends in Virtual Computing (3 cr. hours)

**Offered through Online & Off-Campus programs only**

This course will introduce students to trends in information technology to include topics such as virtualization, cloud computing, and Windows OS.

#### ITS215 Open Source Computing (3 cr. hours)

**Offered through Online & Off-Campus programs only**

**Prerequisite:** ITS215

This course is designed to develop students' knowledge and aptitude in UNIX and Linux Operating Systems at a command line level.

#### ITS345 Computer Law and Ethics (3 cr. hours)

**Offered through Online & Off-Campus programs only**

**Prerequisite:** CIT344

This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

#### ITS370 Server Administration (3 cr. hours)

**Offered through Online & Off-Campus programs only**

**Prerequisite:** CIT361

This course prepares students to install, configure, and administer Windows Server Active Directory. Students will be prepared for the Microsoft MCSA certification on Windows Active Directory.

#### ITS375 (w) Open Source Security (3 cr. hours)

**Offered through Online & Off-Campus programs only**

**Prerequisite:** ITS215

This course prepares students to install, configure, secure and administer an Open Source Server. Students who take this course will be able to properly configure a Linux server for LDAP, Email, DHCP, DNS, and VPN access.

#### ITS430 Enterprise Administration (3 cr. hours)

**Offered through Online & Off-Campus programs only**

**Prerequisite:** ITS370

This course will give a student extensive experience in Windows Server Management and Administration. Emphasized are Windows deployment services, network infrastructure servers, RRAS, RADIUS, NAT, IIS, terminal services, imaging, virtual machines, network load balancing, backup strategies, and fault tolerance. This course will build a strong foundation in preparation the Microsoft MCSA certification.
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS: INFORMATION TECHNOLOGY / CRIMINAL JUSTICE</th>
</tr>
</thead>
</table>

### ITS: INFORMATION TECHNOLOGY

#### ITS465

Wide Area Networking and Switching (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIT362

This course prepares students for a portion of the CISCO Certified Network Associate (CCNA) Certification Examination. It prepares students with the knowledge and skills necessary to install, configure, update, and troubleshoot switched LANs and VLANs. Students will learn additional skills including classless IP addressing, configuring single area OSPF and EIGRP, switching concepts, configuring CISCO switches, configuration of VLANs, concepts and configuration of VTP, Access control lists, introduction to wireless LANs, advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), DHCP, and WAN technology and terminology, including PPP, ISDN, DSL, Frame Relay, network management, and introduction to optical networking. In addition, the students will prepare for taking the CCNA Exam.

#### ITS495 (w)

Capstone Project (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIS412

This course is designed to encompass every aspect of the Information Technology degree. Students will design a final project that includes aspects from networking, security, program management, computer law, hardware, Windows OS, Linux/Unix OS, and programming/scripting.

### JUS: CRIMINAL JUSTICE

#### JUS110

Introduction to Criminal Justice (3 cr. hours)
Offered Fall, Spring

A survey of the criminal justice system and of its major subsystems: law enforcement, courts, and corrections. Emphasis will be not only on structure and functions of the various components, but also on their interactions. The course will also introduce the student to the basics of criminal justice research through the use of the collection of the National Criminal Justice Reference Service and other professional sources of information.

#### JUS190, JUS290, JUS390, JUS490

Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses

Topics will vary. May or may not be writing intensive.

#### JUS201

Criminal Law (3 cr. hours)
Prerequisite: JUS110

Offered Fall, Spring

An analysis of criminal laws from their development under common law to their present day applicability under constitutional and statutory standards with special emphasis on practice with the Ohio Revised Code.

#### JUS202

Criminal Procedures (3 cr. hours)
Prerequisite: JUS201

Offered Fall, Spring

An understanding of the constitutional and other legal ramifications affecting the procedure of criminal arrest, search, seizure, and evidence.

#### JUS215

Homeland Security and the Legal System (3 cr. hours)
Prerequisite: ENP159, PUBL51 or GST512

Offered Fall, Spring

This course will examine the Homeland Security Act of 2002 (organizational restructuring of U.S. investigative, security and catastrophic response agencies). An overview will be provided of the CONPLAN (U.S. Governments Interagency Domestic Terrorism Concept of Operations Plan). Presidential Directives 39 and 62, the Patriot Act and evolving case law will also be discussed. The legal approach to terrorism and homeland security will be examined along with the potential effect of these laws and procedures on the civil liberties of citizens of the United States. Additionally, there will be an analysis of international borders and airport security relating to the 4th Amendment.

#### JUS361

Ethical Issues in Criminal Justice (3 cr. hours)
Prerequisites: JUS202 and any PH

Offered Fall, Spring

This course is designed to identify and examine ethical issues among practitioners and students in the criminal justice fields. Such issues may include the discretionary power of arrest, the use of deadly force, the decision to prosecute, participation in plea bargaining, representation of the guilty, and the imposition of punishment, to name a few. The course will promote inquiry that combines ethical analysis with a practical awareness of the realities of the criminal justice system.

#### JUS461 (w)

Capstone Senior Seminar in Criminal Justice (3 cr. hours)
Prerequisite: ENP293 and Senior standing; this is a writing intensive course.

Offered Fall, Spring

A capstone course focusing on critical thinking and evidence evaluation skills needed as a criminal justice professional. Challenges and opportunities regarding employment, functioning, and professionalism in the criminal justice field will be addressed.

#### JUS463 (w)

Applied Research Design (6 cr. hours)
Offered through Online & Off-Campus programs only

This is a writing intensive course.

This course provides a unique, integrative research experience. Students will learn the fundamental steps of the research process including formulating research questions, developing specific hypotheses, designing various types of studies, and collecting, analyzing and interpreting the results. With this knowledge, students will design, conduct, and write a formal report on a research project in a criminal justice agency. Students will stay current in the field by reading and understanding articles that appear in scholarly and professional journals. This is a writing intensive course.

#### JUS465

Criminal Trial Evidence (4 cr. hours)
Prerequisite: ENP460

Offered Fall, Spring

This course is designed to prepare the criminal justice professional with knowledge and skills associated with the presentation of evidence at trial. Students will learn how to be a credible witness, the rules of evidence, and the procedure for getting evidence admitted at trial. A mock trial will take place so that students can practice and demonstrate the skills learned.

#### JUS497

Independent Research in Criminal Justice (3 cr. hours)
Prerequisite: Permission of the instructor

Designed to assist the student through advanced study of the literature germane to a specialized topic in the field. An in-depth review of the literature and/or a formal research project is required.
LAW: BUSINESS LAW

LAW115
Survey of Healthcare Law in the United States (3 cr. hours)
Offered through Online & Off-Campus programs only
This course is designed to examine the current healthcare law and ethics relevant to the healthcare environment. Individuals who work in the industry must understand the principles of how law and ethics governs policies, processes, procedure, and patient care. Legal terminology, legal processes, regulations, limitations, patient confidentiality, and a variety of ethical situations will be reviewed in detail. The solid foundation gained from this course will provide each student with the knowledge necessary to work within the legal parameters set currently within the industry.

LAW190, LAW290, LAW390, LAW490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Investigation of selected areas or contemporary problems. May or may not be writing intensive.

LAW211
Business Law I (3 cr. hours)
Prerequisite: ENG111
Offered Fall, Spring
An examination of civil and criminal law and process and their interrelationship. The course also examines application of the Constitution to business with particular emphasis on the court system and administrative agencies. Substantively, the content areas of torts and contracts will be examined.

LAW212
Business Law II (3 cr. hours)
Prerequisite: LAW211
Offered Fall, Spring
Building on a basic understanding of contract law, the student will be introduced to the Uniform Commercial Code in the areas of sale of goods, commercial paper, and secured transactions. In addition, the law of agency and topics on partnership and corporations will be considered.

LAW260
Legal Issues in Sports and Recreation (3 cr. hours)
Prerequisite: LAW211
Offered Fall, Spring
Title IX, risk management, tort, liability, agency, contract, antitrust, constitutional, labor law and intellectual property law are examined as applicable for managers in the sport and entertainment industry. Actual court cases concerning legal issues are presented relating to sport events, special events, athletics, the hotel industry, tourist attractions, amusement parks and recreational settings.

LAW301
Legal Regulation of Business (3 cr. hours)
Prerequisite: LAW211
Offered as needed
This course will examine the broader legal aspects of governmental regulation of business in relation to public policy, social issues, and business ethics. Criminal laws affecting business legal intricacies of purchase, sale and transfers, survey of federal, state, local, and international statutes affecting business such as bankruptcy laws, consumer protection laws, securities regulations and international trade laws will be studied.

LAW321
Employment and Labor Law (3 cr. hours)
Prerequisites: MAT120I and LAW211
Offered Spring
This course is an overview of various laws and regulations that determine the rights and obligations of employees and employers. Topics explored include the nature of the employment relationship and common law principles, prohibitions against discrimination on the basis of certain protected characteristics such as race and gender, wage and hour law, the Family Medical Leave Act, the National Labor Relations Act, and other similar areas of labor and employment law. The primary focus is on federal laws governing the employment relationship, but there will also be discussion of state and local laws.

LAW403
Healthcare Law (3 cr. hours)
Offered through Online & Off-Campus programs only
This course examines the ever-changing legal trends faced in the healthcare environment. This course will provide the student with the skills necessary to mitigate liability through risk management principles, develop relationship management skills, incorporate employment law procedures, and manage communication.

LAW406
Fraud Prevention and the Legal Environment (3 cr. hours)
Prerequisite: ACCA05
Offered Spring
This course emphasizes Federal and State legislation related to fraud examinations including laws that govern civil and criminal prosecutions. Students will learn theory and practical application of financial investigation methods for both public and private sector organizations.

MAT: MATHEMATICS

MAT174
Finite Mathematics (3 cr. hours)
Prerequisite: By University placement
Offered Fall, Spring
This course applies mathematical techniques to solve real-world problems and involves the study of topics including linear models, systems of equations, financial math, and probability.

MAT181
College Algebra (3 cr. hours)
Prerequisite: By University placement
Offered Fall, Spring
The course topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices, and sequences.

MAT190, MAT290, MAT390, MAT490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary. These courses offer topics of special interest to students to further their interest and knowledge in the area of mathematics.

MAT251
Applied Mathematics (3 cr. hours)
Prerequisite: By University placement
Offered Spring odd numbered years
An applied approach of fundamental arithmetic and algebraic concepts and basic problem-solving skills. Emphasis is placed upon a problem-solving approach that requires students to be active participants in the examination of numerical concepts.

MAT271
Geometry for Middle School Teachers (3 cr. hours)
Prerequisite: MAT174/181
Offered Fall, Spring
Consider synthetic methods, foundations of Euclidean geometry with a brief treatment of non-Euclidean geometry, and groups of transformations associated with geometry.

MAT273
Applied Statistics I (3 cr. hours)
Prerequisites: one of MAT174/181/251/281; A hand-held calculator with scientific functions is required
Offered Fall, Spring
A study in descriptive and inferential statistical methods that aid decision-making. Includes the following topics: normal probability distributions, calculation of parameters from a universe, calculation of statistics from a sample, hypothesis testing, regression, and correlation.
This course covers traditional pre-calculus topics, including topics from advanced algebra, trigonometry and analytic geometry.

MAT281
Calculus I (5 cr. hours)
Prerequisites: By University placement
Offered Fall
A first semester introductory course to graphical, numerical, and symbolic approach to differential calculus. Topics covered include functions, rates of change, limits, continuity, differentiability, rules of differentiation, and anti-differentiation. A study in the applications of calculus to motion, optimization, and related concepts.

MAT285
Calculus II (5 cr. hours)
Prerequisites: MAT281 earning a “C” or better or permission of instructor
Offered Spring
A continuation of the concepts learned in Calculus I. This course includes a study of the techniques and applications of integration calculus. Topics include calculus of transcendental functions including logarithms, exponential, and inverse trigonometric functions. Techniques of integration, sequences, and various series are covered.

MAT287
Discrete Mathematics (3 cr. hours)
Prerequisite: MAT285
Offered Spring
This course provides students with an introduction to discrete mathematics with the focus on mathematical reasoning, basic understanding of sets, functions, relations, algorithms, counting methods, graph theory and methods of proof.

MAT326
Statistics for Criminal Justice Majors (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MAT174/181
This course provides the mathematical framework for the CJ capstone research methods class. It will provide students with a basic understanding of how to use data for research purposes. It will focus on the various statistical methods and formulas for analyzing and interpreting data.

MAT340
Probability Theory (3 cr. hours)
Prerequisite: MAT273, MAT287
Offered Spring
The mathematical concept of a game is an abstraction which encompasses conflict-cooperation situations in which strategy (not just chance) plays a role. Course topics include games in extensive form, pure and behavioral strategies, normal form, mixed strategies, equilibrium points, coalitions, characteristic-function form, imputations, solution concepts, related topics and applications. Probability space axioms; random variables, expectation, univariant and multivariant distribution theory, sequences of random variables, Chebychev inequality, law of large numbers, and central limit theorem. The main goal of the course is for you to learn how to model real-world situations which require stochastic models (meaning random or probabilistic). We will spend a relatively small amount of time developing the theory of stochastic processes, and a relatively large amount of time trying to model real-world problems with tractable stochastic models. We will develop theory as it becomes useful for working out the predictions of the models. The main theoretical topics to be covered are: independence and conditional probability, Markov chains, branching processes, and Markov processes. If time allows, we will also discuss Brownian motion or other topics. We will discuss applications to gambling, stock prices, inventory policies, queuing, and many other things.

MAT370 (w)
Teaching Mathematics in Middle School (3 cr. hours)
This is a writing intensive course.
Offered Spring even numbered years
This course will introduce students to current research and issues related to teaching mathematics in middle school. Students in this course will learn how to engage middle school students in meaningful mathematics, how to work with middle school students who are not meeting minimum standards and how to prepare middle school students for high school courses in mathematics. They will become knowledgeable about the current State of Ohio Math standards. This is a writing intensive course.

MAT373
Applied Statistics II (3 cr. hours)
Prerequisite: MAT273
Offered as needed
This course further develops topics introduced in Applied Statistics I. Additional topics covered will include analysis of variance, multiple regression, time series analysis, quality control and decision theory. The course makes use of available computer software as a problem-solving tool.

MAT385
Calculus III (5 cr. hours)
Prerequisites: MAT285
Offered Fall
A continuation of the concepts learned in Calculus II. This course includes an introduction to the calculus of vectors, vector-valued functions, and 3 dimensional surfaces. Topics include a development of vector calculus, motion in space, functions of two or more variables and their derivatives, multiple and partial integrals, and surface integrals.

MAT387
Differential Equations (3 cr. hours)
Prerequisite: MAT385
Offered Spring
This course studies methods for solving ordinary differential equations of first second and higher order. It includes applications, series, systems and numerical techniques. Differential equations are an excellent vehicle for displaying the interrelations between mathematics and the physical sciences. The student can see ways in which the solutions to specific problems have benefited from work of a more abstract nature.

MAT389
Introduction to Analysis (3 cr. hours)
Prerequisite: MAT385
Offered Fall
The real number system. Sequences, limits, and continuous functions in R and R. The concept of a metric space. Uniform convergence, interchange of limit operations. Infinite series. Mean value theorem and applications. The Riemann integral.

MAT394
Complex Analysis (3 cr. hours)
Prerequisite: MAT 89 Introduction to Analysis
Offered Fall
This is an upper division course covering the following topics: the real number system , Sequences, limits, and continuous functions in R, the concept of a metric space, uniform convergence, and the interchange of limit operations. Infinite series. Mean value theorem and applications, and the Riemann integral will also be studied in this one-semester class.
MGT: MANAGEMENT

MGT121
How Business Works (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Full, Spring
This introductory course is designed to acquaint the student with a broad variety of topics that are fundamental to the understanding of business. These include the essentials of economics, finance, management, marketing, international business, strategy and ethics. The study and discussion of current issues in each of these areas will be used to increase the student's understanding.

MGT140
Survey of the Healthcare Industry (3 cr. hours)
This course includes an overview of the healthcare industry and the important concepts needed to manage in the healthcare field.

MAT: MATHEMATICS (continued)

MAT396
Linear Algebra (3 cr. hours)
Prerequisite: MAT385
Offered Fall
This course studies systems of linear equations, vector spaces, linear transformations and matrices. It includes applications and theories. Linear algebra is valuable in illustrating a number of mathematical thinking processes that arise not only in linear algebra, but also in many other mathematical subjects. Understanding these thinking processes greatly reduces the time and frustration involved in learning advanced mathematics as well as in solving mathematical problems in general. It is also useful in solving a variety of problems arising in physics, chemistry, statistics, business and other areas.

MAT398
Game Theory (3 cr. hours)
Prerequisite: MAT282, MAT285 and MAT396
Offered Spring
This course will explore the multi-person decision-making situations when players' payoffs depend on other players' choices. The mathematical concept of a game is an abstraction which encompasses conflict-cooperation situations in which strategy (not just chance) plays a role. Theory and application will studied through games in extensive form, pure and behavioral strategies, normal form, mixed strategies, equilibrium points, coalitions, characteristic-function form, imputations, solution concepts, related topics and applications.

MAT420
Topology (3 cr. hours)
Prerequisite: MAT392, MAT396
Offered Spring
This three-credit course covers metric spaces; topological spaces; separation axioms; continuity; convergence, connectedness, and compactness; basic notions in homotopy theory; quotient spaces; and paracompactness.

MAT430
Number Theory (3 cr. hours)
Prerequisite: MAT287
Offered Spring
An introduction to classical results in analytic number theory, presenting fundamental theorems with detailed proofs and highlighting the tight connections between them. Topics covered include: the prime number theorem, Dirichlet L-functions, zero-free regions, sieve methods, representation by quadratic forms, and Gauss sums.

MAT432
Set Theory (3 cr. hours)
Prerequisite: MAT287
Offered Fall

MGT: MANAGEMENT (continued)

MGT161
Introduction to Business (3 cr. hours)
Prerequisites: ENG141; Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently. This course is designed to present students with a broad view of the functional departments of business such as management, marketing, finance, human resources, law, economics, communications, social responsibility and ethics in business. Using test, discussions and projects, students deepen their understanding of the role of the integration of functional departments within a successful business.

MGT190, MGT290, MGT390, MGT490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses. Topics will vary. May or may not be writing intensive.

MGT201 (w)
Management of Organizations (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Full, Spring
This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. The course will also examine the nature of the managerial job. This is a writing intensive course.

MGT221
Supply Chain Management (3 cr. hours)
Prerequisite: MGT201
Offered Fall, Spring
This course is an overview of supply chain management and will briefly cover the topics of procurement, lean organizations, Total Quality Management, logistics and materials management.

MGT243
Current Issues in Healthcare (3 cr. hours)
Prerequisite: MGT201
This course will address current and foundational topics in the healthcare industry necessary for complete, effective administration and management.

MGT301
Organizational Behavior (3 cr. hours)
Prerequisite: MGT201
Offered Full, Spring
A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.

MGT317
Human Resource Management (3 cr. hours)
Prerequisite: MGT201
Offered Fall
A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.

MGT318
Total Compensation Management (3 cr. hours)
Offered Online only
Prerequisite: MGT317
Offered Fall
A study of the total compensation management function in business, as evidenced through the human resource framework. Major areas of activity will include job analysis, job evaluation, establishing pay structures, and benefits.
**MGT: MANAGEMENT (continued)**

**MGT320**
Human Resource Risk Management (3 cr. hours)
Offered Online only
Prerequisite: MGT301 and LAW321
This course will examine the scope and role of HR in the occupational health and safety arena, the fundamental components of comprehensive programs and, more importantly, the interplay between these considerations and how important HR professionals are in their success. Topics covered include OSHA requirements, risk management and loss prevention, management of safety & workers’ compensation, employee assistance plans, preventative health issues, emergency response & preparedness, and developing a culture of safety, amongst others. There will be focus on the fundamental components of a comprehensive health and safety program to protect the employees in an organization and avoid costly liability.

**MGT321**
Operations Management (3 cr. hours)
Offered Online only
Prerequisite: MGT201
This course deals with the managerial functions directly related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRPII, forecasting, scheduling, quality assurance and project management.

**MGT324**
Logistics and Distribution (3 cr. hours)
Prerequisites: MKT151 and MGT221
Offered Fall
A study of the movement of material and information throughout the supply chain. Topics include transportation, storage, DRP, warehouse selection and location, and distribution.

**MGT351 (w)**
Managing Diversity in the Workplace (3 cr. hours)
Prerequisite: MGT201; this is a writing intensive course.
Offered Spring
In the context of the growth of multinational enterprises and the increasing diversity of the American workforce, this course deals with gender, racial, age, cultural, and other differences in the workplace. The course will focus on being open, sensitive, and fair in dealing with differences and on using diversity as positive force within organizations. This is a writing intensive course.

**MGT356**
Quality Management (3 cr. hours)
Prerequisites: MGT221
Offered Spring
A study of Quality Management principles and philosophy including the ideas of Deming, Juran and Crosby, employee involvement, Kaizen, statistical process control, and Six Sigma.

**MGT359**
Small Business Management (3 cr. hours)
Prerequisites: MGT221 and Junior standing
Offered Spring
A study and analysis of the problems of operating a small business. Additionally, a discussion of the how’s, whys and why’s an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.

**MGT361**
Managerial Research Design and Analysis (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MAT174/MAT181/MAT251
This course is an introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete the Action Research Project and understand managerial decision-making.

**MGT402**
Training and Development (3 cr. hours)
Offered Online only
Prerequisite: MGT301
An advanced course designed to develop knowledge and skill in the design, development, delivery and evaluation of organizational and job-related training and performance improvement programs.

**MGT404**
Organization Theory (3 cr. hours)
Prerequisite: MGT301
Offered Spring
An overview of organizations drawing upon the concepts of social and cultural anthropological, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power, and conflict, and environmental relationships.

**MGT411**
International Management (3 cr. hours)
Prerequisite: MGT301
Offered Fall, Spring
This course focuses on business across national boundaries. Topics covered include functional areas of management in MNES, impact of policy, society, economy, and geography on the international business environment and global strategic management.

**MGT422**
Materials Management and Procurement (3 cr. hours)
Prerequisites: LAW211 and MGT221
Offered Fall
Studying the requirements for managing the flow of materials in various processes to include planning and inventory control. The nature of the procurement function in organizations, including supplier relations, supplier selection, issuing of contracts, and contract law as it relates to procurement, long-term partnering and make versus buy decisions.

**MGT434**
Design Thinking & Process (3 cr. hours)
Prerequisites: MGT202, any ART course
Offered Spring
Design thinking is an iterative, problem-solving process of discovery, ideation, and experimentation that employs design-based techniques to gain insight and yield innovative solutions for virtually any type of organizational or business challenge. In this course, students will examine the steps of the design thinking process and become familiar with the design processes. Students will develop skills as ethnographers, visual thinkers, strategists, and storytellers through lectures, discussions and collaborative projects. Students will directly apply what they have learned to challenges about which they are passionate. By the end of the course, the student will have iteratively moved between the scholar and practitioner roles. Students will untangle the complexities of related policy and explore innovative ways to create real impact.

**MGT443**
Strategic Human Resource Management (3 cr. hours)
Offered Online only
Prerequisites: MGT301, MGT320, LAW321
The course focuses on opportunities, planning, and emerging issues related to strategic human resource management. Learners will explore the alignment of business strategies and human resource management. Strategic human resource management will be defined and understood, emerging challenges will be discussed, how to strategically manage organizational change, and understanding the rationale for the creation of new roles and expectations of organizations required to be successful strategic business partners will be examined.

**MGT455**
Lean Organizations (3 cr. hours)
Prerequisite: MGT222
Offered Spring
The application of just-in-time principles throughout the supply chain, including how to define and eliminate waste, the utilization of information in lieu of inventory; pull versus push systems; Kanban signaling and material coordination; and an in-depth look at the Toyota Production System.

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MGT: MANAGEMENT (continued)

MGT470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of the Internship Coordinator
Provides the student with on-the-job experience in varied aspects of management. Hours and work assignments will be arranged on an individual basis.

MGT475
Internship and Professional Development Seminar (3 cr. hours)
Prerequisite: Senior standing
Offered Fall
This class is open to any business major. Students will be required to gain a minimum of 150 hours of volunteer or paid practicum experience related to their chosen field. Students are required to maintain a weekly journal blog and a daily log sheet provided by the faculty. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as electronic portfolios, interviewing, dining etiquette, and business career information.

MGT491
Management Research Project (3 cr. hours)
Offered through Online programs only
Prerequisite: MGT majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Management Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual’s entire professional career. The Management Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Management Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

MGT495 (w)
Organizational Strategy (3 cr. hours)
Offered Fall, Spring
Prerequisites: BBA major, MGT201, ECO221 and FIN301 and Senior standing; this is a writing intensive course.
This advanced course designed to integrate the functional concepts and techniques from the foundation courses in the curriculum. It provides the student with a thorough appreciation of the role of the general manager, with emphasis on strategy formulation and implementation. This is a writing intensive course.

MKT: MARKETING

MKT151
Introductory Marketing (3 cr. hours)
Offered Fall, Spring
This course exposes the student to the vocabulary of marketing and introduces many of the major principles and theories of the discipline. The focus of the course is on marketing’s relationship to the other business functions and on marketing function management as opposed to day-to-day marketing operations.

MKT190, MKT290, MKT390, MKT490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

MKT252
Buyer Behavior (3 cr. hours)
Prerequisite: MKT131
Offered Fall
This course introduces the basic processes of and influences upon decision-making by both individual consumers and organizational buyers, as well as the implications of such information toward the development of marketing strategies.

MKT253
Marketing Communications (3 cr. hours)
Prerequisites: MKT151 and MKT201
Offered Spring
This course deals with operation and management of the advertising and promotion function with respect to both its positions within the marketing system and its relationship to the other business functions.

MKT350
Retailing Management (3 cr. hours)
Prerequisite: MKT232 or MKT233
Offered Fall
This course includes discussions of retailing functions and management of retailing as a system. Emphasis is on understanding the external environment of retailing and on the creation of an appropriate internal environment.

MKT354
Personal Selling (3 cr. hours)
Prerequisite: MKT131
Offered Fall
Personal Selling focuses on customers as individuals rather than target market groups. To do this, the student salesperson will learn to tailor sales call approaches and presentations, negotiation strategies, and service provisions to a specific person and organization. Given the independent nature of professional sales positions, the course also examines motivation, time management, and ethical issues.

MKT357
Business Marketing (3 cr. hours)
Prerequisite: MKT253 or MKT350
Offered Spring
Focusing on function management rather than function operation, this course explores in detail the nature of business-to-business markets and the differences in industrial buyer behavior and the marketing mix from that encountered in consumer markets.

MKT364
Event Marketing and Management (3 cr. hours)
Prerequisites: MKT351, MKT201 and Junior standing
Offered Spring
Examines the practices for scheduling, planning, organizing, promoting, and supervising commercial and private events. Business planning is emphasized as students are familiarized with theories, terminology, and logistics for marketing, promotions, management, decision making, and analyses of customer behavior. This course emphasizes the creation and implementation of core documents to present to prospective investors, clients, and employees.

MKT402 (w)
Marketing Research (3 cr. hours)
Prerequisites: MKT273 and a 300 level MKT course; this is a writing intensive course.
Offered Fall
This course provides a study of marketing function information needs as well as an understanding of operating and managing the research process. This research process and its integral parts are studied in detail from the perspectives of providing actionable results and marketing controls. This is a writing intensive course.

MKT404
Global Marketing (3 cr. hours)
Prerequisites: MKT131 and Junior Standing
Offered Spring
This course examines the increasingly global nature of marketing management and addresses the issues involved when organizations expand into the arena of international competition. Particular attention is paid to the differences between cultures and the importance of sensitivity to them.
MKT: MARKETING (continued)

MKT470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of the Internship Coordinator
Under faculty member guidance and reporting to an agent of a selected firm the individual student works in some aspect of the marketing field; e.g., retail or wholesale sales, advertising and promotion or distribution. This real-world work experience contributes directly and substantially to the student's major area of marketing interest. Work assignments are arranged on an individual/student/company basis.

MKT491 (w)
Marketing Research Project (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MKT majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Marketing Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Marketing Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Marketing Research Project will focus many of the new skills that have been learned from the course work in this major. The project includes the practical application of the learning that is far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

MUS: MUSIC - PROFESSIONAL

MUP101
Music Fundamentals I (1 cr. hour)
Prerequisite: No musical background is required or expected. Access to a piano/keyboard and music notation software is required.
Offered Full
An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of theory at the keyboard, and rhythmic, melodic, and harmonic ear training. No musical background is required or expected. Access to a piano/keyboard and music notation software is required.

MUP102
Music Fundamentals II (1 cr. hour)
Prerequisite: MUP101 or by permission
Offered Spring
An introduction to elements of music including the study of basic functional harmony, minor scales, song writing techniques, rhythmic, melodic, and harmonic ear training, and application of theory at the keyboard. Access to a piano/keyboard and music notation software is required.

MUP121
Musicianship I (3 cr. hours)
Offered Full even numbered years
This course covers the basics of music theory, including concepts of sound, music notation, rhythm, meter, intervals, modes, scales, and triads. Additionally, students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

MUP122
Musicianship II (3 cr. hours)
Offered Spring odd numbered years
This course is a continuation of MUP121 of music theory, including concepts of sound, music notation, rhythm, meter, intervals, modes, scales, and triads. Additionally, students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

MUP190, MUP290, MUP390, MUP490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary. May or may not be writing intensive.

MUP221
Musicianship II (3 cr. hours)
Prerequisite: MUP122
Offered Spring odd numbered years
This course presents an expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will also learn how these concepts apply to keyboard instruments playing scales, chords and harmonic progressions.

MUP240
The Rhythm Section (3 cr. hours)
Prerequisite: MUP221
Offered Spring odd numbered years
This course is designed to introduce students to playing and performing in a pop, jazz or rock rhythm section. Students learn the rhythm section roles and functions of keyboard, guitar, bass and drums, and over the course of the semester are introduced to basic playing technique on three different instruments. The course focuses on playing together in small groups of three or four students and is open to all students regardless of major or experience level.

MUP321
Musicianship III (3 cr. hours)
Prerequisite: MUP221
Offered Fall odd numbered years
This course addresses harmonic and formal analysis, basic part-writing techniques, and gives students a survey of compositional techniques used in Classical, Jazz, and Pop/Contemporary music. Students will simultaneously learn to apply these techniques to keyboard instruments through use of chord/melody playing, stylistic tendencies and practices, and the realization of printed sheet music (lead sheets, chorales, etc.).

MUP322
Musicianship IV (3 cr. hours)
Prerequisite: MUP321
Offered Spring even numbered years
This course presents students with advanced theoretical concepts by way of composition, basic arranging and orchestration, analysis, transcription and the development of advanced aural skills. Keyboard skills studied include the playing of advanced scales, chord inversions, basic accompanying, printed music interpretation, improvisation and sight-reading. The course requires students to demonstrate a minimum level of functional keyboard proficiency.

MUP351 & MUP352
Music Listening and Analysis I & Music Listening and Analysis II (3 cr. hours each)
Prerequisite: MUP221; Must be taken in sequence
Offered Fall odd semesters: MUP351
Offered Spring even semesters: MUP352
This sequence is designed to give students an exposure to the evolution of music history, but with an approach that differs from traditional music history courses. Instead of presenting dozens of musical styles and hundreds of composers and performers, the courses explore a limited number of significant pieces at a greater depth, using those representative examples to develop students' critical listening and analytical skills, aesthetic sensibilities, and historical and sociological awareness. This approach allows students to be better equipped to pursue their own study of music that most interests them and is most applicable to their own career aspirations.

MUP440
Teaching Music (3 cr. hours)
Prerequisite: MUP221
Offered Fall even years
This course is designed to give students the experience they will need to succeed as entrepreneurial musicians running their own private teaching studio and leading their own musical ensembles. The course focuses on basic classroom, studio and ensemble pedagogy, and on helping students develop skills that will help them succeed as teachers, bandleaders, managers and performers. This course was developed to address some of the most important skills not taught in other university music programs.
MUS: MUSIC

MUS100
Music Convocation (0 cr. hours)
This course requires students to attend on-campus recitals, workshops, presentations and master classes, presented by University staff, faculty and students. These convocations will be held one hour per week at a consistent time, e.g. Wednesdays at noon.

MUS110/210/310/410
Instrumental Ensembles (1 cr. hour)
Offered Spring
Students in University bands explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles, in order to achieve both the individual musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.

MUS111/113/211/213/311/313/411/413
Instrumental or Vocal Music Ensembles (0 cr. hours)
This course, typical of university music curricula, allows music ensemble participation that would otherwise carry academic credit, to be reflected on members of TU choirs and bands whose academic plan does not afford room for enrolling in the existing for-credit ensemble courses. Pass/Fail.

MUS112/212/312/412
Choral Ensembles (1 cr. hour)
Offered Spring
Students in University choir and vocal ensembles explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles in order to achieve both the individual musicianship growth and the development of the ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.

MUS115/215/315/415
Private Music Instruction: Primary Area (1 cr. hour)
Offered Fall
This individual study is based on fundamentals of technique and basic musicianship on the student's primary performance area, which may include vocal or instrumental music, music production and/or beatmaking, or music composition and arranging. Students meet with an instructor of their given performance medium 50 minutes per week for private lessons in order to address individual issues related to the student's individual technical and artistic development. A final examination is conducted by jury. Private music instruction fee required.

MUS116/216/316/416
Private Music Instruction: Primary Area (1 cr. hour)
Offered Fall
This individual study is based on fundamentals of technique and basic musicianship on the student's primary performance area, which may include vocal or instrumental music, music production and/or beatmaking, or music composition and arranging. Students meet with an instructor of their given performance medium 50 minutes per week for private lessons in order to address individual issues related to the student's individual technical and artistic development. A final examination is conducted by jury. Private music instruction fee required.

MUS117/217/317/417
Private Music Instruction: Secondary Area (1 cr. hour)
Offered Fall
This individual study is based on fundamentals of technique and basic musicianship on the student's secondary performance area, which may include vocal or instrumental music, music production and/or beatmaking, or music composition and arranging. Students meet with an instructor of their given instrument or performance medium 50 minutes per week for private lessons in order to address individual issues related to the student's individual technical and artistic development. A final examination is conducted by jury. Private music instruction fee required.
**MUS: MUSIC** (continued)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS427</td>
<td>Music Business Seminar</td>
<td>3 cr.</td>
<td>Spring odd number years</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> MUS230, MUS324, and MUS427</td>
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</table>

This course provides students with the opportunity to explore the current state and the future of the recording industry, music publishing industry, and music industry and intellectual property law. Students conceive and develop ideas and proposals for musical entrepreneurship, and create an individual project that draws together work from previous courses and their own musical and professional experience.

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**NAT: NATURAL SCIENCES**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Offered</th>
<th>Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT114</td>
<td>Survey of Science</td>
<td>3 cr.</td>
<td>Fall</td>
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<td></td>
<td><strong>Offered Fall, Spring</strong></td>
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</table>

This course emphasizes the prevention, recognition, and treatment of athletic injuries. Taping, wrapping, and reconditioning of athletic injuries are also covered in this course. Additionally, First Aid and CPR are a part of the curriculum.

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</tr>
</thead>
<tbody>
<tr>
<td>NAT120</td>
<td>Introduction to Athletic Training</td>
<td>3 cr.</td>
<td>Fall</td>
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<td><strong>Offered Fall, Spring</strong></td>
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</table>

This course will provide students with an introduction to the structure and function of each body system. The most common diseases and disorders are explored to understand the physician’s diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.

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<th>Credits</th>
<th>Offered</th>
<th>Co-requisite: NAT150L</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT124</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>3 cr.</td>
<td>Fall</td>
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<tr>
<td></td>
<td><strong>Offered Full</strong></td>
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</tbody>
</table>

This laboratory will cover foundational anatomy & physiology concepts such as the use of virtual dissection, imaging, and histology. The lab allows students to interactively label, dissect, and identify various structures of the human body. This lab is an excellent tool that allows students to implement theoretical concepts and nomenclature of the human body into practice.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered</th>
<th>Prerequisites: MAT174/181, and basic chemistry or biology recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT130</td>
<td>Introduction to Anatomy &amp; Physiology Lab</td>
<td>1 cr.</td>
<td>Fall</td>
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<td></td>
<td><strong>Offered Full</strong></td>
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This course introduces the development of wellness plans including nutrition and diet plans, exercise programs, health related physical fitness, healthy lifestyles and positive decision-making skills. Wellness evaluation and assessment are also included.

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<th>Course Code</th>
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<th>Credits</th>
<th>Offered</th>
<th>Co-requisites: MUS230, MUS324, and MUS427</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT192</td>
<td>Musical Acoustics</td>
<td>3 cr.</td>
<td>Spring odd number years</td>
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<tr>
<td></td>
<td><strong>Offered Spring</strong></td>
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</tbody>
</table>

This course is an introduction of the basic science disciplines of biological science, earth science, physics, and chemistry. The student will be able to demonstrate knowledge of basic concepts and principles of biology, earth/space science, chemistry, and physics and demonstrate an understanding for the process of scientific discovery and their implications in our society.

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<th>Co-requisites: NAT150L</th>
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<tbody>
<tr>
<td>NAT190, NAT290, NAT390, NAT490</td>
<td>Special Topics (3 cr. hours)</td>
<td></td>
<td>Fall</td>
<td></td>
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<tr>
<td></td>
<td><strong>Offered Fall</strong></td>
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</tbody>
</table>

Topics will vary. These topics will be of special interest to students to further their interest and knowledge in the area of natural science.

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<tr>
<th>Course Code</th>
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<th>Offered</th>
<th><strong>Prerequisites:</strong> MAT274/181, and basic chemistry or biology recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT201</td>
<td>Principles of Physical Science</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Full even numbered years**

An introductory study of physics, chemistry, astronomy, earth science, and weather. The following topics are explored: motion, energy, heat, wave motion, sound, light, atomic structure, elements, chemical change, the universe, the solar system, rocks and minerals, earthquakes, weathering and erosion, volcanoes, plates, the atmosphere, clouds, storms, tornadoes, and climate.

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<th>Co-requisites: MUS230, MUS324, and MUS427</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT205</td>
<td>Earth Science</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Full odd numbered years**

An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.

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<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Offered</th>
<th>Co-requisites: MAT136, and basic chemistry or biology recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT210</td>
<td>Oceanography</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Full odd numbered years**

An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.

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<tr>
<td>NAT215</td>
<td>Environmental Science</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Full even numbered years**

An introductory course dealing with the basic physical, chemical, and geological aspects of environmental sciences. Topics to be covered include ecosystems, physical, chemical, and geological processes involved in shaping the environment, political, economic, and social impacts of the environment, pollution, and the major contemporary environmental issues with examples from Ohio and surrounding states.

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<tbody>
<tr>
<td>NAT220</td>
<td>Survey of Health Issues</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Full odd numbered years**

Health decisions made today are the building blocks for future personal health. This course will assist the student in making personal health decisions by introduction of resources and information pertaining to various health issues, health trends and examination of issues pertinent to the life of today’s college student.

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<tbody>
<tr>
<td>NAT260</td>
<td>Lifetime Fitness and Wellness</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
<td></td>
</tr>
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</table>

**Offered Full, Spring**

This course examines the development of wellness plans including nutrition and diet plans, exercise programs, health related physical fitness, healthy lifestyles and positive decision-making skills. Wellness evaluation and assessment are also included.

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<th><strong>Prerequisites:</strong> MAT274/181, and basic chemistry or biology recommended</th>
</tr>
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<tbody>
<tr>
<td>NAT275</td>
<td>Introduction to General Chemistry</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
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</tr>
</tbody>
</table>

**Offered Spring**

The General Chemistry course is a 3 credit hour lecture class with no laboratory required. The course is an introduction to the basic concepts of chemistry and will serve as the chemistry requirement for the General Science major and for the training of Middle School teachers.

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<th>Offered</th>
<th>Co-requisites: MUS230, MUS324, and MUS427</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT291</td>
<td>Drugs and the Body</td>
<td>3 cr.</td>
<td>Fall even numbered years</td>
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</tr>
</tbody>
</table>

**Offered Spring**

The focus of this course is to develop an effective perspective on the multifaceted aspects and problems associated with drug use, abuse, addiction, and treatment. This is a writing intensive course.
UNDERGRADUATE COURSE DESCRIPTIONS: NATURAL SCIENCES / PHILOSOPHY

NAT: NATURAL SCIENCES (continued)

NAT312
Environmental Health (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: CHM131 and CHM131L
This course provides an overview of the factors influencing environmental health. It addresses the impact of human health and approaches to improve current status of the environment are addressed. This course also covers the analysis of tools to assess environmental disease within various domains.

NAT321
Community and Public Health (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT140
Students are provided with an overview of past, current, and future status of community and public health, with emphasis placed on awareness and methods to improve existing status. Current health of the nation and society is assessed.

NAT418
Epidemiology (3 cr. hours)
Prerequisite: HCA362
This course provides a student with a comprehensive overview of main concepts and methods of epidemiology. Students will gain the ability to apply these foundational concepts and methods, while also critically interpreting existing findings.

PHI: PHILOSOPHY

PHI110
The Art of Reasoning (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Fall, Spring
This course introduces students to philosophy through a study of the art of reasoning, which is essential in any field or endeavor that requires clear, skillful and critical thinking. Students will learn how to classify concepts, formulate definitions, analyze and evaluate propositions, analyze, construct and evaluate arguments, and identify common fallacies in reasoning. The course is oriented towards practical applications and involves a variety of skills in the analysis and evaluation of reasoning in daily life, scientific inquiries and professional fields.

PHI112
Great Philosophers (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Fall, Spring
This course introduces students to philosophy through a historical study of great philosophers and their representative works. The course study may be a survey of the history of philosophy, the history of philosophy in a particular culture (e.g., a history of Chinese philosophy), the history of a particular area in philosophy (e.g., a history of epistemology), a survey of a particular historical period (e.g., ancient Greek philosophy), a study of a particular school (e.g., pragmatism) or a study of one philosopher's work (e.g., Plato).

PHI190, PHI290, PHI390, PHI490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

PHI210 (w)
Philosophical Problems (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Fall
This course introduces students to philosophy through a survey of the core questions in some of the main areas in philosophy. These areas of philosophy may include philosophy of religion, metaphysics and epistemology, philosophy of mind, ethics, philosophy of life, social and political philosophy, and so on. In the study of each area, students will be exposed to different schools of thought. The course may also be taught as a study of a particular school of thought in philosophy (e.g., naturalism), examining its theories in the above-mentioned areas of philosophy. This is a writing intensive course.

PHI212
Symbolic Logic (3 cr. hours)
Prerequisite: ENG141
Offered Spring
This course introduces students to philosophy through a study of reasoning in a symbolic system, including sentential (or propositional) and quantificational (or predicate) systems. Students will learn how to translate claims and arguments expressed in a natural language into a system of logical symbols, evaluate those claims and arguments in accordance with logic rules that are also formulated in that system of logical symbols, and enjoy the simplicity and precision of logical thinking.

PHI215
Ethics (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Full, Spring
This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

PHI305
Applied Ethics (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: ENG141
This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

PHI306
Business Ethics (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ENG141
This course is designed for students majoring in business. Students in other majors may take this course as an elective. Through the course study, students will acquire knowledge and skills necessary for analyzing personal and social value systems, understand ethical principles in business practice, and learn how to apply moral approaches in dealing with issues, problems and cases in such areas of business practice as leadership, management, marketing, partnership, employment relation, environmental care, and so on.

PHI307
Medical Ethics (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: ENG141
This course is a critical examination of various moral problems present within the healthcare industry. The emphasis is given to those moral problems that arise for stakeholders within the healthcare industry, especially for those in a decision-making role involving conflicting values, each of which represents something good in itself in order to do what is right.

PHY: PHYSICS

PHY211
General Physics I (3 cr. hours)
Prerequisites: MAT181, MAT275 or MAT281, earning a “C” or better; Co-requisite: PHY211L
Offered Fall
The course will serve as an introduction into the basic concepts of general physics and will serve as the physical requirement for the advanced forensic science major, for the middle school certification program, and for the general science program. Students will be expected to apply these concepts in the required lab.
COURSE DESCRIPTIONS: POLITICAL SCIENCE

POL: POLITICAL SCIENCE

POL101
Introduction to the American Political Process (3 cr. hours)
Offered Fall, Spring
A survey course that covers the American democratic process and the distribution of authority and responsibility between the federal, state, and local levels.

POL151
Introduction to National Security Studies (3 cr. hours)
Prerequisite: ENG141
Offered Fall, Spring
This course provides an introduction to the study of national security and the national security process. It introduces students to the instruments of national power and how those instruments are used to support and achieve national interests and objectives. The course introduces the key actors, processes, and issues associated with national security. Students will have a better understanding of the complexities and challenges associated with security policy in a world characterized by globalization.

POL190, POL290, POL390, POL490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

POL201
Political Geography (3 cr. hours)
Prerequisite: ENG141
Offered Fall
This course begins with an introduction to the current political map of the world. Students will learn to identify continents, countries, capitals, and major cities. Second emphasis is on the relationships among the physical environment, landforms, climate, resources, and political boundaries.

POL205 (w)
The Presidency (3 cr. hours)
Prerequisite: POL101; this is a writing intensive course.
Offered Spring
This course studies the American presidency from 1787 to the present and examines the history, development, and operation of the U.S. presidency. Analysis is of the institution of the presidency, its functions, formal and informal relationships, and its limitations within the American political system. Emphasis is on the dynamics of the presidency, including presidential personality, conceptions of role, impact of public opinion, and responses to changes in the environment. Also considered are the evolution of the presidency, its powers and restraints, organizing and using White House staff, executive decision-making, and contemporary stances of the office. This is a writing intensive course.

POL206
Congress (3 cr. hours)
Prerequisite: POL101
Offered Fall
The course studies the organization, operation, and politics of Congress; problems of representation, leadership, relations with interest groups, the White House, and the bureaucracy. The course examines the history, development, and operation of the U.S. Congress. Attention is given to congressional elections, congressional-presidential relations, and the policy-making process, and the sociology and politics of legislative process, legislative recruitment, structure and influence of the committee system, impact of party leadership, and nature of legislative decision-making.

POL207
The Courts (3 cr. hours)
Prerequisite: POL101
Offered Fall
The course analyzes the political context of the judicial process. Topics covered include the structure and function of American court systems, court staffing, judiciary; roles of lawyers and other actors in the American legal system.

POL225
Introduction to Intelligence Studies (3 cr. hours)
This course introduces the basic structure of the intelligence community and the role of intelligence in maintaining national security. Students will become familiar with the history and evolution of intelligence and the intelligence process. They will be introduced to the laws and directives that guide the intelligence community and the ethical considerations inherent in the field.

POL310
Public Policy (3 cr. hours)
Prerequisites: POL101 and MGT201
Offered Fall even numbered years
This course uses the case study method to analyze current issues in public policy. Students study both policy formation and implementation. Typical topics include social security, welfare, education, energy, defense, and tax reform.

POL311
Federalism (3 cr. hours)
Prerequisite: POL101
Offered Fall
This course examines the nature of American Federalism and the dynamics of intergovernmental relationships, its organization, structure, powers, and functions of state and local governments. The course examines the role of the national and the state governments in intergovernmental relations as well as the state, local, interstate and inter-local relations. Issues of federal grants, fiscal outlook of cities, problems of inner cities, and metropolitan governments are also discussed.

POL313
American National Security Policy (3 cr. hours)
Prerequisite: POL311
Offered Spring
Students trace the development of national security in the United States from its conceptual birth during World War II to the present day, including the role that intelligence plays in national security policy. The course examines how national security policy has developed through succeeding presidential administrations.
### POL: POLITICAL SCIENCE (continued)

**POL320**
- Public Administration (3 cr. hours)
- Prerequisites: POL101 and MGT201
- Offered Spring odd numbered years

This course examines the management of government at local, state, and federal levels. Emphasis is on the function and control of government agencies, the nature of bureaucracy, planning, budgeting, and decision making in the public sector.

**POL330**
- Political Parties and Pressure Groups (3 cr. hours)
- Prerequisite: POL101
- Offered Fall

This course explores the role of political parties and pressure groups. Typical topics covered include methods of political action, organization, elections, campaign finance, and interest articulation.

**POL340**
- International Security (3 cr. hours)
- Prerequisites: POL341 and ECO221
- Offered Fall even numbered years

This course examines the concepts of covert action and clandestine operations as used by the U.S. Government. Legal definitions and restraints are covered, as are presidencial and congressional oversight and authorities. Organizations which perform covert and clandestine operations are studied, as well as some of the tools and techniques they use in executing such operations. Critical thinking and pattern recognition exercises develop students’ abilities to understand how intelligence is collected and analyzed as a portion of covert or clandestine activities. Finally, ethical issues associated with the use of covert action will be explored.

**POL345**
- Economic Instruments of Security Policy (3 cr. hours)
- Prerequisites: POL101 and ECO221
- Offered Spring even numbered years

The course examines the government’s evolving use of economic instruments of national power to promote our national security and our national interests.

**POL350**
- Comparative Political Systems (3 cr. hours)
- Prerequisite: POL330
- Offered Fall even numbered years

This course examines the government's evolving use of economic instruments of national power to promote our national security and our national interests.

**POL391**
- Comparative Political Systems (3 cr. hours)
- Prerequisite: POL330
- Offered Fall

This course examines the government's evolving use of economic instruments of national power to promote our national security and our national interests.

**POL420**
- Transnational and Unconventional Threats (3 cr. hours)
- Prerequisite: POL330
- Offered Fall even numbered years

Students will examine some of the unconventional security threats posed by transnational actors and organizations. Topics to be covered include globalization, WMD proliferation, drug cartels, energy security, information security, pandemics, and border security. Students will also critically assess how best to organize America’s national security apparatus to respond to these wide-ranging unconventional threats.

**PSY: PSYCHOLOGY**

**PSY101**
- Introduction to Psychology (3 cr. hours)
- Offered Fall, Spring

Introduction to psychology as a behavioral science, including historical background, human development (genetic and physical) from birth through death, the senses and perception, intelligence and creativity, and the principles of conditioning, learning, memory, and forgetting.

**PSY201**
- Introduction to Professional Practices (3 cr. hours)
- Prerequisite: PSY201
- Offered Fall, Spring

Introduces human services and psychology as potential careers in psychology and the role of psychology in the community. Students participate in class debates on topics of current concern in psychology, learn the writing style of the American Psychological Association, and critique effective methods for developing a professional resume. Guest speakers, field trips, and other out-of-class experiences expand students’ understanding of the diversity and challenges of modern behavioral science and practice. This is a writing intensive course.
UNDERGRADUATE COURSE DESCRIPTIONS: PSYCHOLOGY

PSY263
Theories of Personality (3 cr. hours)
Prerequisite: PSY101
Offered Fall even numbered years
An overview of historical and current theories regarding personality formation and development, and methods of measuring personality characteristics. Psychodynamic, humanistic, behaviorist, trait, and cognitive approaches are discussed.

PSY265
Lifespan Development (3 cr. hours)
Prerequisite: PSY101
Offered Fall, Spring
This course takes a life span approach in studying human development from conception through death. Students will examine the major theories and scientific research findings on our physical, cognitive, social, and personality development.

PSY269
Human Sexuality (3 cr. hours)
Prerequisite: PSY102
Offered Fall
Examines physiology of human sexuality as well as psychosocial aspects of the field. Considers sexual orientation, sexual dysfunction and paraphilia, sex therapy, theories of attraction, and current research.

PSY301
Adult Development and Life Assessment (3 cr. hours)
Offered through Online & Off-Campus programs only
Course closely examines the nature of transitions in adult life and explores the skills needed to successfully navigate those transitions by mastering the art of self-renewal. Through a process of self-discovery, adult learners come to a new understanding of themselves and others.

PSY302
History and Systems of Psychology (3 cr. hours)
Prerequisite: PSY202
Offered Spring
The long past and short history of the formal discipline of psychology are presented in a combined lecture/seminar format. Of primary emphasis are the philosophical foundations of modern psychological concepts and the personal lives and times of those who founded the field. Students engage in classroom debates, find and present in class biographical information pertaining to historical figures in psychology, and complete a project with a historical theme.

PSY320
Motivational Psychology (3 cr. hours)
Prerequisite: PSY102
Offered as needed
Course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.

PSY325
Introduction to Industrial/Organizational Psychology (3 cr. hours)
Prerequisite: PSY102
Offered as needed
This course is an overview of the field of Industrial/Organizational Psychology. It includes such areas as a history of I/O, methodology, job design and analysis, psychological testing, employee recruitment, selection, training, performance appraisal, motivation, satisfaction, emotions, personnel and organizational development, multiculturalism and diversity, leadership, group dynamics, health and safety, stress and conflict management, ergonomics, and consumer psychology.

PSY333
Experimental Psychology (3 cr. hours)
Prerequisites: PSY102 and SCS220
Offered Spring
Intensive instruction and hands-on experience in the designing, conducting, interpreting and reporting of psychological experiments. Ethical considerations, measurement and sampling issues and various categories of experimentation are discussed.

PSY344
Psychology of Terrorism (3 cr. hours)
Prerequisite: PSY102
Offered Fall
This course provides a comprehensive review of the scientific and professional literature analyzing key research findings on the psychology of terrorism. The course will identify, describe, and evaluate what contribution psychological theory and research have made to understanding terrorists and terrorism and the impact on victims. Typologies and group differences in terrorism will be explored. Current and future research directions in studying terrorism and counterterrorism are offered.

PSY360
Introduction to Counseling (3 cr. hours)
Prerequisite: PSY102
Offered Spring
Provides a theoretical survey of the field of counseling. Major emphasis is on such topics as ethical considerations, the intake interview, counselor roles and client roles, goals of counseling, referrals and liaisons in the community, vocational counseling, tests and instruments used in the counseling process and research on the counseling process.

PSY365
Abnormal Behavior (3 cr. hours)
Prerequisite: PSY102
Offered Fall, Spring
This course focuses on description, identification, and practical management of behaviors stemming from physiological, psychological and environmental causes.

PSY366
Cognitive Psychology (3 cr. hours)
Prerequisite: PSY102
Offered Fall odd numbered years
An overview of the issues, concepts, and current research evidence regarding the mechanisms, processes and content of thought. Attention and perception, memory, language, and problem solving are discussed.

PSY368
Evolutionary Psychology (3 cr. hours)
Prerequisite: PSY102 or SOC101
Offered Spring even numbered years
An overview of the issues, concepts, and current research evidence regarding the origins of human thought and behavior from the perspective that many aspects of “human nature” can be understood usefully as sets of processes that were designed by natural selection to solve adaptive problems faced by our evolutionary ancestors. Among the issues to be addressed are human survival, sex, and mating strategies, conflict between the sexes, and the emergence of moral codes.

PSY401
Biological Foundations of Behavior (3 cr. hours)
Prerequisites: PSY102 or EDC220
Offered Spring
This course is an introduction to behavioral neuroscience, a branch of psychology that concerns itself with relationships between the brain, nervous system and behavior. Topics include the structure and functioning of individual nerve cells, the structure and functioning of brain components, brain-nervous system control of relatively simple behavior such as movement, sensation, perception, and motivated behaviors, physiological regulation of sleep and memory, and biologically based clinical syndromes such as mood disorders, schizophrenia, and Alzheimer’s disease.
PSY425
Cross-cultural and International Psychology (3 cr. hours)
Prerequisite: PSY101
As our world becomes more interdependent, it is very important that we understand how individuals in other cultures and countries think, feel, and behave, and to understand the forces, beliefs and motivations that underlie behavior in a cultural or international context. Unfortunately, psychology as a field has tended to focus on the behavior of members of North American and Western European countries. Recently, cross-cultural and international research in psychology has demonstrated that many psychological processes once assumed to be universal (i.e., shared by members of all cultures) are actually quite culture-bound. Although a few topics on psychology have a relatively long history of cross-cultural investigation, experts are becoming more aware that all of the topics on psychology must be examined from a broad cultural and international perspective. In this course we will focus on multiple topics in psychology, examining them in light of various cultural backgrounds, orientations and locations in the world.

PSY440
Comparative Psychotherapies and Therapeutic Techniques (3 cr. hours)
Prerequisite: PSY202
Offered Spring
An in-depth exploration of the major, extant psychotherapeutic theories and experiential exposure to these techniques appropriate for use by an entry level counselor. Emphasis will be on behavioral, cognitive and humanistic approaches.

PSY445 (w)
Psychometrics (3 cr. hours)
Prerequisite: PSY202 and SCS300; this is a writing intensive course.
Offered Fall even numbered years
A survey of issues and concepts involved in the measurement of psychological characteristics such as knowledge, personality, intelligence, creativity, psychopathology, etc., including demonstrations of some commonly employed psychological tests. This is a writing intensive course.

SCS: ARTS & SCIENCES
SA5470 (w)
Internship (3 cr. hours)
Prerequisite: By permission of the School Dean or Designee; this is a writing intensive course for General Science Majors.
The internship requires fieldwork in an agency appropriate to the student’s career objectives. This course is required for artsentrepreneurship, general sciences and psychology majors. The course is a choice with SAS 492 Senior Seminar for the Communication, English, and History majors. This is a writing intensive course for General Science Majors.

SA5499 (w)
Senior Seminar (3 cr. hours)
Prerequisite: Senior Status Bachelor of Arts degree candidates only; this is a writing intensive course.
Students will pursue individual projects in a group setting. An interdisciplinary perspective is encouraged. This is a writing intensive course.

SCS: SOCIAL SCIENCES
SC5220
Introduction to Leadership (3 cr. hours)
Offered Fall
This foundational course introduces students to concepts and theories of leadership to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership.

SC5300 (w)
Research Design (3 cr. hours)
Prerequisite: MAT273; this is a writing intensive course.
Offered Fall, Spring
A skill development course focused on generating, obtaining, analyzing and disseminating data, information and knowledge in behavioral sciences. Students will undertake a formal research project. This is a writing intensive course.

SCS475
OPOTA Practicum (15 cr. hours)
Prerequisite: Acceptance into program by OPOTA
This course is designed for the student who wishes to get their Ohio Police Officer certification. The course currently consists of 600 hours of training mandated, designed and overseen by the Ohio Police Officer’s Training Academy. The successful completion of this course will certify the student as an employment ready police officer in the State of Ohio.

SCS440
Theory and Application of Leadership (3 cr. hours)
Offered Spring
This interactive course examines theories and approaches to leadership. This course provides historical analysis of leaders and the evolution of leadership theory as well as gender and cultural approaches to the topic. Students will gain an understanding of the leadership process and its elements, leaders, followers and contexts. The course will review the scholarship and research of leadership and provide a synthesis of the contemporary leadership models.

SCS450
Human Services Capstone (3 cr. hours)
Prerequisite: SCS302, Senior standing
This capstone course in Human Services is designed for students nearing the end of their undergraduate program. It is designed to help students integrate their knowledge and apply the skills they have acquired in the program to think critically about important issues in Human Services and professional helping. The capstone course includes development of a professional portfolio, which can be utilized towards the requirements of national certification from the National Organization in Human Services. It is also designed to help students use their undergraduate training and experiences to help them understand personal issues and formulate career goals and directions.

SCS470
Internship I (3 cr. hours)
Prerequisite: 55 hours of credits completed, a 2.5 in the student’s major, and approval by the School of CJSS Internship Coordinator
Internship I is fieldwork in an agency appropriate to the student’s career objectives. Students are directed to the Internship Guide for a complete description of the process before, during, and after the internship experience. The Internship Guide is located at https://mydragon.tiffin.edu/studentlife/careerservices/internships/Internship%20Guides/Forms/AllItems.aspx. In addition, videos explaining aspects of the internship process can be viewed at: https://mydragon.tiffin.edu/studentlife/careerservices/internships/default.aspx. Students are encouraged to meet with the School Internship Coordinator at the end of their Sophomore year.

SCS471
Internship II (3 cr. hours)
Prerequisites: SCS470 and approval by the School of CJSS Internship Coordinator
A continuation of Internship I for students who wish a more rigorous and in-depth experience.

SCS491
Senior Seminar I (3 cr. hours)
Prerequisites: SCS302, senior Psychology majors only
Students will design a project and complete a documented literature review for that project. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student’s course of study to date. This course is a foundation for and an integral part of SCS492.

SCS492
Senior Seminar II (3 cr. hours)
Prerequisites: SCS491, senior Psychology majors only
Students will implement, complete, document, and report on individual senior projects deriving directly from and building on work completed in SCS491. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student’s course of study to date.
SOC101
Principles of Sociology (3 cr. hours)
Offered Fall, Spring
Introduction to the basic concepts of sociological study, elements of social life, social patterns and institutions, and the process of maintenance and change in society.

SOC190, SOC290, SOC390, SOC490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

SOC250
Social Psychology (3 cr. hours)
Prerequisite: PSY101 or SOC101, Education students: EDU250 or EDU216
Offered Spring
Study of the influences that people have on the beliefs and behaviors of others. Topics will include social perception and attribution, self-presentation, attitudes and attitude change, aggression and violence, group dynamics, and their relationship to selected fields.

SOC265
Peace and Social Justice (3 cr. hours)
Offered Spring
This course is designed to provide an introduction and importance of social justice in the helping professions via case studies of relevant world events. Students will understand how social justice has informed society through peace and justice studies, restorative justice, and reconciliation practices. An exploration of hunger, poverty, and economic/resource inequity will be included as foundational to the study of violence and aggression. This course is intended to offer students a well-rounded view of conflict and alternative means of resolution.

SOC280
Sports in American Society (3 cr. hours)
Prerequisite: SOC101
Offered Fall
Survey of the influential role of the growth of sports and the sports industry in American culture. Examines the ideas of sports building character, providing for social mobility, and acting as a positive outlet for aggressive action. Considers the problems of cheating, drug usage, and the fostering of racism. The values and practices of professional and commercial sports will be compared and contrasted with those of educational and amateur athletics.

SOC310
Sociology of the Family (3 cr. hours)
Offered Spring even numbered years
The sociological analysis of the family, its development as a social institution, its relationship to society, and its contributions to personality development.

SOC320
Community Sociology (3 cr. hours)
Prerequisite: SOC101
Offered Fall even numbered years
Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the basis for community research.

SOC350
Social Behavior (3 cr. hours)
Offered through Online & Off-Campus programs only
This course focuses on how people think about, influence, and relate to others as well as how others influence our perception of ourselves. This course will also examine how people act in groups and how groups affect their members. Some of the topics in this course include social perception, attitudes and persuasion, prejudice and discrimination, different sources of social influence, helping behavior and aggression. Emphasis will be placed on how concepts and research in social psychology can be applied to various aspects of the criminal justice system.

SOC360 (w)
Multicultural Issues in Society (3 cr. hours)
Prerequisite: SOC102; this is a writing intensive course.
Offered Fall, Spring
An analysis of the issues relating to the economic, political, and social positions of minority groups within the United States will be presented. Interactions among historical and current social forces and institutions that influence groups and individual behaviors will be examined. New trends in inter-group relations, emergence of new minorities, and the contesting for program funding and services will be explored. The struggles over income, property, and power on the interpersonal, community, national and international levels will be presented. This is a writing intensive course.

SOC361
Sociology of Gender (3 cr. hours)
Offered Spring odd numbered years
Sociopsycho-historical development of sex roles within contemporary society. Analysis of the significant influences social institutions play throughout development of sex roles.

SOC380
Social Movements and Ideologies (3 cr. hours)
Prerequisite: SOC102
Offered Fall odd numbered years
The analysis of the collective response to situations of social tension and change that take the form of social movements and their accompanying ideologies, both from a historical and contemporary viewpoint.

SOC395
Sociological Theory (3 cr. hours)
Prerequisite: SOC102
Offered Fall odd numbered years
Historical review of the major theoretical contributions and a critical examination of the development of sociological theory.

SPA101
Elementary Spanish I (3 cr. hours)
Prerequisite: SPA101 or placement; There will be a lab fee associated with this course.
Offered Fall
The course will set the foundation for further language study. All elements of second language acquisition will be addressed. Due to the nature of the course and subject, all students are required to participate orally. Geography and cultural elements will also be covered.

SPA102
Elementary Spanish II (3 cr. hours)
Prerequisite: SPA101 or placement; There will be a lab fee associated with this course.
Offered Spring
The course will enhance the student’s ability to communicate in the foreign language in the 3 types of oral communication - interpersonal, presentational, and interpretive. Further emphasis will be placed on cultural items and global awareness. Grammatical elements required to complete the listed tasks will be presented as needed. There will be no English spoken in this course.

SPA201
Intermediate Spanish I (3 cr. hours)
Prerequisite: SPA102 or placement; There will be a lab fee associated with this course.
Offered Fall
This course is designed to provide an intermediate study of the Spanish language and culture, with emphasis on speaking, listening and reading. The course is taught in Spanish. Students will explore Hispanic culture through study of the language and be given opportunities to discuss lessons in conversation.
SPA: SPANISH (continued)

SPA202
Advanced Spanish Language and Literature: The Novel (3 cr. hours)
Prerequisite: SPA201 or equivalent as determined by instructor. There will be a lab for associated with this course.
Offered Spring
This course is designed to provide an advanced study of the Spanish language and culture through the exploration of a Spanish-language novel, with emphasis on speaking, listening, and reading. The course is taught in Spanish. Students will explore Latin American culture through study of the language and be given opportunities to discuss lessons in conversation.

SRM: SPORTS MANAGEMENT

SRM160
Introduction to Sports and Recreation Management (3 cr. hours)
Prerequisite: ENG141
Offered Fall, Spring
This course will give the students a fundamental understanding of the career avenues in sport and recreation. Industry specialists present an eclectic orientation of the sport and recreation field. Academic topics include industry definitions, evolution, curriculum components, experiential learning, career and internship opportunities, applied and theoretical research, leadership, governance, and ethics.

SRM190, SRM290, SRM390, SRM490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

SRM220
Principles of Athlete Development (3 cr. hours)
Prerequisites: SRM160 and PSY101
Offered Fall
This course explores the physical, psychological, and emotional aspects of development for athletic performance at the youth & interscholastic, recreation and leisure, collegiate, professional, and elite level. Issues will also address athlete development influenced by substance abuse, career-transition, and off-field behaviors.

SRM235
Sports Marketing and Promotions (3 cr. hours)
Prerequisite: ENG141
Offered Spring
This course is designed to assist students in understanding the techniques of writing common to the sports business with a focus on social and digital media applications for successful marketing and promotion campaigns. Students will gain exposure to writing, designing, and editing a variety of documents used for sport sponsorship proposals, brand awareness campaigns, fan loyalty programs, marketing plans, endorsement deals, and event fundraising plans. Students will apply fundamental principles of sport blogging, meeting deadlines, and web layout for the internet.

SRM291
Recreation and Sport Program Administration (3 cr. hours)
Prerequisite: SRM160
Offered Spring
This course emphasizes the history, philosophy, scope, and value of recreation administration. Working closely with municipal park and recreation department personnel, students explore the principles and techniques for effective leadership in the organization and operation of recreational sport programming in a variety of settings. Practical experience is available in supervising recreation programs at the YMCA, community parks, college intramurals, and local school systems. This course requires a minimum of ten hours of field experience.

SRM315
Supervision in Sports and Recreation (3 cr. hours)
Prerequisite: SRM160 and MGT221
Offered Spring
This course explores the responsibilities and duties of sport supervisors in the youth, scholastic, collegiate, club, and professional sectors on a national and global scale.

SRM325
Facilities Design and Management (3 cr. hours)
Prerequisites: LAW260, MGT221 (LAW260 waived for Arts Entrepreneurship Majors only)
Offered Fall
Provides dynamic models and options for planning, maintaining, and managing sport & entertainment facilities in the present and future. Concentration is on the design, maintenance, and full utilization of facilities that are realistic, cost efficient, environmentally sound and aesthetically pleasing. Topics include design, construction, refurbishing, finance options, risk assessment, risk management, security, operations, and procedures.

SRM360 (w)
Business of Sport (3 cr. hours)
Prerequisites: SRM160, ACC201; this is a writing intensive course.
Offered Fall
Course covers topics relating to league structures, the management of sporting clubs, branding and pricing, sponsorship, media contracting, financial valuation and facilities development in a variety of sport settings. The primary method of instruction is case development and analysis. This is a writing intensive course.

SRM405
Sports Analytics (3 cr. hours)
Prerequisites: MAT273
Offered Spring
The focus of this class is applying analytic techniques to the decisions that athletes, coaches, general managers, and other decision makers encounter in the sports world. Tools used in the class will include statistics, probability, regression analysis and hypothesis testing.

SRM475
Internship and Professional Development Seminar (3 cr. hours)
Prerequisite: Junior standing and permission of the Internship Coordinator
Offered Fall
Students majoring in Sport and Recreation Management or Hospitality and Tourism will be required to gain a minimum of 150 hours of volunteer or paid practicum experience related to their chosen field. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as interviewing, dining etiquette, and business career information.

THR: THEATRE

THR190, THR290, THR390, THR490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

THR222
Introduction to Theatre (3 cr. hours)
Prerequisite: Students must be available for play production
Offered Spring
This course is a study of theatre as an art form, in conjunction with its nature and practice, along with the artists who work in the theatre and the nature of their work. Students will gain hands-on experience in theatre production by taking part in Tiffin University's spring theatre production. They will also learn to appreciate and critique theatrical productions by attending and discussing one live production. From reading, attending class sessions, and participating in one production, students will develop an appreciation for the many facets of theatre, along with the various types of work that contribute to the overall success of theatrical productions.
### Partnership School Course Offerings

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Pre-requisites</th>
<th>Co-requisites</th>
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<tbody>
<tr>
<td>EDA210</td>
<td>Teaching Adolescents and Young Adults (3 cr. hours)</td>
<td>Prerequisites/Co-requisite: EDU250</td>
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<tr>
<td>EDA235</td>
<td>Adolescent to Young Adult Curriculum, Instruction &amp; Assessment (3 cr. hours)</td>
<td>Prerequisites: EDA230 Co-requisite: EDU230</td>
<td></td>
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<tr>
<td>EDA250</td>
<td>General Teaching Methods and Field Experience I (3 cr. hours)</td>
<td>Prerequisite: EDA235; There will be a lab fee associated with this course.</td>
<td></td>
</tr>
<tr>
<td>EDA351</td>
<td>Social Studies Methods and Field Experience II (3 cr. hours)</td>
<td>Prerequisite: EDA230</td>
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### PROGRAM ADMISSION REQUIREMENTS

Students seeking admission to the Teacher Education Program are considered as Pre-Education Majors or Pre-Licensure students until they have completed the following Program admission requirements and have been approved for acceptance into the Program. Pre-Education Majors, Pre-Licensure students, and non-education students are not allowed to enroll in any education course at the 300/400 levels.

- Completed credential file
- Successful BGIDFR background check
- Overall GPA of 3.0 or higher
- Education majors must receive a grade of "C" or better in EDU100/EDU110, EUD230, and EUD250
- Passing scores for Praxis Core Academic Skills tests for Educators (Reading 156; Writing 162; Math 150) or ACT or SAT
- Subscores for Reading ≥21/550, English ≥18/430, and Math ≥22/520
- Completion of 20 hours of approved service learning
- Successful review of Teacher Candidate Development Portfolio
- Satisfactory dispositions assessment
- Successful interview and approval of the Program Admission Committee

Once accepted into the Teacher Education Program, teacher candidates will need to demonstrate competencies at various points called “gates” in order to progress and ultimately complete the program. Students are to refer to the Education Student Handbook for details related to Assessment Gates and requirements.

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### Course Descriptions: Theatre

**THR250**  
*The Art of Acting (3 cr. hours)*  
Prerequisite: Students must be available for play production  
Offered Spring odd  
This course is the study and practice of the art of acting through identification with one’s own personality and vision of oneself in the development of a character. Students will learn to appreciate themselves as human beings, with experiences, emotions, and intellect that must be employed in the development of a role, and to replace masks, cliches, and stereotypes with human behavior, instinct, and action in the characters they portray. Students will gain an appreciation for discipline, practice, and concentration as necessary components of theatrical success. Through lecture and object exercises, students will practice their craft and learn new ways to “wear the pants” of a specific role. They will learn to conduct research as an initial preparation step, as they study and explore a specific role to be portrayed in a final class presentation. Students do not have to be actors to take this course.

**THR261**  
*Elements of Theatre (3 cr. hours)*  
Prerequisite: Students must be available for play production  
Offered Fall  
This class is designed to offer students an amalgamation of the various elements that make up theatre, including play production, dramatic literature, and the artistry of theatre. Students will gain hands-on experience in play production by joining a specific crew for TU’s semester theatre production, and they will read and discuss a sampling of dramatic works by modern playwrights, including O’Neill, Synge, Shepard, and Miller. By looking at theatre as both literature and performance, students will learn to appreciate the social and psychological elements of modern dramatic works, as well as the creative measures used in turning a dramatic work into a production. Students do not have to be actors to take this course.

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### Course Descriptions: Other Courses

**EDA, EDA, EDU: EDUCATION, IN PARTNERSHIP WITH LOURDES COLLEGE**

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### Course Descriptions:

**Social Studies: Methods and Field Experience II (3 cr. hours)**  
Prerequisite: EDA230  
Offered Fall, Year 4  
Provides students with opportunities to learn and practice Adolescence to Young Adult Social Studies pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult social studies setting.
EDA353
Language Arts Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM230
Offered Fall, Year 4
Provides students with opportunities to learn and practice Adolescent Language Arts pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent Language Arts setting.

EDA450
Adolescent & Young Adult Student Teaching I (2 cr. hours)
Prerequisite: Gate 2
Offered Fall, Year 5
Provides the teacher candidate with an intensive opportunity to put into practice the skills and competencies of effective teaching of adolescents. This course is the culminating experience in the student’s educational program. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course will include intense experiences and practices in an Adolescent and Young Adult classroom along with seminars.

EDM210
Education for Young Adolescents (3 cr. hours)
Prerequisite: EDM210 or concurrent
Offered Fall, Year 2
Fosters an understanding of the unique developmental needs and aspects of young adolescents. This course will examine not only the history and philosophy of middle school education but will explore exemplary practices, which are characteristics of effective middle childhood education.

EDM235
Middle Childhood Curriculum, Instruction & Assessment (3 cr. hours)
Prerequisite: EDM210 Co-requisite: EDM230
Offered Spring, Year 2
Building on the general concepts presented in EDM210 Education for Young Adolescents, this course begins to bridge the gap between content and practice. The course examines middle childhood curriculum and provides an in-depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for young adolescents that are developmentally appropriate and inclusive.

EDM250
Middle Childhood Methods & Field Experience I (3 cr. hours)
Prerequisite: EDM235
Offered Fall, Year 3
Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the middle childhood level. This course will examine various instructional methods used to teach young adolescents in all four curriculum content area and reading. The course includes a field experience in a middle childhood setting.

EDM353
Language Arts and Social Studies Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.

EDM352
Language Arts and Mathematics Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and mathematics). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.

EDM353
Language Arts and Science Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and science). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.

EDM354
Science and Mathematics Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (mathematics and science). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.

EDM355
Science and Social Studies Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (science and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.

EDM356
Mathematics and Social Studies Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (mathematics and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.

EDM450
Middle Childhood Student Teaching (12 cr. hours)
Prerequisite: Gate 2 and EDM350, EDM319
Offered Fall, Year 5
Provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of young adolescents. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course is the culmination of all Professional Education and Curriculum Content courses, which comprise the Middle Childhood Education Program. This course will include intense experiences and practices in a Middle Childhood setting along with seminar sessions.
**EDU100**

**Foundations of Education (3 cr. hours)**

**Offered Fall, Year 1**

Provides a historical, philosophical, legal, and social overview of education. Students will examine how schools are organized, administered, and financed. In addition, students will explore the skills and competencies (Teacher Performance Standards) necessary to be an effective teacher. Students are required to participate in field experiences in two of the following settings: Early Childhood (grades PK-3); Middle Childhood (grades 4-9), or Adolescence to Young Adult (grades 7-12). Such experience will assist students in determining if teaching is a career for them and will help students decide which major (program) they will pursue. Education majors must receive a grade of “C” or better. (A. “C-” is not acceptable.) Required Field Base Experience.

**EDU110**

**Foundations of Education Bridge Course (3 cr. hour)**

This course is intended for students transferring in EDU100 from other colleges and universities. EDU110 provides students with an understanding of the requirements and expectations of the Lourdes University Department of Education. This course will focus specifically on the program requirements such as, but not limited to, the assessment gates and teacher development portfolio. Students will be required to participate in a two-day field experience if they have not had a field experience as part of their EDU100 transfer course. Education majors must receive a grade of “C” or better. (A. “C-” is not acceptable.)

**EDU151**

**Technology in Learning (1 cr. hour)**

**Offered Spring**

This course introduces the technological knowledge (TK) and practical skills to incorporate digital tools and resources into the learning process for PK-12 students. It focuses on the ability to use technology for information processing, communication, collaboration, critical thinking, problem solving, creativity, and innovation. In addition, it directs students to understand the use of technology as open-ended interaction, based on established principles.

**EDU216**

**Multicultural and Social Issues in Education (3 cr. hours)**

**Prerequisite:** EDM235 or EDA235

**Offered Spring, Year 2**

Examines historical and legal multicultural issues in society. The course assists teacher candidates in the development of cultural consciousness toward and reverence for the diversity of individuals and groups within society. Teacher candidates are expected to develop an awareness of the implications and application of instruction and curriculum, which demonstrate the obligation to respect, accept, adapt and work in communion for all students’ learning. EDU216 also examines social issues within the P-12 classrooms.

**EDU220**

**Reading Comprehension Skills and Strategies (3 cr. hours)**

**Prerequisite:** EDE223 or EDM223 or EDA223

**Offered Spring, Year 2**

This course focuses on understanding the relationship between oral vocabulary and the process of identifying and understanding written words. Students will also demonstrate knowledge of reading as a process to construct meaning for all students including English Language Learners and struggling readers through highly proficient readers.

**EDU221**

**Content Area Reading (3 cr. hours)**

**Prerequisite:** EDE223, EDM223 or EDA223

Students will understand vocabulary development and how to apply multiple reading comprehension skills and strategies to informational/expository text. Students will also demonstrate knowledge of reading as a process to construct meaning from informational text for all learners, including English Language Learners and struggling readers through highly proficient readers.

**EDU230**

**Survey of Special Needs Education (3 cr. hours)**

**Prerequisites:** EDU110

**Offered Spring, Year 1**

Focuses on the foundations of special education with emphasis on historical background, legal issues, a positive learning environment, disabilities and health disorders in a regular/inclusive classroom, as well as developing teaching skills for use in an inclusive classroom. Education majors must receive a grade of “C” or better. (A. “C-” is not acceptable.)

**EDU250**

**Educational Psychology (3 cr. hours)**

**Prerequisite:** EDU110

**Offered Fall, Year 2**

The emphasis of this course will be on the education implications of the research on child psychology, cognitive science, teaching, learning and child behavior. Theory and application will be considered together. This course provides clinical observation opportunities for candidates to apply course content to appropriate practices, guidelines, and standards. Education majors must receive a grade of “C” or better. (A. “C-” is not acceptable.)

**EDU251**

**Technology & Pedagogy for Learning (1 cr. hour)**

**Prerequisite:** EDU151 Co-requisites: EDM250, EDM252, or EDA250

**Offered Fall**

This course provides students with opportunities to learn and practice the integration of pedagogy and technology for effective learning. Students will learn how to incorporate technological knowledge, skills, tools, and resources into the learning process for PK-12 students.

**EDU319**

**Classroom Management for Middle Childhood and Adolescence to Young Adult Education (3 cr. hours)**

**Prerequisite:** EDM250 or EDA250

**Offered Spring, Year 4**

This course provides students with the knowledge and skills necessary to create an effective learning environment for a Gr. 4-12 classroom and to deal appropriately and effectively with behavioral issues within the classroom setting. The course covers both legal and ethical implications and provides practical management techniques.

**EDU324**

**The Foundations of Reading Development (3 cr. hours)**

**Prerequisite:** ENG142 and a passing score on the Reading and Writing Praxis Core Assessments or ACT/SAT equivalents

This course will provide students with knowledge and teaching strategies for the foundations for reading development for English language learners and struggling readers through highly proficient readers utilizing the Ohio Academic Content Standards as the basis for literacy development in early childhood and middle school classrooms.

**EDU329**

**Differentiated Instruction & Assessment (3 cr. hours)**

**Prerequisite/Co-requisite:** EDM350, EDA351 or EDA353

**Offered Fall, Year 4**

This course provides specific pedagogy in the differentiation of instruction through various models such as Response to Intervention (RIT), Multiple Intelligence Theory, Integration of Fine Arts, and specific technology adaptations. Students will also develop specific assessment tools and strategies to use classroom settings.

**EDU335**

**Reading Assessment for Instruction (3 cr. hours)**

**Prerequisite:** EDU320 or EDM212 or EDM214 or EDM314, and EDU221 or EDA330; and EDU324 or EDM334 or EDU218 with a “C” or better

This course focuses on the understanding and application of formal and informal methods for assessing reading development. It explores the use of data and ongoing reading assessment in order to adjust instruction to meet learners’ reading needs.

**EDU351**

**Technology, Pedagogy & Content Knowledge for Learning (1 cr. hour)**

**Prerequisite:** EDU251 Co-requisites: EDM330, EDM331-336, or EDA331-339

**Offered Fall**

This course provides students with opportunities combine content knowledge, pedagogy, and technology for effective learning. Student will use this combination to create effective learning experiences for PK-12 students and facilitate their use in classrooms.

**TABLE OF CONTENTS**

**PARTNERSHIP SCHOOL COURSE OFFERINGS: EDUCATION, IN PARTNERSHIP WITH LOURDES COLLEGE (continued)**
English as a Second Language (ESL) Program

The English as a Second Language (ESL) Program is designed to help international students achieve the level of English proficiency required for their chosen degree program. It also exposes students to many facets of American culture.

The ESL program provides balanced training in the English-language skills of reading, writing, listening and speaking. There are 3 levels: Beginning (I), Intermediate (II), and Advanced (III). Entering students are given an online assessment test that measures their reading and comprehension skills. They also write an integrated essay that requires them to read a passage. Listen to a brief lecture segment and write an answer to a question about the two sources. Depending on the scores in these two sections, students may need to complete an oral interview. The assessment procedure is used to determine whether a student needs any ESL courses and what level is best suited to that student's abilities. The ESL program is part of the University's plan to prepare international students for their studies and campus life.

ENGLISH LANGUAGE PROFICIENCY POLICY

1. This policy will apply to all degree-seeking students for whom English is their second language and are admitted to seated TU degree programs in the United States or any foreign site. Applicants from the following English-only countries do not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

2. TU requires all other students whose native language is not English, and who do not submit an acceptable English language proficiency test score, to take the following battery of tests for seated courses in any undergraduate or graduate program:
   - Accuplacer ESL - reading skills, sentence meaning and language usage
   - TU Integrated Essay - reading passage, related lecture/listening section, essay prompt requiring students to use material from both the reading and the listening in response
   - TU Oral Interview

> Undergraduate students will be interviewed by the ESL Director and/or a faculty member from the school of their major if deemed necessary.

> Graduate students will be interviewed by the Dean and/or the Program Chair of their degree program if deemed necessary.

3. Students entering degree programs who have achieved university-stated scores (found in the Academic Bulletin) on the TOEFL, IELTS, MELAB, Cambridge tests, or any other English proficiency test accepted by the University will not take the Accuplacer test. Undergraduates will take the integrated essay test to determine their enrollment level. ESL100, ENGL141, and other credit courses. Graduate students will take the integrated essay and a plagiarism/plagiarism quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes. They may also be asked to complete an oral interview. Graduate students who have sufficient TOEFL or other scores, but who score below a 3.5 on the essay, below a 12 on the placement test and/or below a 4-4 in the interview will enter the graduate bridge program. The graduate bridge program includes MGT505/506/507 (MGT prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).

4. Graduate and undergraduate students who do not have a score from an approved proficiency test will complete the Accuplacer test, an integrated essay, and possibly an oral interview. Students who have received certificates that indicate completion of English language training at other English-speaking universities or language schools will not take the Accuplacer, but will take the integrated essay and possible the oral interview. Students who have taken English classes, but have not completed a formal program and have no TOEFL, etc., will complete the entire battery of tests to determine appropriate placement in classes. For graduate students, this includes an additional plagiarism/plagiarism quiz to confirm their ability to research, cite, and respond in writing to questions concerning plagiarism and APA style.

5. Promotions from ESL levels will be based on the scores achieved in the TU battery of proficiency tests and assigned by the Proficiency Placement Grid. Students will be tested and placed upon arrival. When they are placed in ESL classes, they must pass those courses in order to earn permission to register at the end of the semester. Students who do not pass all of the ESL classes in their level will not be allowed to retake the proficiency tests. They must repeat the level. Promotions will not be granted simply because a student has attended class consistently. Each student must demonstrate the ability to read, write, and speak according to the requirements for each ESL level on the Proficiency Placement Grid. In order to move to the next level or higher, a student must achieve scores on the Accuplacer, essay, and, if needed, the oral interview that show enough improvement to attain the next level or higher (a student may move from level 1 to level 3 or higher if there is sufficient improvement). Once they have entered the ESL program, students will not be allowed to move to the next level based on a more recent English proficiency test score (TOEFL, IELTS, etc.) during the semester; they will still be expected to follow the aforementioned promotion policy.

6. Promotions from the graduate bridge program will be based on students’ progress in the prerequisite courses (MGT505/506/507). Students who do not pass all three of the MGT prerequisites with a “B” or higher will not be allowed to move into their chosen graduate program. They must repeat all of the courses the following semester.

7. Students must pass each level within two consecutive semesters; if they fail to do so, they will be dismissed from the program. Students are allowed to complete the levels in three consecutive semesters, and undergraduate students are allowed to enroll full-time in regular classes upon completion of any level if they earned the scores defined in the Proficiency Placement Grid. Graduate students who complete the levels will be enrolled in the bridge program and will have two semesters to successfully pass all three prerequisites.

8. Once a student begins a semester of ESL courses, he or she must complete the entire semester. This is especially important for graduate students. They may not enroll in ESL level 1 or 2 and decide they want to move to graduate classes at the end of the first 7-week term.

9. Late arrivals: International students must arrive by the last day to add classes (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in Level 1 ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

10. Proficiency test scores: These averages will be used for placement when the student is initially tested. They will also be applied when students are retested at the end of each semester to demonstrate progress in their proficiency. Students who average 79 or below on Accuplacer are placed in level 1. Students who average 80 or above take the integrated essay and if needed, the oral interview. The three tests are evaluated together and placement is made based on the grid that is found below:

   - Accuplacer
     - 100 = (average on RS, LU, SM) = Graduate bridge/Undergrad regular classes
     - 90 - 99 = Level 3
     - 89 - 89 = Level 2
     - 79 - 90 = Level 1
   - *RS = Reading Skills; LU = Language Usage; SM = Sentence Meaning
   - Integrated essay is graded on a scale of 0 - 4 based on the rubric.
   - Oral interview is graded on a scale of 1 - 5 based on the rubric.

SCHOLARSHIPS

Tiffin University offers international scholarships to eligible international students.

GRADE CONVERSION

In grade equivalent for grades of international applicants, Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

PLACEMENT

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive at Tiffin University to determine their English language proficiency. The results will determine their enrollment in ESL courses or credit courses.
ENGLISH LANGUAGE PROFICIENCY POLICY (continued)

SEMESTERS FOR ADMISSION
Fall Semester (late August - mid December)
Spring Semester (mid January - early May)

APPLICATION DEADLINES
Fall Semester - July 15th
Spring Semester - November 15th

MEDICAL INSURANCE
All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

LATE ARRIVAL POLICY
Late arrivals. International students must arrive by the last day to add classes. Regardless of their class standing, students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

CERTIFICATE: ENGLISH AS A SECOND LANGUAGE (ESL)

LEVEL 1 (ONE)
ESL101 Reading Comprehension for ESL Learners I (3 cr. hours) 3 hours
ESL103 Conversation English I (3 cr. hours) 3 hours
ESL109 Writing in English (3 cr. hours) 3 hours
ESL110 Foundational English Grammar (3 cr. hours) 3 hours
ESL170 Community Partnership Program for Level I (1 cr. hour) 1 hour

LEVEL 2 (TWO)
ESL102 Reading Comprehension for ESL Learners II (3 cr. hours) 3 hours
ESL104 Conversational English II (3 cr. hours) 3 hours
ESL106 Academic Writing (3 cr. hours) 3 hours
ESL112 Foundational English Grammar II (3 cr. hours) 3 hours
ESL171 Community Partnership Program for Level II (1 cr. hour) 1 hour

LEVEL 3 (THREE)
ESL109 Academic Reading Skills (3 cr. hours) 3 hours
ESL114 Foundational English Grammar III (3 cr. hours) 3 hours
ESL130 College Communication (3 cr. hours) 3 hours
ESL132 Advanced Academic Writing (3 cr. hours) 3 hours
ESL172 Community Partnership Program for Level III (1 cr. hour) 1 hour

ESL: ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS

ESL100 First-Year Seminar (International) (1 cr. hour) A student must pass with a “C” or better. This course can take the place of PYS 100 for undergraduate students entering a degree program. Offered Fall, Spring

The purpose of this course is to help each international student make a successful transition from their country’s high school or college to an American university by building social connections and improving academic preparedness.

ESL101 Reading Comprehension for 2nd Language Learners I (3 cr. hours) Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better. There will be a lab fee associated with this course. Offered Fall, Spring

Designed for foreign students with low to intermediate skills in reading English texts, this course provides the second language student with the basic skills necessary for reading texts in English and understanding them. Understanding a foreign language is more than simply knowing the correct translation of its words. Students learn how to read, evaluate, and comprehend texts written in English.

ESL102 Reading Comprehension for 2nd Language Learners II (3 cr. hours) Prerequisite: ESL101 or performance on the University assessment instruments; Students must pass with a “C” or better. There will be a lab fee associated with this course. Offered Fall, Spring

This course is designed to increase fluency in spoken English and to expand vocabulary.

ESL103 Conversational English I (3 cr. hours) Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better. There will be a lab fee associated with this course. Offered Fall, Spring

This course is designed for low to intermediate level students who have demonstrated control of basic English grammatical structures and who need practice in oral expression of ideas and thought. The course aims to increase fluency in spoken English and to expand vocabulary.

ESL104 Conversational English II (3 cr. hours) Prerequisite: ESL103 or performance on the University assessment instruments; Students must pass with a “C” or better. There will be a lab fee associated with this course. Offered Fall, Spring

This course is designed for high-intermediate to advanced students who have general fluency in spoken English. The course aims to develop oral expression as well as to expand vocabulary necessary for academic study in American higher education programs. Students will be required to read, synthesize and discuss passages from various educational resources selected by the instructor and discuss their own ideas, opinions and life experiences.

ESL105 Writing in English (3 cr. hours) Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better. There will be a lab fee associated with this course. Offered Fall, Spring

This course is designed for high-intermediate to advanced students who have general fluency in spoken English. The course aims to develop oral expression as well as to expand vocabulary necessary for academic study in American higher education programs. Students will be required to read, synthesize and discuss passages from various educational resources selected by the instructor and discuss their own ideas, opinions and life experiences.

ESL106 Academic Writing (3 cr. hours) Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better. There will be a lab fee associated with this course. Offered Fall, Spring

This course is designed to increase ESL students’ understanding of the process and structure for writing effective sentences and paragraphs. The course seeks to develop writing abilities at all levels of the writing process, including generating ideas, planning and organizing content, drafting, proofreading, and revising.
ESL106  
Academic Writing (3 cr. hours)  
Prerequisite: ESL105 or performance on the University assessment instruments; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

ESL108  
Academic Reading Skills (3 cr. hours)  
Prerequisite: ESL102 or performance on the University assessment instruments; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

This course is designed to expand the student’s ability to learn at the college level through effective and efficient reading strategies. Combining class lecture, collaborative groups, and individualized instruction, students will participate in a variety of activities focused on learning from textbooks. These activities will develop individualized approaches to before, during, and after reading strategies. This completes the ESL reading sequence for the Certificate.

ESL110  
Foundational English Grammar (3 cr. hours)  
Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

In this introductory English grammar course, topics include a verb tense review; the use of articles, structures used to compose compound and complex sentences, and the use of prepositions. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills.

ESL112  
Foundational English Grammar II (3 cr. hours)  
Prerequisite: ESL110 or performance on the University assessment instruments; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

In this comprehensive English grammar course, topics will include the effective use of phrases and clauses, use of verbs (e.g., gerunds, infinitives), extensive work with verb tenses, and passive/active voice. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills.

ESL114  
English Grammar III (3 cr. hours)  
Prerequisite: ESL112 or performance on the University assessment instruments; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

This course is the third in a sequence that provides an extended, comprehensive study of English grammar. The topics include a verb tense review with emphasis on irregular verb forms, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbs and modal auxiliaries. This completes the ESL grammar sequence for the Certificate.

ESL120  
College Communication (3 cr. hours)  
Prerequisite: ESL104 or performance on the University assessment instrument; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

This course is designed for advanced students in the development and improvement of communication and listening skills needed to successfully participate and contribute in an academic learning environment. Listening and communicating in group situations and class presentations will be required. Accurate pronunciation will also be a main focal point of the class. This completes the ESL conversation sequence for the Certificate.

ESL130  
Academic Writing II (3 cr. hours)  
Prerequisite: ESL132 performance on the University assessment instrument; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

This course continues the ESL instruction in written communication for an academic environment. Emphasis is placed on development, structure, and writing of summaries, reactions, and critiques in paragraph and essay formats. This course includes thorough practice of the basic and advanced rules of grammar, sentence structure, and diction. The preliminary elements of academic research and writing are explored. This completes the ESL writing sequence for the Certificate.

ESL132  
Advanced Academic Writing (3 cr. hours)  
Prerequisite: ESL130 performance on the University assessment instrument; Students must pass with a “C” or better. There will be a lab fee associated with this course.  
Offered Fall, Spring

This course is designed to expose beginning international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESL171  
Community Partnership for Level 2 (1 cr. hour)  
Students who do not meet the contact hour requirement for the course will not pass and must repeat it.  
Offered Fall, Spring

This course is designed to expose intermediate international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESL172  
Community Partnership for Level 3 (1 cr. hour)  
Students who do not meet the contact hour requirement for the course will not pass and must repeat it.  
Offered Fall, Spring

This course is designed to expose advanced international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESL507  
Fundamentals of Professional Research & Writing (4 cr. hours)  
Prerequisite: Graduate level international students accepted into the MBA program. This course will be required of all international students from non-English speaking countries who cannot demonstrate familiarity with American academic writing requirements (specifically, APA documentation and source citations) based on university assessment. Students must receive a grade of “B” or better to move on in graduate program. Cannot be used to fulfill graduation requirements.

This course is designed as a comprehensive introduction to research writing and professional communication at the graduate level. The course will cover the entire research process as it applies to various academic settings while also further immersing students in the English language. Students will be exposed to the various types of research writing with emphasis on the proper use of English grammar, spelling, and punctuation. They will also become familiar with academic formatting, APA documentation, and the requirements that avoid all types of plagiarism.

ESL508  
Fundamentals of Professional Communication for Graduate Students (4 cr. hours)  
Prerequisite: Graduate level international students accepted into the MBA program. This course will be required of all international students from non-English speaking countries who cannot demonstrate communication skills based on university assessment. Students must receive a grade of “B” or better to move on in graduate program. Cannot be used to fulfill graduation requirements.
ENG095
Introduction to College Reading and Writing (ESL emphasis) (3 cr. hours)
Prerequisite: Placement is based on performance on the University assessment; Students must receive a grade of “C” or better in this course to enroll in ENG141.
Offered Fall, Spring
This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (prose, comic, pageantry, composition, contrapuntal, etc.) and through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements, focused, coherent, and logically ordered paragraphs, correct grammar, and correct documentation in APA style. Students must receive a grade of “C” or better to enroll in ENG142.
This section offers special emphasis on the needs of ESL students.

GRADUATE ESL ACADEMIC POLICIES

1. Students in Level IV are graded on the same scale used in credit courses in the university. They must pass each course with a “B.” Students who do not successfully complete any level will be required to repeat it. If they do not complete that level on the second attempt, they will be dismissed from the program.
2. Graduate students who successfully complete Level IV, and other ESL students who test out of the ESL program, will be placed in the graduate bridge program. The graduate bridge program includes MGT 505/506 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).
3. Graduate students must pass all of the courses in the bridge program (MGT 505/506) before they will be permitted to enroll in their master’s classes. Non-ESL students will not be permitted to enroll in the ESL sections.
4. Students enrolled in the ESL program will be assigned to an advisor from the ESL program until they have successfully completed all of their ESL requirements.

GRADUATE ESL BRIDGE FOR MBA STUDENTS ONLY

MGT505 Fundamentals of Business Enterprise
MGT506 Fundamentals of Quantitative Business Methods
MGT505* Fundamentals of Business Enterprise (2 cr. hours)
MGT506* Fundamentals of Quantitative Business Methods (2 cr. hours)

MGT505* Fundamentals of Business Enterprise (2 cr. hours)
Students must receive a “B” or better in order to move on in graduate program. This course cannot be used to fulfill graduation requirements. This course is the first step in a well-planned learning agenda that prepares students in understanding the basic tenets of the business environment. Students will be exposed to common professional components within the Tiffin University MBA program including business policy, business ethics, legal issues, globalization, marketing, and management (Organizational Behavior, Human Resources and Operation Management).

MGT506* Fundamentals of Quantitative Business Methods (2 cr. hours)
Students must receive a “B” or better in order to move on in graduate program. This course cannot be used to fulfill graduation requirements. This class is for MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of accounting, economics, finance, information systems and statistics.

* ESL courses, MGT505 and MGT506 cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements.
GRADUATE ADMISSION POLICIES (continued)

CONDITIONAL ADMISSION

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their college performance. They are admitted on the condition that they provide the Office of Online and Graduate Enrollment Management with official transcripts before the next registration period in their program. If a student is unable to comply, they will be placed on inactive status until the required transcripts and provided. Note: Some students may be accepted on both a conditional and a probationary basis. Students admitted conditionally are not eligible to receive federal financial aid.

INTERNATIONAL GRADUATE STUDENTS

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

ADMISSION REQUIREMENTS FOR INTERNATIONAL GRADUATE APPLICATIONS

1. A Bachelor degree or a 3-year undergraduate professional degree from an officially recognized higher education institution.
2. Undergraduate academic performance is one indicator of an applicant’s ability to undertake graduate level work.
   a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate GPA of 3.0 is required.
   b. If the applicant has a 3.0 GPA, the application will be reviewed and considered admission on a probationary status.
   c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material that supports the candidate’s application.
3. Work and life experience of an applicant is another factor considered in the admission process. Quality, academic, professional, or managerial experience is considered an indicator of the applicant’s potential to be an active, contributing participant in the program.
4. Personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her education and career goals. The statement is evaluated for meaningfulness, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant.
5. Satisfactory TOEFL score (550 PBT/79-80 iBT) or IELTS score 6 or IEP score 5.5, ACT score of 18, and SAT score of 820.

Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they will be enrolled in the English as a Second Language (ESL) program at the appropriate level, which will be determined by a placement test.

Applicants from the following English-only countries may not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominicana, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

REQUIRED DOCUMENTS FOR INTERNATIONAL GRADUATE APPLICATION

1. A completed International Student Application for Admission
2. Copies of all undergraduate transcripts and, for MBA transfer applicants, a copy of the transcript from current MBA program
3. A copy of TOEFL, IELTS, IEP, ACT, or SAT score
4. Personal Statement
5. Current Resume
6. Proof of financial responsibility; including a completed Tiffin University Affidavit of Financial Support form and supporting financial documentation
7. Copy of passport

SCHOLARSHIPS

Tiffin University offers international scholarships to eligible international students.

GRADE CONVERSION

In order to evaluate the grades for international applicants, Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

PLACEMENT

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive in Tiffin to determine their English language proficiency. The results will determine their enrollment in ESL courses and/or credit courses.

SEMESTERS FOR ADMISSIONS

Fall Semester (late August - mid December)
Spring Semester (mid-January - early May)

APPLICATION DEADLINE

Fall Semester: July 15th
Spring Semester: November 15th

MEDICAL INSURANCE

All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their health insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

LATE ARRIVAL POLICY

Late arrivals: International students must arrive by Friday of the first week of the semester. Students who are able to test for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

GRADUATE TUITION AND FEES

Tuition and fees are in effect as of the date of publication of this Bulletin. They are subject to change by vote of the Board of Trustees.

MBA Tuition per credit hour $700
MS Criminal Justice Tuition per credit hour $700
MS Psychology Tuition per credit hour $500
MH Tuition per credit hour $500
MED Tuition per credit hour $500
Technology Fee (per Fall & Spring semester) $150
Technology Fee (per Summer semester) $75
Supplemental Course Material Fee* $75

*Some courses may include a supplemental course material fee, which will support and enhance the students’ learning.

Health Insurance* Varies by year
International students (required) Varies by year

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Varies by year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Fee, Official</td>
<td>$8</td>
<td></td>
</tr>
<tr>
<td>Transcript Fee, Unofficial</td>
<td>$6</td>
<td></td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>Language lab fee for ESL courses</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

*Information about insurance coverage is available to full-time Tiffin campus graduate students upon request. Insurance is required for all full-time international students on the Tiffin campus.

Tiffin University provides a tuition payment plan option to allow for monthly payments. Contact the Bursar, 419-448-3409, for more information.

TUITION FEES FOR PREPARATORY COURSE WORK

Where deemed necessary, students admitted to any graduate program may be asked to enroll in specially designed graduate-level courses to fulfill the preparatory needs of the student. Credit hours accrued in prerequisite work do not count toward graduation requirements. Tuition charged for the preparatory course work will be the same as for any graduate course. Some courses may include additional technology fees, which will be included on the student’s billing statement.

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GRADUATE TUITION AND FEES 185
ADD OR WITHDRAW FROM CLASSES

A student may add a class, or classes, prior to the first meeting of the course or with permission of the professor after the course has begun for online or met one time for seated.

The student is responsible for notifying the Office of Online and Graduate Enrollment Management of all withdrawals from classes. Students may withdraw from a class prior to the 60% point in the term for MBA, MEd and MS or the semester for MH & MS-FF II, after 60% of a graduate course has been completed, the professor of the course agrees that the circumstances are such that withdrawal, and not an incomplete, is the best course of action for the student, the professor may sign-off and the student will be withdrawn from the course. If the professor does not believe that the withdrawal is for sufficient reasons, the student may appeal to the Dean of the appropriate discipline school for reconsideration. If the Dean agrees with the student, after first consulting with the course professor, the Dean can approve the student’s withdrawal, if so warranted.

If a student drops out of school without notifying the University in writing, the Excessive Absence Withdrawal Policy will be implemented.

GRADUATE READMISSION PROCEDURES

Any student who falls into any of the following categories below must apply for readmission to Tiffin University:

• Was enrolled at Tiffin University, but has not taken classes for one or more semesters
• Was academically dismissed

A student seeking readmission to Tiffin University’s Graduate Program must complete and submit an application for readmission. The application form is available online or from the Office of Online and Graduate Enrollment Management. The readmission application must also include a listing of, and transcripts from, all schools attended during the absence from Tiffin University. Any student who has been academically dismissed must also submit an essay stating his/her intention to return to the graduate program. Students should contact the Office of Online and Graduate Enrollment Management for assistance in processing necessary paperwork.

Readmission status will be decided by the Dean of the appropriate discipline school, based on consultation with the Graduate Admissions Committee, the student’s former graduate faculty instructors, and other necessary parties the School Dean deems helpful. Further, the student’s readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again.

GRADUATE STUDENT RESPONSIBILITIES

Students are responsible for being familiar with all program requirements listed in the Academic Bulletin. The University reserves the right to change its course offerings, academic policies and requirements for graduate degrees. Information in the Academic Bulletins is subject to change. Check with the Office of Online and Graduate Enrollment Management for the latest Academic Bulletins and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up-to-date curriculum sheets from the Office of Online and Graduate Enrollment Management or online.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin for the year they entered Tiffin University or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation.

GRADUATE STUDENT EXPECTATIONS

Tiffin University expects that graduate students will:
1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues by sharing what they know.
2. Act as life-long learners and knowledge-seekers, not simply degree-seekers, while demonstrating academic maturity beyond that of undergraduates.
3. They will participate as partners in their education by taking a major role in defining what learning takes place and assuming ownership of their learning process.
4. Employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone projects conceived and created in collaboration with peers serve as models for ongoing and future research and signify points on a learning lifestyle continuum.
5. Take personal responsibility for their learning and thus will act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.

Graduate Academic Policies

Tiffin University awards credit based on semester hours. Graduate courses are numbered 500 through 899.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Graduate level credits earned at a regionally accredited college or university may be transferred and applied toward a student’s degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of “B” or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Graduate Program Chair and Discipline School Dean will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a degree can be transfer credits. Transferred credits must not have been used to meet the requirements of any other completed graduate degree. Applicants can apply for advance approval of transfer credits by contacting the Office of Online and Graduate Enrollment Management. In admitting transfer or returning students, the University will allow, when possible, credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of each course is the responsibility of academic units and generally occurs after the student has matriculated (entered) or been readmitted.

CLASS LOAD

Full-time student class load is eight credits per semester for all graduate programs. Students who wish to enroll beyond eight credit hours for the MBA or MEd and 10 credit hours for the MS or MH must receive permission from the Office of Online and Graduate Enrollment Management with confirmation from the Graduate Program Chair before enrolling. Financial aid regulations require that a student be enrolled in and take 4 credits per semester to be considered a full-time student.
Tiffin University awards credit based on semester hours.

**Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>–</td>
<td>Incomplete Work</td>
</tr>
<tr>
<td>WD</td>
<td>–</td>
<td>Withdrew before deadline, notifying the Registrar</td>
</tr>
<tr>
<td>WF</td>
<td>–</td>
<td>Withdrew failing - withdrew after deadline</td>
</tr>
</tbody>
</table>

Grades of A, B, or C may be indicated with a ‘+’ or ‘-’ on the student's transcript. However, the ‘+’ or ‘-’ is not used in the computation of the quality point average.

**Grades**

When an instructor has released a grade, it should not be changed unless there has been a mistake in computing or in transcription. Any change of grade must be reviewed by the Provost.

**Graduate Incomplete Policy**

If a student cannot finish the work by the end of the course, the student may request an 'Incomplete' grade by submitting an Incomplete Grade Contract form to the instructor. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the grade of ‘I’ will automatically become an ‘F’. Any student with more than two ‘I’s on their transcript will not be allowed to register for further courses.

**Academic Probation and Dismissal**

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on Academic Probation and given one semester in order to achieve the required 3.00.

A graduate student is allowed a maximum of two ‘C’ grades in any graduate program. A student will be placed on Academic Warning upon receipt of the second ‘C’ grade. A third ‘C’ will result in Academic Dismissal. A grade of ‘I’ in any course will also result in Academic Dismissal. The student may submit an application for readmission, but will not be allowed to return to class until he or she has sat out at least one academic semester/15 weeks.

In addition, a graduate student placed on Academic Probation will have the following limitations placed on applicable extracurricular activities for the probationary period:
- Any student who participates in intercollegiate athletics will be ineligible to participate except for up to five hours per week in conditioning and/or study tables only.
- Students participating in music or dance programs will be limited to five hours per week in all related, combined activities.
- Students will not be eligible to participate in cheerleading, theatrical productions, or to hold office within any campus organization.

When an application for readmission is received in the Office of Online and Graduate Enrollment Management, the request for readmission will be forwarded to the Graduate Program Chair who will consult with the appropriate discipline School Dean and Graduate Admissions Committee to consider the request. Based on the student's past record, reasons for previous poor achievement, and the student's plan for improvement, the Committee will decide whether to readmit the student to the program from which he/she was dismissed.

If the request for readmission is approved, the Graduate Program Chair may grant the student probationary status, during which time the student must re-take the course(s) and receive a ‘B’ grade or better. In accordance with Tiffin University policy, the new grade would appear on the transcript, while the original course grade will no longer be calculated in the cumulative grade point average. No other courses may be taken until the make-up course, either one of the ‘C’ grades or the ‘F’ grade course, is successfully repeated with a grade of ‘B’ or better.

Students may be readmitted only one time after being dismissed. Further, the student’s readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again. Any falling action following readmission, such as receiving a "C" grade or lower after being readmitted or failure to achieve a cumulative GPA of 3.00, will result in permanent dismissal from the university. Students who have been permanently dismissed will not be eligible to apply for readmission.

**Academic Honesty Policy**

Academic institutions have the responsibility to promote and instill the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an "F" for the assignment, or for the course in question, at the discretion of the instructor.
1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member may assign a grade of "XF" in the course. The faculty member will provide the Dean of the appropriate discipline school with documentation of the circumstances surrounding the occurrence. If an "XF" is reported for the course grade, the Dean will advise the Registrar, Provost, and Graduate Admissions of same.
2. In the case of individual instances of academic dishonesty that are not severe enough to lead to a grade of "XF", but are severe enough to lead to a student failing an individual assignment, faculty members will report these cases of academic dishonesty in writing to the School. If a student receives a subsequent "XF" on an assignment in any additional course, the Dean of the appropriate discipline school will notify the professor of the second "XF" assignment to provide an "XF" in the course, and the student will be dismissed from the university.
3. Any course grade of "XF" will result in the student being dismissed permanently without any opportunity to re-enroll at Tiffin University. An "F" will stand in the course and on the transcript, but "XF" grades will remain recorded internally with the Dean of the appropriate discipline school, Vice President of Academic Affairs, Graduate Admissions, and the Office of Registration and Records to ensure no re-enrollment by the offending student.

If a graduate student fails a course due to academic dishonesty, he or she should be dismissed from the University, pending the outcome of the established grade appeal process, in keeping with current policy. Any graduate student who is dismissed from the University due to academic dishonesty will not be allowed to apply for readmission in the program from which they were dismissed nor will they be considered for admission to any TU graduate degree or certificate programs.

**Time Limit to Complete the Degree**

All coursework for graduate degrees must be completed within six (6) years from the semester the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must petition the Office of Online & Graduate Admissions and Advising for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by the Dean of the appropriate discipline school.

**Graduation Requirements**

To be eligible for graduation, a candidate for the Master's degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. A student may not graduate with more than two 'C's. Tiffin University holds commencement once each academic year, at the end of the spring semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University faculty at the last faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. In order to qualify for the graduation ceremony, the student must successfully complete the course work required and the number of semester hours specified by the school in which the degree is housed.

**Graduation Application**

Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline to be approved as a degree candidate. The application for graduation must be submitted to the Registrar by the deadline posted for his or her expected graduation date in order to receive a graduation audit, be approved by the faculty, and presented to Tiffin University’s Board of Trustees for conferral of degrees.
STUDY ABROAD
Tiffin University has established a number of semester abroad programs in cooperation with Oxford University in Oxford, England, American Institute for Foreign Study, Spanish Studies Abroad, and the Sant’Anna Institute in Sorrento, Italy. These programs are located in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English.

Contact the Study Abroad Coordinator or the Office of Online and Graduate Enrollment Management for information on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition, room, and board (if applicable). Students eligible for financial aid may be able to receive assistance to attend one of these programs. International students or students who have lived or studied outside the U.S. may not be eligible to participate in their home country or the country in which they have studied.

ORIENTATION FOR ONLINE STUDENTS
Each semester, students entering online programs in the graduate school are required to complete an orientation with their Graduate Admissions Counselor. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University’s online environment, including Moodle and MyDragon. The orientation covers:
• How to log into MyDragon, using the student’s assigned username and password and the services available on MyDragon
• How to interact with online courses, demonstrated by utilizing the Orientation Course posted on MyDragon and Self Service
• An overview of the location of relevant documents and policies, including the current Academic Bulletin, curriculum sheets, and semester schedules
• How to utilize services from the bookstore and Career Development
• Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the Library, including the OhioLink library database system
• Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
• Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.)

ORIENTATION FOR ON-CAMPUS GRADUATE STUDENTS
Students entering on-campus, seated programs are invited to attend an orientation prior to beginning their program of study at TU. The orientation includes:
• A tour of campus to locate campus buildings and services that are relevant to graduate students such as the bookstore, Career Development Office, Financial Aid Office, Office of Online and Graduate Enrollment Management, and ITS
• An overview of the Academic Bulletin, which outlines policies relevant to being a graduate student at TU, including a review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.)
• Distribution of library cards and information about the services offered by the Tiffin University library and OhioLINK
• How to log into MyDragon and Self Service, using the student’s assigned username and password
• A brief welcome presentation by the Office of Online and Graduate Enrollment Management regarding expectations and requirements for graduate students

GRADUATE ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING
Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an Advisor in his or her academic area. Academic Advising for graduate students is done through the Office of Online and Graduate Enrollment Management. The student is ultimately responsible for his or her progress toward completion of a degree. The Office of Online and Graduate Enrollment Management will monitor students’ progress through their chosen curriculum and provide guidance as needed. Individual schools and programs may provide additional academic support and advising for the purpose of research and/or credential preparation.

ONLINE TUTORING
Online tutoring for graduate students is available through the Murphy Academic Support Center. This service is offered free to Tiffin University graduate students. For information on how to set up an appointment, contact the Office of Online and Graduate Enrollment Management.
### Graduate Program Degrees

**GRADUATE DEGREES, MAJORS, AND MAJORS W/CONCENTRATIONS**

Tiffin University offers the following graduate degrees, majors, and majors w/concentrations. All concentrations are offered online only, with the exception of MBA-GM, MS-CJJA and MS-CJFP MBA-GM is offered online and on the Tiffin campus, MS-CJJA is offered online and on the Brunswick campus, and MS-CJFP is only available on the Tiffin campus.

**MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE**
- Data Analytics Concentration
- Finance Concentration
- General Management Concentration
- Healthcare Administration Concentration
- Human Resource Management Concentration
- International Business Concentration
- Leadership Concentration
- Marketing Concentration
- Nonprofit Management Concentration
- Sports Management Concentration

**MASTER OF EDUCATION (MEd) DEGREE**
- Educational Technology Management Concentration
- Higher Education Administration Concentration
- Teaching Art Concentration
- Teaching Communication Concentration
- Teaching English Concentration

**MASTER OF HUMANITIES (MH) DEGREE**
- Art & Visual Media Concentration
- Communication Concentration
- Creative Writing Concentration
- English Concentration
- Film Studies Concentration
- Humanities Concentration
- Individualized Studies Concentration

**MASTER OF SCIENCE (MS) DEGREE**
- Criminal Justice Major
  - Crime Analysis Concentration
  - Criminal Behavior Concentration
  - Homeland Security Administration Concentration
  - Homeland Security Concentration
  - Justice Administration Concentration
  - Forensic Psychology Concentration
  - Psychology Major

**GRADUATE-LEVEL CERTIFICATES**
- Crime Analysis
- Criminal Behavior
- Justice Administration
- Healthcare Administration
- Homeland Security Administration Leadership for Managers and Supervisors
- Small Business Management
- Sports Management

**POST-LICENSEURE CERTIFICATE**
- Addictions Counseling

### Graduate Curricula

**MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE**

The MBA degree focuses on developing competencies in communication skills, leadership and teamwork, information technology, and problem solving. A distinguished faculty leads a rich and diverse student body through current issues in management and prepares students for the technology-driven global workplace of the third millennium.

**MBA CORE CURRICULUM**
- ACC510 Financial Accounting ........................................... 2 hours
- ACC512 Managerial Accounting ....................................... 2 hours
- CIS514 Information and Decision Support ....................... 2 hours
- ECO324 Managerial Economics ....................................... 2 hours
- FIN612 Managerial Finance ............................................. 2 hours
- MAT513 Statistical Methods for Managers ..................... 2 hours
- MGT511 Individual and Teamwork ................................... 2 hours
- MGT522 Management of Human Resources .................... 2 hours
- MGT613 Operations Management .................................... 2 hours
- MGT614 Global and Transnational Management .............. 2 hours
- MGT622 Strategic Management ....................................... 2 hours
- MGT623 Legal and Ethical Issues in Management .............. 2 hours
- MKT523 Marketing Management ...................................... 2 hours
- MKT611 Business Research Analysis ............................... 2 hours
- Total ............................................................................. 28 hours

In addition to the core curriculum, each candidate must also complete one of the concentrations listed below:

**CONCENTRATION: DATA ANALYTICS**

The data analytics concentration focuses on the development of managerial competencies related to statistics, accounting, economics, finance, computer information, policy, ethics, law, globalization, and marketing. In addition, the program focuses on self-actualization of a higher level of learning. In addition, this concentration will provide specialized training needed in the advancing technological business environment.

- DAX 510 Data Mining and Structure ................................ 2 hours
- DAX 520 Descriptive and Inferential Statistics ................. 2 hours
- DAX 630 Advanced Inferential Techniques ...................... 2 hours
- DAX 640 Data Visualization & Presentation ..................... 2 hours
- Total ............................................................................. 8 hours

**CONCENTRATION: FINANCE**

The finance concentration enables the student to build upon the solid foundation from the course work in the MBA program and provides students with greater exposure to economic and financial business practices. The finance courses will provide an opportunity for students to learn about local, national and international economies in cooperating and competing markets. Students will explore performance of stocks, bonds, commodities, and other types of investments. The degree prepares students to work in the field of financial management either independently or with a corporation, bank, securities firm, nonprofit organization, or an investment agency.

- FIN616 International Financial Management ................... 2 hours
- FIN624 Financial Markets and Institutions ...................... 2 hours
- FIN625 Investment Analysis ........................................... 2 hours
- FIN626 Emerging Markets Finance .................................. 2 hours
- Total ............................................................................. 8 hours
GRADUATE

MBA DEGREE

CONCENTRATION: GENERAL MANAGEMENT

The concentration is designed for a mid-career manager interested in moving into general management from functional or operational management. That is, these employees have had successful careers in marketing, accounting, human resources, or line operations, but now wish to move into positions of authority that span many different functions (i.e., general management). To do this, they need to understand, in a coherent conceptual way, the processes and interactions that connect the various pieces in a well-functioning organization.

MGT531 Leadership & Influence 2 hours
MGT621 Organization Analysis & Design 2 hours
MGT624 Industry & Competitive Analysis 2 hours
One of the following 2 hours
MGT530 Internship or
Any course taught in any other concentration (Prerequisites may apply)

Total ......................................................... 8 hours

CONCENTRATION: HEALTHCARE ADMINISTRATION

The Healthcare Administration concentration is a concentration designed for working professionals employed in the areas of education, childcare, social services, healthcare and business. The curriculum will focus on management systems, decision-making tools, new technologies, financial management, and referral systems as well as current issues in healthcare law and ethics.

HCA540 Managing Healthcare Systems 2 hours
HCA552 Current Issues in Healthcare Administration 2 hours
HCA633 Healthcare Finance and Process Management 2 hours
HCA642 Healthcare Policy, Law, and Ethics 2 hours

Total ......................................................... 8 hours

CONCENTRATION: HUMAN RESOURCE MANAGEMENT

The MBA with a Human Resource Management concentration enables the student to integrate the knowledge and skills gained from the core coursework for the MBA degree in order to address the issues and challenges faced by today's human resource management professional. Students will benefit from exposure to theories and applications involved in acquiring and developing talented employees, managing the ongoing employee/employee relationship, and providing competitive advantages through strategic human resource policies and practices.

MGT603 Negotiations & Conflict Management 2 hours
MGT625 Human Resource Planning & Talent Acquisition 2 hours
MGT626 Talent Development & Performance Management 2 hours
MGT627 Strategic Human Resource Management 2 hours

Total ......................................................... 8 hours

CONCENTRATION: INTERNATIONAL BUSINESS

The MBA with an International Business concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the knowledge and capability necessary to function effectively as managers in today's competitive and globalized economies. The courses in the IB concentration will give the students an opportunity to learn about the functioning of the international economy and how multinational firms of all sizes, both governmental and non-governmental working in a variety of cultural and political/legal environments, interact with it. The courses will also allow students to learn about international trade theories and agreements, global financial markets and the financial skills required for effective management of companies engaged in international business with an emphasis on international financial management.

MGT621 Organizational Analysis and Design 2 hours
ECO626 International Trade and Investment 2 hours
FIN616 International Financial Management 2 hours
MGT628 Global Marketing Management 2 hours

Total ......................................................... 8 hours

CONCENTRATION: LEADERSHIP

The Leadership concentration is for individuals focusing on moving up the organizational ladder into new supervisor roles, middle management, or upper-managerial positions. The program is designed for the working professional across a range of professions including education, healthcare, social services, church, government, law enforcement, and business. The program centers upon those characteristics that develop and promote leadership. Within the leadership framework, the program stresses decision-making and managerial skills.

MGT531 Leadership & Influence 2 hours
MGT603 Negotiations & Conflict Resolution 2 hours
MGT618 Organizational Leadership and Group Performance 2 hours
MGT630 Leading Organizational Change 2 hours

Total ......................................................... 8 hours

CONCENTRATION: MARKETING

The MBA with a Marketing concentration enables the student to build upon the solid foundation from the core coursework for the MBA degree and provides students with the advanced knowledge in marketing products and services. Students will explore the practices and techniques commonly used to increase exposure and market positions. Challenges and benefits in negotiating sponsorships and endorsement deals allow the students to develop competencies to potentially maximize revenue for organizations and individuals. Students will also be exposed to marketing in an international arena.

MKT525 Information Systems for Marketing 2 hours
MKT622 Strategic Brand Management 2 hours
MKT628 Global Marketing Management 2 hours
MKT630 Marketing Field Analysis 2 hours

Total ......................................................... 8 hours

CONCENTRATION: NONPROFIT MANAGEMENT

Increasing competition among MBA graduates has led to the need for specialization and expertise to increase competitive advantage. Tiffin's MBA degree consists of a comprehensive core and specialized concentrations. The newest addition to TUI's options is the Nonprofit Management concentration that includes specialized focus on the requirements of leaders in the nonprofit industry. Both business and government sectors acknowledge that nonprofit leadership is the fastest growing industry. Completing a concentration in Nonprofit Management will provide detailed education and training in the areas of leadership, governance, financial management and accounting, stakeholder management and community relations.

NPM515 Principles of Nonprofit Management 2 hours
NPM525 Governance & Stakeholder Management in Nonprofit Organizations 2 hours
NPM612 Financial Management and Fund Development in Nonprofits 2 hours
NPM625 Program Management and Strategic Planning in Nonprofits 2 hours

Total ......................................................... 8 hours

CONCENTRATION: SPORTS MANAGEMENT

The Sports Management concentration is one of just a few programs in the U.S. offered entirely online. TUI’s program is designed to maximize convenience while providing the necessary structure to enhance students' marketability and to improve their business skills. Faculty are prepared to help students make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

SRM532 Communication and Fund Raising in Sports 2 hours
SRM534 Business Strategies in Sport 2 hours
SRM537 Personnel Management in Sport 2 hours
SRM570 Sport Mentorship 2 hours

Total ......................................................... 8 hours
MASTER OF EDUCATION (MEd) DEGREE

Tiffin University's Master of Education program exists to help people interested in a variety of educational fields gain a graduate-level degree to help them advance in their careers. The Higher Education Administration concentration helps those interested in working on non-academic roles better understand how higher education works from a variety of perspectives. The Educational Technology Management concentration is for those who want to become IT educational leaders or coordinators in K-12, higher education, or corporate settings. TU's additional concentrations to the Master of Education program will help high school teachers earn the required credits to teach English, Communications or Art at the college level. The program has a 12 credit hour core of classes, and 18 credit hours of the discipline curriculum. If a teacher currently holds a Master of Education degree, but still needs to earn credits in the discipline curriculum, he/she is able to earn a Certificate in Teaching English, Teaching Communication or Teaching Art by completing the 18 credit hour of discipline curriculum. This program does not lead to licensure.

CORE CURRICULUM

EDU532 Diversity In Education 2 hours
EDU533 Philosophy of Education 2 hours
EDU541 Educational Research 2 hours
EDU611 Psychology of Learning 2 hours
EDU615 Ethical & Legal Issues in Education 2 hours
EDU680 Capstone Project 2 hours
Total 12 hours

CONCENTRATION: EDUCATIONAL TECHNOLOGY MANAGEMENT

EDU547 Technology for Educators 2 hours
EDU552 Educational Leadership 2 hours
EDU572 World History of Education 2 hours
EDU580 Instructional Design Principles 2 hours
EDU591 Learning Management Systems 2 hours
EDU605 Game Based Learning and Analytics 2 hours
EDU619 Challenges in the Use of Technology in Education 2 hours
EDU625 Functions of Web Based Apps in Education 2 hours
EDU637 Legal and Regulatory Issues in the Use of Educational Technologies 2 hours
Total 18 hours

CONCENTRATION: HIGHER EDUCATION ADMINISTRATION

EDU520 Issues in Student Affairs 2 hours
EDU532 Educational Leadership 2 hours
EDU572 World History of Education 2 hours
EDU585 Student Enrollment and Retention 2 hours
EDU590 Assessment and Student Learning 2 hours
EDU624 Crisis Prevention and Intervention in Education 2 hours
EDU635 Human Resource Management In Educational Organizations 2 hours
EDU640 Higher Education Finance and Budgeting 2 hours
EDU642 Higher Education Athletic and Sports Management 2 hours
Total 18 hours

CONCENTRATION: TEACHING ART

ART513 Teaching College Art 3 hours
ART524 Creativity and Its Development 3 hours
One of the following 3 hours
ART561 Survey of Western Art
ART560 Topics in Non-Western Art
ART524 Women in Art 3 hours
ART531 The Context of Digital Media 3 hours
ART522 Digital Media Production 3 hours
Total 18 hours

CONCENTRATION: TEACHING COMMUNICATION

COM515 Teaching College Communication 3 hours
COM520 Philosophy of Communication 3 hours
COM522 Logic, Reasoning, and Persuasion 3 hours
COM590 Politics and the News 3 hours
COM630 Issues in Cyberspace 3 hours
COM631 New Media 3 hours
Total 18 hours

CONCENTRATION: TEACHING ENGLISH

ENG515 Teaching College English 3 hours
ENG561 British Literature 3 hours
ENG562 American Literature 3 hours
ENG563 World Literature 3 hours
One of the following 3 hours
ENG541 Creative Writing Workshop: Short Story
ENG542 Creative Writing Workshop: The Novel
ENG543 Creative Writing Workshop: Poetry
ENG544 Creative Writing Workshop: Genre Writing
ENG645 Creative Nonfiction Workshop
ENG641 Teaching Rhetoric and Composition 3 hours
Total 18 hours

MASTER OF HUMANITIES (MH) DEGREE

Tiffin University's Master of Humanities program invites students to explore creative and conceptual expressions of the human condition in all of its forms, from antiquity to the present. Students may choose from several expertly-designed concentrations in Art & Visual Media, Communication, Creative Writing, English, or Film Studies. While no degree by itself can guarantee either eligibility to teach or professional certification or licensure, our concentrations support those who wish to teach at the high school or community college levels, while engaging the imagination of those who wish to grow in their knowledge of these fields. Students are also given ample opportunity to develop their own creativity through creative writing courses in the novel, short story, creative nonfiction, screenwriting, and poetry. The Master of Humanities program welcomes students seeking to take an adventure of the mind that engages the most imaginative forms of human expression and their own intellectual and creative potentials.

ART & VISUAL MEDIA (ART)

The concentrations in Art and Visual Media guides students through both the western tradition and contemporary film and graphics with courses such as Women in Art, Cult and Independent Film, and History of Photography. The academic study of art and visual media at Tiffin University promotes visual literacy and gives students tools to interpret and evaluate visual media in all of its forms: websites, film, television, paintings, drawings, and sculpture. This concentration also supports those interested in teaching art at the high school or community college levels with courses such as Teaching College Art.

COMMUNICATION (COM)

The concentration in Communication leads students through the history and practice of media, communication, and related technology from ancient times to the digital age. Courses such as Philosophy of Communication, Politics and the News, Transmedia Storytelling, New Media, and Cybercultures and Issues in Cyberspace navigate students through the political, legal, and social ramifications of twenty-first century media practices.

CREATIVE WRITING (ENG)

Students in the Creative Writing concentration can discover new talents in courses teaching them to write novels, short stories, poetry, creative non-fiction, screenplays, and young adult fiction. Combining the academic study of creative prose, poetry, and performance writing with hands-on experience producing it, this program both deepens student understanding of the human creative process and expands their use of it. The Capstone Project is required for this concentration.
**MASTER OF HUMANITIES (MH) DEGREE (continued)**

### ENGLISH: LITERATURE AND WRITING (ENG)

The concentration in English allows students to explore both canonical and contemporary literature from around the world in courses such as The Culture and Literature of Modernity, Ethnic Voices, and Literary Theory. Our very popular creative writing courses in the short story, the novel, creative nonfiction, screenwriting, and poetry help students develop unexplored creative potential, while courses such as Teaching College English support those who wish to teach at the high school or community college level.

### FILM STUDIES (ART)

The Film Studies concentration guides students through an in-depth exploration of significant film from the early days of Hollywood to contemporary world cinema in courses such as Cult and Independent Film, Classic Hollywood Cinema, World Cinema, and Documentary Film. Our Film Censorship course examines social issues related to the dissemination of film, and students also have the opportunity to experience writing for film first hand with our Screenwriting course.

Master of Humanities: Interdisciplinary Core .............................................. 9 hours

Capstone or Exam....................................................................................... 3 hours

**MASTER OF HUMANITIES: INTERDISCIPLINARY CORE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART623</td>
<td>Aesthetics</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG304</td>
<td>Literary Theory</td>
<td>3 hours</td>
</tr>
<tr>
<td>HUM510</td>
<td>Introduction to Graduate Humanities</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CAPSTONE OR EXAM OPTION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM680</td>
<td>Capstone Project or Comprehensive Exam</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: ART AND VISUAL MEDIA**

Choose six of the following 3-credit courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART515</td>
<td>Teaching College Art</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART524</td>
<td>Creativity and Its Development</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART532</td>
<td>History of Photography</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART530</td>
<td>Cult and Independent Film</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART533</td>
<td>Film Censorship</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART534</td>
<td>Third Cinema</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART535</td>
<td>Classic Hollywood Cinema</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART561</td>
<td>Survey of Western Art History</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART562</td>
<td>Film Theory</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART563</td>
<td>Art and Culture of the Graphic Novel</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART564</td>
<td>Women in Art</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART532</td>
<td>Documentary Film</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: COMMUNICATION**

Choose six of the following 3-credit courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM520</td>
<td>Philosophy of Communication</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM522</td>
<td>Logic, Reasoning, and Persuasion</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM531</td>
<td>Transmedia Storytelling</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM532</td>
<td>Documentary Film</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM580</td>
<td>Politics and the News</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM625</td>
<td>Philosophers and Philosophes of the Axial Age</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM630</td>
<td>Issues in Cyberspace</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM631</td>
<td>New Media</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: CREATIVE WRITING**

Capstone project HUM680 is required for the Creative Writing Concentration.

Choose six of the following 3-credit courses. At least three must be selected from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG515</td>
<td>Teaching College English</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG541</td>
<td>Creative Writing: Short Story</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG542</td>
<td>Creative Writing: The Novel</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG543</td>
<td>Creative Writing: Poetry</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG544</td>
<td>Creative Writing: Genre Writing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG545</td>
<td>Creative Writing: Performance Writing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART524</td>
<td>Creativity and Its Development</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG531</td>
<td>Studies in Genre Fiction</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG570</td>
<td>Ethnic Voices: Poetry</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: ENGLISH**

Choose six of the following 3-credit courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG530</td>
<td>The Culture and Literature of Modernity</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG531</td>
<td>Studies in Genre Fiction</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG541</td>
<td>Creative Writing: Short Story</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG542</td>
<td>Creative Writing: The Novel</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG543</td>
<td>Creative Writing: Poetry</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG544</td>
<td>Creative Writing: Genre Writing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG545</td>
<td>Creative Writing: Performance Writing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG570</td>
<td>Ethnic Voices: Poetry</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: FILM STUDIES**

Choose five of the following 3-credit courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART515</td>
<td>Teaching College Art</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART530</td>
<td>Cult and Independent Film</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM532</td>
<td>Documentary Film</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART533</td>
<td>Film Censorship</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART534</td>
<td>Third Cinema</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART535</td>
<td>Classic Hollywood Cinema</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: HUMANITIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM531</td>
<td>Studies in History</td>
<td>3 hours</td>
</tr>
<tr>
<td>HUM532</td>
<td>Studies in Philosophy</td>
<td>3 hours</td>
</tr>
<tr>
<td>HUM533</td>
<td>Studies in Human, Political, and Social Sciences</td>
<td>3 hours</td>
</tr>
<tr>
<td>One ART course</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>One COM course</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>One ENG course</td>
<td></td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**CONCENTRATION: INDIVIDUALIZED STUDIES**

The student will develop a proposed program of study while enrolled in HUM530. The proposal must be approved by the Chair of Graduate Humanities and the Dean of Arts and Sciences.

**TOTAL**

18 hours
The highlights of the MS curriculum are an interdisciplinary curriculum, an experienced and accomplished faculty, the latest thinking in the field, and professional development. A Master of Science (MS) degree assembles practitioners from the various components of the criminal justice system. The diversity in background and experience provides synergy in the classroom. The MS faculty contribute their expertise and professional experience to the educational experience.

MAJOR: CRIMINAL JUSTICE

CONCENTRATION: CRIME ANALYSIS

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Analysis. The first semester will provide the student with a theoretical overview of crime analysis, statistical applications, and contemporary issues in Justice Administration. The second semester covers computer applications in crime analysis and investigation, the criminal intelligence process, and research design. The third semester explores legal and ethical issues, the use of geographic information systems, and the design and implementation of a crime analysis project.

**JUS510 Contemporary Criminal Justice: Issues and Trends** 3 hours
**JUS515 Research Design and Analysis** 3 hours
**JUS520 Statistical Applications in Criminal Justice** 3 hours
**JUS525 Legal and Ethical Issues in Criminal Justice** 3 hours
**JUS630, 631, 632 Pre-seminar (1 credit each)** 3 hours
**ENF512 Theories of Crime Analysis** 3 hours
**ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigation** 3 hours
**ENF612 Criminal Intelligence** 3 hours
**ENF622 Geographic Information Systems: Applications in Criminal Justice** 3 hours
**ENF627 Crime Analysis Project** 3 hours
Total ................................................................. 30 hours

CONCENTRATION: CRIMINAL BEHAVIOR

The completion of 33 semester hours of course work is required for the MS degree with a concentration in Criminal Behavior. It is offered in a 3-semester format if taken full-time. The emphasis of the Criminal Behavior concentration is to provide students with a specific area of expertise in the psychological causes of crime.

**JUS510 Contemporary Criminal Justice: Issues and Trends** 3 hours
**JUS515 Research Design and Analysis** 3 hours
**JUS520 Statistical Applications in Criminal Justice** 3 hours
**JUS525 Legal and Ethical Issues in Criminal Justice** 3 hours
**JUS630, 631, 632 Pre-seminar (1 credit each)** 3 hours
**PSY512 Introduction to Forensic Psychology** 3 hours
**PSY551 Mental Health Law** 3 hours
**PSY552 Criminogenic Psychopathology** 3 hours
**PSY615 Drug Abuse and Society** 3 hours
**PSY620 Advanced Psych Assessment Theory** 3 hours
**PSY636 Cultural Competence in Professional Practice** 3 hours
Total ................................................................. 33 hours

CONCENTRATION: HOMELAND SECURITY

The completion of 30 semester hours of course work is required for the MS degree with a concentration in Homeland Security, offered in a 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

**JUS510 Contemporary Criminal Justice: Issues and Trends** 3 hours
**JUS515 Research Design and Analysis** 3 hours
**JUS520 Statistical Applications in Criminal Justice** 3 hours
**JUS525 Legal and Ethical Issues in Homeland Security** 3 hours
**JUS526 The Intelligence Community** 3 hours
**ENF530 Emergency Management** 3 hours
**ENF640 Terrorism and Emerging Threats** 3 hours
**ENF665 Cyber Security and Technology in Homeland Security** 3 hours
**JUS570 Homeland Security Sector** 3 hours
**ENF680 Practical Application of Policy in HS (Capstone)** 3 hours
Total ................................................................. 30 hours

CONCENTRATION: HOMELAND SECURITY ADMINISTRATION

The completion of 30 semester hours of course work is required for the MS degree with a concentration in Homeland Security Administration, offered in a 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

**JUS510 Contemporary Criminal Justice: Issues and Trends** 3 hours
**JUS515 Research Design and Analysis** 3 hours
**JUS520 Statistical Applications in Criminal Justice** 3 hours
**JUS525 Legal and Ethical Issues in Homeland Security** 3 hours
**JUS612 Strategic Planning, Cooperation & Coordination** 3 hours
**ENF520 The Intelligence Community** 3 hours
**ENF525 Focus Areas in Homeland Security Administration** 3 hours
**ENF620 Policy Formulation & Analysis in Homeland Security** 3 hours
**ENF625 Federal Budgeting for Homeland Security Administrators** 3 hours
**ENF685 Leadership and Practical Application in HSA (Capstone)** 3 hours
Total ................................................................. 30 hours

CONCENTRATION: JUSTICE ADMINISTRATION

The course work of 30 hours is divided into 3 courses each semester if full-time. The first semester will provide the student with perspectives in human resource management, statistical applications, and contemporary issues in Justice Administration. The second semester explores legal and ethical issues, policy formation and analysis, and research and analysis. The final semester covers law and management practices, administrative theory, and the design and analysis of educational programs and training sessions.

**JUS510 Contemporary Criminal Justice: Issues and Trends** 3 hours
**JUS520 Statistical Applications in Criminal Justice** 3 hours
**JUS531 Human Resource & Personnel Management in Criminal Justice - Law & Theory** 3 hours
**JUS535 Research Design and Analysis** 3 hours
**JUS525 Legal and Ethical Issues in Criminal Justice** 3 hours
**JUS532 Human Resource & Personnel Management in Criminal Justice - Application** 3 hours
**JUS610 Justice Administration Policy Formulation & Analysis** 3 hours
**JUS612 Strategic Planning, Cooperation & Coordination** 3 hours
**JUS618 Budget & Finance for Criminal Justice Administrators** 3 hours
**JUS632 Leadership & Practical Application in Criminal Justice** 3 hours
Total ................................................................. 30 hours
MASTER OF SCIENCE (MS) DEGREE (continued)

CONCENTRATION: FORENSIC PSYCHOLOGY

The Forensic Psychology concentration requires 42-43 credits and is offered in a 4-semester format with a thesis or Internship and, if needed, a thesis extension. The Forensic Psychology concentration is designed for students interested in examining the relationship between psychology and the criminal justice system. The program is primarily research based and will prepare students for careers in the criminal justice system and/or mental health service agencies.

PSY611 Psychology and Law ............................ 3 hours
PSY515 Research Design and Analysis in Forensic Psychology ............................ 4 hours
PSY520 Statistical Applications in Forensic Psychology ............................ 4 hours
PSY525 Vicarcdmory ............................ 3 hours
PSY530 Legal and Ethical Issues in Forensic Psychology ............................ 3 hours
PSY547 Mental Health Law in Forensic Psychology ............................ 3 hours
PSY55 Psychopathology and Criminal Behavior ............................ 3 hours
PSY613 Professional Seminar in Advanced Clinical and Experimental Forensic Psychology ............................ 3 hours
PSY614 Substance Abuse ............................ 3 hours
PSY620 Sex Crimes and Paraphilias ............................ 3 hours
PSY639 Applied Advanced Psychological Assessment ............................ 4 hours
PSY637 Forensic Counseling ............................ 3 hours

One of the following:

PSY630 Lifestyles and Career Development

OR

PSY535 Cultural Competence in Professional Practice

OR

Thesis:

PSY640 Thesis ............................ 1 hour
PSY640-1 Thesis Extension (if needed) ............................ 3 hours

Total .................................................. 42-43 hours

MAJOR: PSYCHOLOGY

The course work of 37 hours is divided into 4 courses each semester if full-time. The MS in Psychology is focused on scientific/experimental psychology and not counseling/clinical psychology; and does not lead to licensure of any kind.

PSY731 Statistical Procedures I ................................ 2 hours
PSY732 Statistical Procedures II ................................ 2 hours
PSY733 Research Design and Analysis I ................................ 2 hours
PSY734 Research Design and Analysis II ................................ 2 hours
PSY741 History and Systems of Psychology ................................ 3 hours
PSY743 Developmental Psychology ................................ 3 hours
PSY745 Advanced Theories of Personality ................................ 3 hours
PSY746 Psychopathology ................................ 3 hours
PSY611 Professional Issues I: Law and Ethics ................................ 2 hours
PSY612 Professional Issues II: Cross Cultural Issues in Psychology ................................ 2 hours
PSY621 Social Psychology ................................ 3 hours
PSY622 Cognitive Psychology ................................ 3 hours
PSY631 Neuropsychology ................................ 3 hours
PSY641 Capstone Research I ................................ 2 hours
PSY642 Capstone Research II ................................ 2 hours

Total .................................................. 37 hours

GRADUATE-LEVEL CERTIFICATES

Tiffin University certificate programs are designed for working professionals who wish to enhance their professional knowledge, skills, and leadership abilities. This practical, flexible and learner-centered curriculum is offered completely online with no residency requirement. Mid-career professionals, traditional and non-traditional students may find certificate programs particularly valuable for:

• Exploring a new professional path or career
• Staying current with industry trends, strategies, philosophies, and knowledge
• Justifying a promotion
• Continuing lifelong learning goals
• Complementing a formal course of academic study with practical training and skills

Courses completed toward graduate certificates may be applied to Tiffin University's graduate degrees. All graduate-level certificates are only available in the online format, except Addictions Counseling, which is only available on the Tiffin Campus.

CRIME ANALYSIS CERTIFICATE

This certificate provides students with a theoretical overview of crime analysis, the criminal intelligence process, the use of geographic information systems and contemporary issues in Justice Administration.

ENF512 Theories of Crime Analysis ................................ 3 hours
ENF532 Computer Applications in Crime Analysis ................................ 3 hours
ENF602 Criminal Intelligence ................................ 3 hours
ENF602 Geographic Information Systems: Applications in CJ ................................ 3 hours
ENF627 Crime Analysis Field Project ................................ 3 hours

Total .................................................. 12 hours

CRIMINAL BEHAVIOR CERTIFICATE

This certificate provides learners with expertise in the psychological causes of crime. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

PSY512 Introduction to Forensic Psychology ................................ 3 hours
PSY534 Mental Health Law ................................ 3 hours
PSY552 Criminogenic Psychopathology ................................ 3 hours
PSY615 Drug Abuse & Society ................................ 3 hours
PSY66 Advanced Psych Assessment Behavior ................................ 3 hours
PSY636 Cultural Competence in Professional Practice ................................ 3 hours

Total .................................................. 18 hours

HEALTHCARE ADMINISTRATION CERTIFICATE

This certificate is designed for working professionals employed in the areas of education, childcare, social services, healthcare, and business. The curriculum will focus on management systems, decision-making tools, new technologies, financial management, referral systems as well as current issues in health law and ethics.

MGT522 Management of Human Resource ................................ 2 hours
HCA540 Managing Healthcare Systems ................................ 2 hours
HCA552 Current Issues in Healthcare Administration ................................ 2 hours
MGT615 Operations Management ................................ 2 hours
HCA633 Healthcare Finance and Process Management ................................ 2 hours
HCA642 Healthcare Policy: Law and Ethics ................................ 2 hours

Total .................................................. 12 hours
GRADUATE-LEVEL CERTIFICATES

HOMELAND SECURITY ADMINISTRATION CERTIFICATE
This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for homeland security administrators.

ENF520 The Intelligence Community .......................................................... 3 hours
JUN612 Strategic Planning, Cooperation & Coordination .......................... 3 hours
ENF375 Focus Areas in Homeland Security Administration ................. 3 hours
ENF620 Policy Formulation & Analysis in Homeland Security .............. 3 hours
ENF625 Federal Budgeting for Homeland Security Administrators ......... 3 hours
ENF605 Leadership and Practical Application in HSA (Capstone) .......... 3 hours
Total ........................................................................................................... 18 hours

JUSTICE ADMINISTRATION CERTIFICATE
This certificate provides learners with perspectives in human resource management, policy formation and analysis, law and management practices and administrative theory.

JUN531 Human Resource & Personnel Management in Criminal Justice - Law & Theory ................................. 3 hours
JUN532 Human Resource & Personnel Management in Criminal Justice - Applications ....................................... 3 hours
JUN610 Justice Administration Policy Formulation & Analysis .............. 3 hours
JUN612 Strategic Planning, Cooperation & Coordination ....................... 3 hours
JUN618 Budget & Finance for Criminal Justice Administrators ............ 3 hours
JUN635 Leadership & Practical Application in Criminal Justice .......... 3 hours
Total ........................................................................................................... 18 hours

LEADERSHIP FOR MANAGERS AND SUPERVISORS CERTIFICATE
This certificate helps individuals focus on moving up the organizational ladder into new supervisory roles, middle management, or upper-managerial positions. The curriculum centers upon those characteristics that develop and promote leadership and stress decision-making and managerial skills.

MGT531 Individual & Teamwork ................................................................. 2 hours
MGT531 Leadership & Influence ............................................................... 2 hours
MGT603 Negotiations & Conflict Resolution ......................................... 2 hours
MGT608 Organizational Leadership and Group Performance ............... 2 hours
MGT620 Leading Organizational Change ................................................. 2 hours
MGT623 Legal and Ethical Issues in Management ................................. 2 hours
Total ........................................................................................................... 12 hours

SMALL BUSINESS MANAGEMENT CERTIFICATE
This certificate helps learners obtain practical business knowledge in marketing, accounting, and management to successfully achieve their personal and professional goals. The program focuses on developing competencies in communication skills, leadership, and problem solving.

ACC510 Financial Accounting ................................................................. 2 hours
MGT531 Individual & Teamwork ............................................................... 2 hours
CD554 Information & Decision Support ................................................ 2 hours
MGT322 Management of Human Resource .......................................... 2 hours
MGT523 Marketing Management ............................................................. 2 hours
MGT523 Legal and Ethical Issues in Management ................................. 2 hours
Total ........................................................................................................... 12 hours

SPORTS MANAGEMENT CERTIFICATE
This certificate is designed to be convenient while providing the structure necessary to enhance your marketability and improve your business skills. We are prepared to help you make connections with a growing network of alumni working in sports or with the extensive list of sport industry contacts that have professional relationships with our faculty.

MGT511 Individual & Teamwork ............................................................... 2 hours
MGT523 Legal and Ethical Issues in Management ................................. 2 hours
SRM532 Communications and Fundraising in Sport .............................. 2 hours
SRM534 Business Strategies in Sport ...................................................... 2 hours
SRM537 Personnel Management in Sport .............................................. 2 hours
SRM570 Sport Mentorship ...................................................................... 2 hours
Total ........................................................................................................... 12 hours

ADDITIONS COUNSELING: POST-LICENSE CERTIFICATE
The goal of the graduate Addictions Certificates are to equip students with the skills, knowledge, and attitudes which will enable them to function well in the demanding and ever-changing world of the criminal justice and/or behavioral health professions. This mission is closely aligned with that of Tiffin University’s mission to offer quality, professionally focused, learning-centered graduate programs and life-long learning opportunities to prepare for successful careers and for productive and satisfying lives of excellence, leadership and service. The faculty’s goal is to provide high quality training programs grounded in self-evaluation and improvement with the intention to remain responsive to the changing requirements of a dynamic and pluralistic society. The curriculum also aims to develop the knowledge, attitudes, and skills necessary in working successfully with chemically involved individuals and families across a broad range of settings.

Tiffin University’s professional certificate in Addictions Counseling is designed for returning or existing professional students (those with at least a Bachelor’s degree in a behavioral science). The certificate curriculum begins with a basic level, which is where many students are likely to start.

ADDITIONS COUNSELING: POST-LICENSE CERTIFICATE
Geared to meet the requirements of LCDC II: Licensed Chemical Dependency Counselor II in Ohio or LCDC III: Licensed Chemical Dependency Counselor III

CSL510 Addiction Theory & Practice ..................................................... 3 hours
CSL520 Counseling Procedures: Strategies with Addicted & Disordered Populations ............................................ 3 hours
CSL525 Group Process & Techniques: Working with Addicted and Disordered Population ................................. 3 hours
CSL533 Assessment & Diagnosis of Addictive & Behavioral Health Problems ...................................................... 3 hours
CSL540 Prevention, Intervention, and Treatment Planning in Addictions .......................................................... 3 hours
CSL545 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health ............................... 3 hours
Total ........................................................................................................... 18 hours
**MABT505**

*Fundamentals of Business Enterprise* (2 cr. hours)
Students must receive a "B" or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

*Note:* MABT505 and MABT506 cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements.

**MABT506**

*Fundamentals of Quantitative Business Methods* (2 cr. hours)
Students must receive a "B" or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

This course will focus on the principles underlying the development and use of financial statements with emphasis on business applications.

**MGT612**

Managerial Accounting (2 cr. hours)
Prerequisite: MGT510
This course builds on the students' knowledge of accounting concepts. The focus is on evaluation and use of accounting data for internal planning, control, and decision-making.

**MGT512**

Information and Decision Support (2 cr. hours)
This course reviews basic information technology and systems, discusses the importance of data, information and knowledge management in organizations, the role these play in obtaining and maintaining competitive advantages, the use of e-commerce nationally, internationally and globally and the impact of the digital divide on an increasingly global economy, the formation and appraisal of sound information systems, and issues of cyber crime and cyber ethics.

**DAX610**

Data Mining and Structure (2 cr. hours)
Prerequisite: MABT533
In this course, students will learn how to load different types of data files into a usable format as well as leveraging external data sources with internal data. Students will become proficient with articulating problem solving techniques that involves data from different sources and the value external data sources can provide to organizations.
FIN624
Financial Markets and Institutions (2 cr. hours)
Prerequisites: ECO524 and FIN612
This class introduces students to the institutions and markets that form the worldwide economic system of trading financial and real assets. The course will cover concepts of financial theory, institutional detail, regulations, and the history of the financial markets. Students will be exposed to legal, ethical, technological, and global issues facing financial managers, financial markets, and the financial assets traded in these markets. The course is designed to provide an overview of the financial world, the financial assets that are traded, and the people who participate in the financial markets.

FIN625
Investment Analysis (2 cr. hours)
Prerequisite: FIN612
This class examines the investment process. Students will learn how to put together a portfolio and understand and interpret news about the financial markets. It will discuss different types of securities (bonds, stocks, mutual funds, derivatives) and how they are combined to form a portfolio. It includes background information relative to these securities. This information includes topics such as types of markets, placing orders, and what interpreting stock indices represent.

FIN626
Emerging Markets Finance (2 cr. hours)
Prerequisites: ECO524 and FIN612
This course deals with investment issues that are unique to emerging economies since they are likely to afford significant growth opportunities for global investors. The course will provide a framework for understanding the international financial environment including markets, systems and institutions and will focus on challenges confronting firms that compete in the global marketplace. An array of issues relevant to firms operating on the global stage, including analyzing international opportunities, developing foreign entry, growth and pricing strategies, financing business operations, and leveraging resources and capabilities internationally will be discussed. We will discuss techniques that will enhance investment decision-making by future managers in emerging markets.

HCA540
Managing Healthcare Systems (2 cr. hours)
Prerequisite: MGT522
This course is a comprehensive approach to the multitude of organizations and flow management systems for managing healthcare. Students explore the historical context, social implications, evolution and current state of healthcare services in America. Topics include the types of managed care organizations, provider payment plans, utilization control, negotiations, underwriting and rate setting, and managing efficient and effective organizational structures. The course also addresses marketing and information systems (both onsite and web-based) for business operations and management decision making in the industry.

HCA552
Current Issues in Healthcare Administration (2 cr. hours)
The course is designed to expose students to significant current issues that impact the healthcare professional. Topic areas will include healthcare industry-specific marketing, technology, finance, human resource management, the political environment, healthcare management culture and other current issues as they relate to the healthcare administrator. Topics will vary as changes to the industry environment dictate.

HCA633
Healthcare Finance and Process Management (2 cr. hours)
Prerequisite: MGT613
This course is designed to educate students regarding the complex and volatile aspects of healthcare financial management and how these aspects affect the processes associated with provide healthcare services in a variety of healthcare settings. Topics address organizational behavior while focusing on wage and benefit factors, operating revenue by payer sources, healthcare tax status, financial planning and budgeting, managing inventory, strategic planning, and healthcare ratio analysis. Students investigate the application of financial management to an industry where reimbursement from payers has declined for over a decade while the demand for technologically advanced and expensive healthcare services will soon meet a breakeven point. The social justice issues of quality, access, and cost for healthcare services is examined within the reality of available funds to provide such services.

HCA642
Healthcare Policy, Law, and Ethics (2 cr. hours)
This capstone course will require students to examine general healthcare administration issues within a framework of legislative issues and their impact on healthcare systems in the United States. Special emphasis will focus on the changes in federal governmental regulations and their impact on quality and financial administrative issues. Through the case study approach involving politics, policy, regulatory environments, economics and ethics, students will critically analyze issues for both healthcare providers and organizations related to corporate governance, personal choice, and regulatory compliance. Topics will include applied ethics, conflicts of interest, and allocation of scarce resources, FDA regulations, confidentiality, payment policies, patient rights, data security, professional liability, and global competition.

MAT513
Statistical Methods for Managers (2 cr. hours)
This course provides an in-depth coverage of descriptive and inferential statistics. Students learn how to interpret statistical analysis and how to use statistical techniques in managerial problem solving.

MGT511
Individual and Teamwork (2 cr. hours)
The focus of this class is on understanding individual behavior in organizations and on becoming a more successful team member. Problem solving through improved communication and effective management of individual and group processes is studied and practiced.

MGT522
Management of Human Resources (2 cr. hours)
The focus of this course is the human side of enterprise. The sub-functions of human resource management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

MGT531
Leadership and Influence (2 cr. hours)
Course focus will be on learning to make a difference as a leader. Discussion and utilization of practical principles of leadership with an emphasis on integrating theory and practice are included. Students will work to create a model and set of related perspectives about how one can become a better leader of one’s self as well as the organization.

MGT603
Negotiation & Conflict Resolution (2 cr. hours)
The course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

MGT613
Operations Management (2 cr. hours)
The management of operations in manufacturing and service sectors is the topic of this course. The course builds on a foundation laid by Decision Modeling for Managers. Operations Management and its relationships to the other managerial functions in the organization will also be covered.

MGT614
Global and Transnational Management (2 cr. hours)
This course deals with the management of multinational enterprises and managing in a global economy. Building on the interdisciplinary knowledge gained throughout the program, this course deals with cross-cultural issues, sociopolitical and economic concerns, and international strategic management.

MGT618
Organizational Leadership and Group Performance (2 cr. hours)
An analysis of organizational leadership and the practice of leading and managing corporations and small businesses and nonprofit associations or governmental agencies. The intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical application. The concepts of transformational and transactional leadership are continually examined and students are encouraged to develop their leadership skills through case analysis, role development, and research projects.
MGT620 Leading Organizational Change (2 cr. hours)
This course moves from the theory to the practical applications of leadership and organizational behavior. An analysis of the management of innovation and change in organizations; the technical, economic, and social dynamics associated with the change process, and the role of the leader as a change agent. Case studies of organizations undergoing change, and biographies of leaders and change agents, are examined. Students will analyze each phase of the consulting process (i.e., contracting and role negotiation, assessment and diagnosis, action planning, implementation and evaluation).

MGT621 Organizational Analysis and Design (2 cr. hours)
Prerequisite: 16 hours of previous graduate coursework
The examination of organizations in terms of patterns in design and operation through topics including organizational-environment interface, structure, technology, and socio-technical systems and culture are the basis for this course.

MGT622 Strategic Management (2 cr. hours)
Prerequisite: FDN612
Strategic Management is required as a capstone course in the MBA curriculum because it involves the most sophisticated and comprehensive approach to the process of organizational management. Key elements to the understanding of strategic management are: Internal organizational analysis, analysis of the external environment, and directing a successful fit between the organization and its environment.

MGT623 Legal and Ethical Issues in Management (2 cr. hours)
Prerequisite: MGT622
This course studies strategic management at the industry level. It examines the key result areas and the driving forces in specific industries, for example, automobile industry in the US, or soft drink industry in Europe. The course will cover the regional, US, and global markets and industries.

MGT624 Industry and Competitive Analysis (2 cr. hours)
Prerequisite: MGT622
This course studies strategic management at the industry level. It examines the key result areas and the driving forces in specific industries, for example, automobile industry in the US, or soft drink industry in Europe. The course will cover the regional, US, and global markets and industries.

MGT625 Human Resource Planning & Talent Acquisition (2 cr. hours)
Prerequisite: MGT622
This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short- and long-term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.

MGT626 Talent Development & Performance Management (2 cr. hours)
Prerequisite: MGT622
This course centers on retaining and developing employees and aligning their performance with organizational goals. Topics include performance appraisal and feedback, compensation, benefits and total rewards; training and development; and human resource information systems (HRIS).

MGT627 Strategic Human Resource Management (2 cr. hours)
Prerequisite: MGT622, MGT625, MGT626
This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include measurement of HR outcomes and their impact on the bottom line; HR and organizational strategy; HR and globalization; and HRs role in other strategic management decisions.

MGT670 Business Administration Internship (2 cr. hours)
Prerequisite: 20 hours of MBA coursework, 3.0 cumulative GPA, permission of the Dean and completion of internship application
This internship provides students with the opportunity to undertake professional level employment that leverages their first year MBA studies and supports their career objectives while earning credits toward their degree. A minimum of 200 hours will be spent with the employer and supervised by a member of the business faculty.

MKT690 Special Topics (2 cr. hours)
The global, cultural, economic, legal, and competitive environment of business is constantly changing, therefore the MBA curriculum also includes a class that focuses on a topic that is especially relevant at the time the MBA cohort is preparing to graduate. Past examples include events such as the impact of potential terrorism on business or ethics in the wake of the Enron and other financial scandals that were timely and focused on that moment in time.

MKT623 Marketing Management (2 cr. hours)
This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on tactical and operating decisions and decision-making processes. Areas studied include market and customer analysis, market segmentation, and marketing mix tactics and implementation.

MKT625 Information Systems for Marketing (2 cr. hours)
Prerequisite: MKT523
This course provides students with the key concepts and tools to turn raw data and information into useful marketing intelligence. Students will examine new and existing tools for data mining and market information access to assist in strategic decision-making. The course will provide an understanding of the role of integrated marketing communications in the overall marketing program and its contribution to marketing strategy.

MKT611 Business Research Analysis (2 cr. hours)
Prerequisite: MAT513, MKT523
This course focuses on research methods and tools used by decision makers in organizations. Topics to be covered will include the scientific method, primary and secondary data, research design, reliability and validity, sampling frames, and applied statistics that are required to make organization decisions. The student will analyze information generated for and by the organization.

MKT622 Strategic Brand Management (2 cr. hours)
Course will address the strategic importance of branding and will focus on the design and implementation of marketing programs and activities to build, measure, and manage brand equity. It addresses 3 important questions: (1) How do you build brand equity? (2) How can brand equity be measured? (3) How do you capitalize on brand equity to expand your business?

MKT628 Global Marketing Management (2 cr. hours)
Prerequisite: MKT523
This course will focus on the application of marketing principles in the globalized markets of the 21st Century. The combination of global free trade philosophies with local market conditions present an array of opportunities and concerns that need to be understood and managed throughout the world. The course will emphasize the global nature of these decisions and their impact on the management of products, services, brands and new market development.

MKT630 Marketing Field Analysis (2 cr. hours)
Prerequisite: 24 hours of MBA coursework
The objective of this course is to develop analytical skills in the formulation and implementation of market driven strategies for selected products and/or services. Students will create a portfolio of their MBA Marketing activities in addition to any professional experience.
MASTER OF BUSINESS ADMINISTRATION (MBA) (continued)

NPM515
Principles of Nonprofit Management (2 cr. hours)
This course will explore the foundations of nonprofit management and leadership. The course will analyze concepts surrounding program creation and grant writing, human resources, marketing, operational requirements and basic leadership. The course will help students understand the multi-faceted requirements of nonprofit leaders and the requirements of organizational effectiveness, building capacity and sustainability and evaluation.

NPM525
Governance & Stakeholder Management in Nonprofit Organizations (2 cr. hours)
This course will cover the responsibilities of nonprofit board governance and the variety of stakeholders that impact nonprofit organizations. Learners will explore policies, procedures, public attitudes, contemporary legal and regulatory issues and ethical behaviors facing nonprofit organizations. The course will explore the requirements of nonprofit governance and executive leadership including the influence and how ethics affect perceptions of excellence from volunteers to fiscal responsibility including the differences between US nonprofit groups and international organizations.

NPM612
Financial Management and Fund Development in Nonprofits (2 cr. hours)
Prerequisites: ACC512 and FIN612
This course will introduce concepts of accounting and finance specifically related to nonprofit organizations including record keeping, financial statements, financial structures of nonprofits and management control. Foundations for fund development and fundraising will be addressed including grant writing techniques and requirements. The course will provide understanding on how to use effective strategies for nonprofit leaders to balance multi-level requirements while maintaining financial success and sustainability.

NPM625
Program Management and Strategic Planning in Nonprofits (2 cr. hours)
Prerequisite: NPM515
The goal of this course will be to understand the marketing, communication and program pieces of nonprofit organizations. The course will develop insight into culture and requirements to making nonprofit organizations successful. Data driven design and analysis will lead to the course will explore the elements of marketing, communication and program management in nonprofits.

SRM532
Communication and Fund Raising in Sport (2 cr. hours)
Students will recognize communication as integral to the marketing, management, and operational goals of sport organizations at all levels. Students will also recognize the needs of professional and volunteer fundraisers in an exploration of the tools, tips, and techniques used to fundraise through solicitation, events, and grants common in the sports industry.

SRM534
Business Strategies in Sport (2 cr. hours)
The case study approach will be used in a critical analysis of business concepts related to decision making, leadership, ethics, communication, marketing, sponsorship, budgeting, policy development, public relations and fundraising in the sport industry.

SRM537
Personnel Management in Sport (2 cr. hours)
This course provides a study of the principles of personnel management including recruiting, staffing, development of human resources, maintaining a favorable work environment, compensation administration, benefits, security, and system appraisal as they apply to sport agencies. The course emphasizes the value of diversity and inclusion in human resource practices of sport organizations.

SRM670
Sport Mentorship (2 cr. hours)
Students are required to participate in 200 contact hours of field experience under the direction of an approved mentor in the sports industry. To enroll in the mentorship, students must complete an online application the semester prior to the requested course enrollment period. Students will maintain an e-portfolio and engage in professional development / career management activities as part of their course requirements. Students must have completed a minimum of 12 graduate credit hours with a minimum GPA of 3.0 for eligibility to enroll in the mentorship.

MASTER OF EDUCATION (MED)

EDU520
Issues in Student Affairs (2 cr. hours)
This course focuses on issues that students face on campus, as well as issues that colleges and universities face as they try to help students live and learn in a higher education context. Topics include philosophies of student affairs, student success, organization, problems, and future directions of student affairs.

EDU532
Diversity in Education (2 cr. hours)
This course provides understanding of cultural, ethnic, economic, gender, and racial differences and similarities in American society, focuses on educational organizations implementing successful strategies of working successfully with the needs of diverse students to insure high quality educational outcomes.

EDU536
Philosophy of Education (2 cr. hours)
Examines philosophical issues in educational theory and practice while considering influential work by classical and contemporary educational theorists.

EDU538
Information Literacy for Educators (2 cr. hours)
An introduction to information literacy: the ability to locate, evaluate and use information. Participants will learn techniques to improve their own and their students' research skills and will learn methods of infusing information literacy into their curricula.

EDU541
Educational Research (2 cr. hours)
Introduces methods of research in education, emphasizes research strategies and analysis of descriptive and judgmental information for selecting, planning, and evaluating research problems; uses library resources, data gathering, and writing a research proposal.

EDU547
Technology for Educators (2 cr. hours)
This graduate level course will extend students' competence with advanced applications commonly found in educational settings; emphasize evaluation, utilization, and collaboration with digital communication tools; integration of microcomputer hardware and software, database, and word processing uses across the educational curriculum and administrative support programs. This course will begin with a self-evaluation of the student's own proficiency with diverse technologies, while keeping in focus the National Education Technology Standards for Teachers.

EDU550
Special Needs Learners (2 cr. hours)
Develops a curriculum rationale; philosophy, and skills in curriculum analysis; reviews selection, development, and adaptation of curricula, instructional plans, and materials; defining the goals of the school and the needs of exceptional learners in special and regular classrooms; emphasizing psychological, sociological, educational, philosophical, and ethical aspects of children and families with special needs (including gifted and talented). Covers such topics as legislative, assessment, and programming issues; risk indicators and risk assessment; tools and instruments for informal assessment; and interpreting standardized observational measures.

EDU552
Educational Leadership (2 cr. hours)
Emphasizes the philosophical, social, and political aspects of educational leadership; examines research on best practices in developing and adapting curricula to impact positively students with disabilities; examines the varying models that support curriculum and instructional approaches with the aim of preparing educators for curricular leadership roles within their own school settings.
MASTER OF EDUCATION (MEd) (continued)

EDU572
World History of Education (2 cr. hours)
Surveys education from ancient Judea; schools to major contemporary education developments; emphasizes institutional developments and cultural events that have accompanied them; reviews historical background of contemporary theory, practice, and reform.

EDU585
Student Enrollment and Retention (2 cr. hours)
This course covers a systematic set of activities designed to enable educational institutions to exert more influence over their student enrollments, ways to attract and retain a pool of students based on the goals of the educational organization in selectivity in enrollment practices. The student will learn the procedures involved in the application process, methods of marketing the university and programs to attract applicants to the university. The course will also cover predictive models. The course will focus on undergraduate enrollment, covers both graduate and professional school enrollment. Students learn the roles involved in admissions and retention of students through academic, social and athletic integration.

EDU586
Instructional Design Principles (2 cr. hours)
This course covers the process of instruction through the analysis of learning needs and systematic development of learning materials. The course covers how technology and multimedia can be used as tools to enhance instruction, and to enhance the assessment of the learning process.

EDU590
Assessment and Student Learning (2 cr. hours)
This course introduces how to develop assessment programs to support student learning. Higher education administrators will need to understand assessment techniques. In addition, the student will learn how to employ the applicable assessment strategies to ensure that the goals of the organization are ultimately attained. The student will learn to identify evidence and use this evidence for assessment of and improvement of program objectives. This course will contain assignments that will guide the student in performing effective, high quality assessment and program evaluations.

EDU591
Learning Management Systems (2 cr. hours)
Educators must successfully add to current curriculum by using learning management systems, with the goal of teaching students not only curriculum content, but also how to use technology to complete tasks necessary to the skills of all future employees. This course reviews the student perspective in learning, using learning managements systems inside and outside the classroom, using learning management systems for students with special abilities and/or disabilities, and using learning management systems for total online learning within both educational organizations and in educational arms of other organizations.

EDU605
Game Based Learning and Analytics (2 cr. hours)
Game-based learning (DGBL) is an instructional method that incorporates educational content and learning principles into digital games. The student will learn to identify the components of quality digital games, integration of DGBL with other types of learning curriculum, designing DGBL, and using DGBL with special needs learners.

EDU611
Psychology of Learning (2 cr. hours)
Presents various concepts of the nature of the individual and learning; considers psychological and sociological development of these concepts; evaluates basic premises and implicit assumptions; examines the variety of ways people learn and numerous issues that affect learning.

EDU613
Current Trends in Curriculum and Instruction (2 cr. hours)
Debates major curricular movements, principles of curriculum development, and recent trends including content area and national and state standards (specifically the Ohio Standards); considers recent theoretical and research developments related to classroom, current practices and innovations in educative process, and classroom tools including use of the internet and Ohio Link.

EDU615
Ethical & Legal Issues in Education (2 cr. hours)
Develops knowledge, skills, and attitudes essential for making responsible professional decisions based on legal and ethical principles relevant to curriculum, students, liability, and finance. Emphasis on case studies related to curriculum and instruction.

EDU617
Current Practices in Classroom Behavior & Management (2 cr. hours)
Analyzes and interprets data, design, and evaluation of behavioral treatment interventions related to the principles of applied behavior analysis; examines ways in which the classroom environment and set-up impact behavior; and examines ways in which special needs students may be better integrated into the inclusion setting.

EDU619
Challenges in the Use of Technology in Education (2 cr. hours)
This course discusses and analyzes the challenges facing educators in implementing technological advancements in technology in order to increase efficiency and efficacy in learning. Perspectives of educational challenges from the student, teacher, facilitator and administrator are covered.

EDU624
Crisis Prevention and Intervention in Education (2 cr. hours)
This course will cover effective institutional management of crises impacting students and the stability of the educational organization. The curriculum covers an overview of the types of threats and hazards facing higher educational institutions. The student will learn traditional crises models of response, but also identify models of prevention. Identification of risks factors impacting organizational security will be covered, including student and employee mental health issues, alcohol and other drug use, and campus violence. Students will learn to structure systems to manage immediate emergency situations; and use assessment tools to identify changes in processes to enable strengthened safety structures. Students will learn to engage with the community and law enforcement to prevent and manage campus crises.

EDU625
Functions of Web Based Apps in Education (2 cr. hours)
This course guides educators in transforming curriculum and courses through using web sources and applications. The course covers construction of curriculum delivery using apps. Both open web source apps and open source materials through app delivery are covered. The course will cover newly developed apps that can be used to support educational objectives.

EDU637
Human Resource Management in Educational Organizations (2 cr. hours)
This course focuses on the organizational systems and activities that colleges and universities can use to create effective management of both faculty and staff employees. Topics included in this course include information systems and management of employee information, strategic planning for organizational needs and productivity; human resource processes, legal regulation and unionism and collective bargaining.

EDU639
Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)
This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH Act, FERPA considerations in security and privacy, CFAA, international law, and regulation and conflict of laws.

EDU640
Higher Education Finance and Budgeting (2 cr. hours)
This course focuses on the language and processes in budget development and management. A study of budgeting models for public and private organizations. This course includes the factors involved in implementing institutional budgets. Application to case studies.

EDU677
CFAA, international law , and regulation and conflict of laws.

EDU678
Higher Education Finance and Budgeting (2 cr. hours)
This course focuses on the language and processes in budget development and management. A study of budgeting models for public and private organizations. This course includes the factors involved in implementing institutional budgets. Application to case studies.

EDU679
Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)
This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH Act, FERPA considerations in security and privacy, CFAA, international law, and regulation and conflict of laws.

EDU680
Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)
This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH Act, FERPA considerations in security and privacy, CFAA, international law, and regulation and conflict of laws.

EDU681
Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)
This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH Act, FERPA considerations in security and privacy, CFAA, international law, and regulation and conflict of laws.
MASTER OF EDUCATION (MEd) (continued)

EDU642
Higher Education Athletic and Sports Management (2 cr. hours)
This course focuses on a general understanding of the administrative functions of athletic programs in higher education. Topics covered include the legal and ethical aspects in athletic department management, recruitment, educational support programs for athletes, media communication, promotion, finance, and event management.

EDU643
Educational Measurements (2 cr. hours)
Refines test construction, item analysis, and statistics for test scores. Introduces sampling and probability, linear correlation and regression, tests of significance and effect size, reliability, validity, and measures of central tendency.

EDU654
Analysis of Common Core Standards (2 cr. hours)
Examines current research and trends in teaching and learning according to common standards set forth by the State Department of Education. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

EDU680
Capstone Seminar (2 cr. hours)
This course is drawn from all courses in the TU graduate program as well as professional development credentials they may have completed during the degree program. Students will organize presentations around their individual themes. Each student will include a summative paper that explains how the degree program has changed his/her knowledge and helped prepare for a career, or complete a capstone experience.

ART525
History of Photography (3 cr. hours)
This course surveys topics in the history and cultural uses of photography in Europe and the US in the 20th and 21st centuries. Starting with the origins of photography in Enlightenment and early Industrial Revolution Europe, students examine the role of the daguerreotype in the U.S., and photography's role within war, western expansion, and social Darwinism. There will be discussions on the establishment of elite art organizations in Europe and the U.S. by the 1890s concurrent with the flood of mainstream photography and commercial production. The course will then examine major developments and uses of photography such as magazine journalism, advertising, and fashion, and social documentary as well as photographic practices linked to art movements like constructivism, surrealism, documentary realism, and formalism. It will conclude with a look at the more contemporary postmodern practices, which foreground the question of photography's social and psychic operations. Special attention will be paid to the interrelations among photography's diverse cultural uses and the terms in which debates about the medium's unstable art status have played out.

ART530
Cult and Independent Film (3 cr. hours)
This course examines various cult films and the cult film phenomenon. From the definition (or designation) of “cult” to the unusual yet vital role in society this non-genre film, the cult film does not fit into traditional critical rhetoric. Instead, by being a marginalized area of film, the cult film and the audiences of this phenomenon deconstruct mainstream film entertainment and analysis.

ART533
Film Censorships (3 cr. hours)
This course focuses on social and cultural aspects of film censorship while in its examination of key issues and events in the history of film censorship in the United States. Film clips and images will be available for viewing on the course site, but members of the class may be required to view several full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART534
Third Cinema (3 cr. hours)
This course surveys the history and theory of what is currently understood as "Third Cinema." This course will concentrate on films and filmmakers from Africa, Latin America (Central and South America), the Indian Subcontinent, the Middle East, East and Southeast Asia, and Turkey. "Third Cinema" can be thought of in a number of ways, and its definition, like the world, is changing rapidly. Therefore, part of the task of this course is to critically and thoughtfully negotiate the slippery terrain of what "Third Cinema" might be. Briefly, broadly, and as a starting point, Third Cinema can be thought of as cinema produced in what is sometimes referred to as the "Third World" films that are politically or socially conscious (though not always) for their own regions and countries, or of a type of cinema from those regions or countries that is neither a Hollywood style entertainment cinema ("first cinema") or European style Art Cinema ("second cinema"). Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART535
Classical Hollywood Cinema (3 cr. hours)
This course explores the popular reception, historical and technological antecedents, and narrative, aesthetic and cultural aspects of the "Golden Age" of cinema as it developed in the United States. The time period is roughly 1920-1945, though some consider it to extend through 1950 and even 1960. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART561
Survey of Western Art History (3 cr. hours)
This course is an introduction to the art of the West from prehistory to the present. Works will be studied within their historical, religious, political, economic, aesthetic, and social contexts. Methodologies of the discipline of art history will be explored, as well as primary source texts from the cultures in which these works were created.
MASTERS OF HUMANITIES (MH) (continued)

ART562
Film Theory (3 cr. hours)
This course is required for all students in the Film Concentration. It will explore the development of ways of thinking, talking, and writing about film in a manner that goes beyond movie reviews or personal evaluations. Students will engage film theory from early classic theory to contemporary forms of film analysis. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are freely available in the United States for purchase, rental on DVD, or rental through an online streaming service such as Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered. This course is required for all students in the Film Concentration.

ART563
Art and Culture of the Graphic Novel (3 cr. hours)
This course will examine the form of the graphic novel and its critical and cultural impact. Comics and graphic novels have a significant influence on American popular culture but have only recently received serious scholarly attention. This course will explore the history of the graphic novel, some of the theories surrounding image-text sequential art, and the different uses of the graphic novel as a form of storytelling. We will examine the graphic novel as an art form, and analyze the role of the comic and graphic novel in American culture. Particular attention will be paid to the superhero genre, as well as to the contemporary traditions of autobiographical and literary graphic novels and an investigation of graphic novels worldwide.

ART623
Aesthetics (3 cr. hours)
This required core course provides students with an overview of aesthetics as it embraces a philosophy of art, beauty, and taste and investigates the ways in which humans create, experience, and evaluate the fine arts. Class discussions will focus on artistic masterpieces from a number of disciplines including music, drama, literature, painting, and sculpture. Throughout the course, students will analyze readings that explore philosophical issues and historical problems of various theoretical approaches to art and will include discussions on the nature and function of the artist, the intrinsic significance of an artistic object, and the concepts of aesthetic value, experience, attitude, and criticism. An emphasis will be placed on developing a personalized philosophy of art.

ART624
Women and Art (3 cr. hours)
Art history as a discipline has expanded over the last thirty years to move beyond formalism and connoisseurship to include divergent perspectives in theory and visual culture. Feminism provides a framework to examine the intersections of race, gender, and sexuality to challenge the idea of art history as a unified discourse. This course will examine the impact of women on the art in 3 ways. It will examine the theories of feminism, race, gender, and sexuality and explore how these theories are expressed in the visual arts. The course will also survey the lives and contributions of women artists from the Renaissance to the present, and the shifts in the portrayals of women, and criticism of female artists over that period.

ART630
Topics In Non-Western Art (3 cr. hours)
This is a comparative study of art from select regions, cultures and traditions from ancient times to modernity. Art from Asia, Africa, the Americas and the Middle East will be examined. We will explore how art in these regions played an integral part of culture. A discussion of Orientalism and contemporary art from these areas will challenge the notion of Modernism as a Western system, and demonstrate how art is a global practice.

COM522
Logic, Reasoning, and Persuasion (3 cr. hours)
This course studies the development of reasoning and formal logic and its relationship to persuasion and argumentation. It provides an overview of logical thinking, distinguishing rational inquiry from mythological inquiry and regulative thinking from associational thinking. Students will learn to articulate logical thinking or reasoning as a process of making logical argument and will discuss 3 basic modes of reasoning in persuasion and argumentation: deduction, induction, and abduction, explaining their practical applications in the studies of humanities. Students will also be introduced to possible world semantics and thought experiments, which help participants to build logical foundations for developing rational, independent, critical, and creative thinking.

COM531
Transmedia Storytelling (3 cr. hours)
Transmedia storytelling engages audiences across media multi-dimensionally. Students learn to provide critical information, back story, and details of an ongoing narrative through multiple media means such as comic books, films, television programs, web content, mobile content, social networks, and games, creating a more expansive and immersive experience for the audience. The course examines the role and structure of narrative in audience engagement and the dynamic trends in media content development impact consumers. Students will analyze case studies, and upon completion of this course, evaluate and develop a transmedia story-strategy.

COM532
Documentary Film (3 cr. hours)
Documentary films have emerged as a popular medium for non-fiction storytelling. This course will give a conceptual overview of the form, strategies, and conventions of documentary films and videos. We will screen historical and contemporary documentaries to examine questions of defining the genre, ethical dilemmas, the debate over objectivity, and the ways that documentaries can stimulate critical thinking about the construction of our social world. Students will need to join a movie subscription service to gain timely access to the films for each week. Please note that it will be very difficult to access these films outside of the U.S., and so students living internationally are advised to check on the accessibility of the films before registering for this course.

COM580
Politics and the News (3 cr. hours)
Prerequisite: Completion of 12 hours in the Master of Humanities program.
This course will critically analyze how the news media influenced public discussion of political and social issues in the 20th and 21st centuries, as well as examine how these issues were debated in the news. Drawing on readings from political science, communications, and history, students will also examine how political power is mass democracies use the news media as a mechanism of persuasion and social control.

COM625
Philosophers and Philosophies of the Axial Age (3 cr. hours)
This course will examine the axial age, a period in history from 800 BC to 200 BC which, according to German philosopher Karl Jaspers, was a time when common precepts in philosophical principles appeared in China, India, the Middle East and the West: Jaspers saw this time as pivotal in human evolution in that the philosophical and spiritual principles emerging throughout these regions seeded the world’s major religions and contemporary philosophical beliefs: Confucianism and Taoism in China, Hinduism and Buddhism in India, philosophical rationalism in Greece, and monotheism in Israel that formed the basis of Rabbinic Judaism, Christianity, and Islam. This was also a time of great violence and brutality, to which the axial sages spoke and uniformly called on people to be compassionate and ethical in their relations with others. The idea of the Golden Rule ‘do unto others as you would like done to yourself’ became a universal cornerstone of religious and philosophical teaching.

COM630
Issues in Cyberspace (3 cr. hours)
This course explores some of the social, cultural, legal and political issues associated with the evolution of the online world or Cyberspace. From its origins as a government sponsored communications network, the Internet has evolved to become the center of online society. This course examines the boundaries of online behavior and freedom of expression when it comes to issues such as privacy, piracy, copyright, anonymity, libel, cyberbullying, indecency, and social networking just to mention a few. Topics are covered through a series of readings, reflections, exploration of web sites, online exchanges and writing assignments that look at how the issues evolved and the different ways of addressing them.
GRADUATE writing of marketable work.

Creative Writing: Genre Writing (3 cr. hours)

Creative Writing Workshop: Poetry (3 cr. hours)

Creative Writing Workshop: The Novel (3 cr. hours)

Creative Writing Workshop: The Novel (3 cr. hours)

Creative Writing Workshop: Poetry (3 cr. hours)

Creative Writing Workshop: Poetry (3 cr. hours)

Creative Writing Workshop: Performance Writing (3 cr. hours)

Creative Writing: Performance Writing (3 cr. hours)

British Literature (3 cr. hours)

American Literature (3 cr. hours)

World Literature (3 cr. hours)

Literary Theory (3 cr. hours)

Ethnic Voices: Poetry (3 cr. hours)

Ethnic Voices: Poetry (3 cr. hours)
**MASTER OF HUMANITIES (MH)**

**ENG571 Women in Literature (3 cr. hours)**
This course examines perceptions of women and their roles in society as represented in a variety of genres of literature from different time periods and cultures. The course offers a number of works by significant American and European women authors as well as literature about women in which the situation and position of women forms a major aspect of the text. This course also requires that students explore a variety of significant literary critical and theoretical approaches and articles about women in literature.

**ENG583 Poetics of Western Drama (3 cr. hours)**
Prerequisite: Completion of 12 hours in the MH program
Readings from ancient dramatic works including those of Sophocles, Euripides, Aeschylus, and Aristophanes. Exploration of the unique nature and continuing significance of Greek tragedy and Greek theater in the drama of Aeschylus, Sophocles, and Euripides. All discussion will stem from Aristotle's Poetics as the basis for western dramatic traditions and conventions. Topics of study from the texts will include such issues as the tragic voice, the role of women, the nature of heroism, human beings' relationship to the divine, and the role of the fate in human affairs.

**HUM510 Introduction to Graduate Humanities (3 cr. hours)**
This course orients students to humanities as a field of study, reviews graduate level writing and MLA documentation style, and reviews research methods. Students will also receive initial instruction in the use of various technologies needed to participate in Tiffin University's online programs, including but not limited to Moodle, Word, discussion boards, live chat, Turnitin.com, etc.

**HUM531 Studies in History (3 cr. hours)**
This course engages students in historical studies, including but not limited to medieval and early modern British history; restoration to Twentieth-century British history; the history of Africans in the Americas, and other topics.

**HUM532 Studies in Philosophy (3 cr. hours)**
This course engages students in philosophical studies, including but not limited to culture and identity; mythologies in human experience; the history and philosophy of scientific exploration; and atheism, agnosticism, and skepticism.

**HUM533 Studies in Social, Human and Political Sciences (3 cr. hours)**
This course engages students in social and human sciences in the fields of psychology, sociology, political science, and anthropology including but not limited to development of government systems and social practice: How people behave and why.

**HUM680 Capstone Project (3 cr. hours)**
Prerequisite: Completion of at least 21 hours of graduate level coursework
This course, co-taught by two faculty members, is available for students who wish to complete their course of study with a capstone project.

**HUM681 Comprehensive Exams (3 cr. hours)**
This course, co-taught by two faculty members, is available to students who wish to complete their course of study at Tiffin University with a comprehensive exam. Due to the nature of this course, because it culminates in a two-week timed exam, students cannot take a grade of “I” under any circumstance. Students may withdraw, if necessary, and retake the course when able.

**MASTER OF SCIENCE (MS)**

**CSL510 Introduction to Addiction Theory and Practice (3 cr. hours)**
This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

**CSL520 Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)**
This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (live). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

**CSL525 Group Process and Techniques Working with Addicted and Disordered Populations (3 cr. hours)**
This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

**CSL535 Assessment and Diagnosis of Addictive and Behavioral Health Problems (3 cr. hours)**
Examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. Provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems with individuals and families in order to determine the most appropriate initial course of action given the client’s needs, characteristics and available resources. Provides significant opportunity for hands-on practice in documentation and ethical decision-making required for counselors and therapists.

**CSL540 Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)**
This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. Provides significant opportunity for case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

**CSL545 Theory and Practice of Relationship Counseling in Addictions and Behavioral Health (3 cr. hours)**
An introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

**ENF512 Theories of Crime Analysis (3 cr. hours)**
The course covers the three types of crime analysis. The focus of the class is an overview of the theory behind the crime analysis process and an outline of some of the major issues crime analysts and crime analysis units must face. Emphasis will be placed on the examination of how research supports the use of crime analysis theory to enhance the productivity of police departments.

**ENF520 The Intelligence Community (3 cr. hours)**
Provides an examination of the creation and continuing evolution of the US Intelligence Community (IC) in the post 9/11 era. The IC’s missions, responsibilities and legal authorities will be explored. Students will hold an in-depth discussion on the IC’s successes, failures, and purported controversies. An assignment using the entire intelligence cycle will be developed throughout the course; students will present their findings and develop follow on intelligence requirements based on evaluations from their peers.
ENF530 Emergency Management (3 cr. hours)
The course presents an introductory overview of emergency management. Students will synthesize the administrative, legislative, and operational elements of emergency management programs and processes, including assessment of emergency management policies, history, and concepts. The student will also analyze legal, political, social, technical, and natural factors that challenge or support emergency management operations. The perspective will include the public and private sector dimensions of the theory and practice of emergency management at the national, regional, state, and local levels.

ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigations (3 cr. hours)
Prerequisite: ENF532
The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.

ENF570 Homeland Security Sectors (3 cr. hours)
This course is designed to challenge students to examine the core of homeland security from a variety of important sectors. As part of this focus of study, students will look at different homeland security sectors and evaluate their impact on national security. Through this course, emphasis will be placed on immigration, border security, transportation security, critical infrastructure protection, and public health issues among other topics. Each of these areas will be looked at on a spectrum from the protecive factors currently being implemented, to the effect of a terrorist attack on each sector. Students will read multiple open source documents related to the homeland security sectors, and will be tasked with analyzing current security methodologies and offering new solutions to existing problems.

ENF575 Focus Areas in Homeland Security Administration (3 cr. hours)
The purpose of this course is to prepare Homeland Security professionals to analyze, interpret and understand various policies and procedures related to the management and administration of Homeland Security affairs. Through evaluation and discussion of a wide range of multi-disciplinary topics and issues, students will gain an appreciation for the threats, vulnerabilities and hazards which face Homeland Security practitioners. Students will also learn to identify and engage appropriate assets, capabilities and resources to mitigate and remEDIATE these threats. Civil liberty protections guaranteed to us by the Constitution have a bearing on U.S. Homeland Security policy, and this course will examine the delicate balance of civil-military relations and the impact of Federalism, States' Rights and Tribal Sovereignty on the preparation for, response to and recovery from man-made and natural disasters. The student will review policies and procedures related to Homeland Security grants, disaster declarations and other financial and operational crisis response resources. Additionally, students will be introduced to the importance of the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) in the planning and preparation for all-hazards events. Finally, the course will examine assessment criteria and resources available to Homeland Security professionals responsible for Critical Infrastructure Protection activities.

ENF612 Criminal Intelligence (3 cr. hours)
Prerequisite: ENF532
Course is focused on the criminal intelligence process as a whole. This process defines problems, data collection and storage, data analysis and dissemination for action to be taken by appropriate personnel. Students will learn to consider relationships between individuals, between individuals and organizations and between organizations in developing pertinent analysis. Class will utilize both inductive and deductive logic.

ENF620 Policy Formulation & Analysis in Homeland Security (3 cr. hours)
This course details the research and planning process leading to the formulation of homeland security policy, which enhances the preparedness, protection and collaborative response efforts and capabilities between the local, state and federal government against terrorist based incidents. Participants will research, develop and evaluate homeland security policy that effect the U.S. on a domestic and international level.

ENF622 Geographic Information Systems: Applications in Criminal Justice (3 cr. hours)
Prerequisite: ENF532, There will be a lab for associated with this course.
The focus of the class is to provide an overview of Geographic Information Systems (GIS) and the techniques used in the study of criminal justice. This class will cover some of the major concepts that can aid law enforcement in becoming more efficient in the decision-making process in the areas of tactical, strategic, and operational functions. The course will focus on both the theoretical work, which will give a fundamental grounding in the work of environmental criminologists, and in practical application, giving students an understanding of how GIS is applied in law enforcement.

ENF625 Federal Budgeting for Homeland Security Administrators (3 cr. hours)
Sound financial practices are crucial to managing increasingly scarce funds in homeland security organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to homeland security organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of the federal budgeting process, understanding that every federal agency uses slightly different processes, but all share common concepts. Students in this course will learn the Department of Homeland Security's Planning, Programming, Budgeting, and Execution (PPBE) process, which is modeled on the Department of Defense's PPBE process. Once learning the process from this perspective, students will be well-equipped to work with all other agencies' processes. Students will prepare a Federal Emergency Management Agency (FEMA) grant application and research a case study.

ENF627 Crime Analysis Project (3 cr. hours)
As a capstone course utilizing the skills for other analysis courses, the student will work with an instructor to develop a crime analysis project. This project will describe a defined problem, set parameters for solving the problem, select tools and options for choosing a correct path for solving the problem. The project does not necessarily have to involve crime analysis but it must approach a significant problem that any police department might experience. To be taken in the last semester.

ENF640 Terrorism and Emerging Threats (3 cr. hours)
This course will challenge students to examine the evolution of terrorism from Antiquity to modern day through multiple perspectives. Major emphasis will be focused on homegrown violent extremism and foreign terrorist organizations, their roots, goals and modus operandi in the post-9/11 era. Domestic terrorist organizations will also be evaluated. Students will review multiple counterterrorism strategies, laws, regulations, providing analysis and recommendations.

ENF668 Cyber Security and Technology in Homeland Security (3 cr. hours)
This course provides a broad overview of cyber security and the role it plays in homeland security. The course examines technology as a tool to support information systems, inspections and surveillance, communications, knowledge management, and cyber security to support the Homeland Security Mission. The course describes the interdependencies, benefits, and barriers that technology creates within Homeland Security with a focus on governance structures and technology trends.

ENF680 Practical Application of Policy in Homeland Security (3 cr. hours)
This course is intended to provide students with the opportunity to evaluate how homeland security policy development and public administration lead to and shape decisions in the homeland security enterprise. Students will synthesize the knowledge they have acquired through the balance of the program, assessing how policy development and program administration directly effect and impact the reality of homeland security operational and management decision making. Through a case study approach, course participants will analyze how homeland security authorities, risk assessment, strategic planning, management and evaluations have shaped past and current decision making by homeland security managers at all levels of government on a variety of issues, including counterterrorism operations, intelligence gathering, incident response, critical infrastructure protection, and border security. Through such analysis, students will assess the critical role that policy and management play in decision making, the requirements of managers for policy development and public administration when they are crafting their decisions, and the problems and limitations that poorly developed or managed policy can create. Finally, through a capstone project, students will be given a leadership scenario and asked to evaluate its resulting policy and public administration issues, and then synthesize a proposal for a programmatic solution for a leader to adopt.
Leadership and Practical Application in Homeland Security Administration (3 cr. hours)

This course will provide students the opportunity to demonstrate their ability to synthesize the knowledge gained through the balance of the program in a capstone seminar. Students will be provided a series of contemporary case studies for their analysis, in critical areas such as homeland security legal and regulatory authorities, risk assessment, strategic planning, budget formulation, program planning, and program assessment with the intent of understanding how such functional areas of administration are currently applied in the homeland security enterprise, to what effect, and under what limitations. They will then pursue a capstone project in which, as individuals or teams, they will evaluate a pressing homeland security policy issue, and conduct analysis required to develop a comprehensive proposal for operational application, including all aspects of its implementation and management. In general, this course is intended to provide students the opportunity to evaluate the reality of homeland security policy development and administration, and how it exists in an open, ill-defined, and still maturing environment. Through their own original analysis, writing and oral presentation, the students will also gain an appreciation for how such open questions of homeland security policy development can be addressed through innovation, collaboration, and persistence.

Contemporary Criminal Justice: Issues and Trends (3 cr. hours)

This course will focus on statistical methods to prepare students to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report criminal justice agency performance results, and to identify and use various criminal justice statistical data sources in print and electronic form.

Statistical Applications in Criminal Justice (3 cr. hours)

Examines various research design models applied to the study of crime, and agency administration issues. The course concludes a discussion of the philosophy of scientific inquiry, the discovery and conceptualization of research questions (descriptive, relational, and causal), the operationalization of project concepts and variables, conduct of the study, data analysis, formulating conclusions, and generalization of findings. This course will allow students to analyze various research designs such as historical, legal, action, quasi-experimental, experimental, content analysis, polling, meta-analysis, data mining, citation analysis, policy analysis, investigative reporting, action research, comparative method, observer, participant-observer, micro history, ethnography, oral history, symbolism, photographic analysis, geographic information systems, program evaluation, evaluation, survey research, and other designs and methods. Students will also read and practice policy decisions from report research.

Legal and Ethical Issues in Criminal Justice (3 cr. hours)

The course examines ethical systems/models and their application to the multitude of criminal procedure, ethical, and civil liability issues in criminal justice such as substantive/procedural justice, legal paternalism, moral paternalism, punishment of the mentally ill/developmentally disabled, child custody, authority, power, discretion, duty, discrimination, gross inconvenience, death penalty, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

Legal and Ethical Issues in Homeland Security (3 cr. hours)

This course will begin with an examination of the Common Law, constitutional and other legal frameworks of the separate branches of government having shared national security powers. Then, the focus will shift to the legal issues and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, consequence management, and trying international terrorists in an effort to fight terrorists and international criminals. Finally, the course will examine the law and ethics surrounding public access to national security information and restraining leaks of that information in an effort to protect same.

Human Resource & Personnel Management in Criminal Justice - Law & Theory (3 cr. hours)

Provides a thorough grounding in law and theory of the management of human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

Human Resource & Personnel Management in Criminal Justice - Application (3 cr. hours)

Provides a thorough examination and application of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

Justice Administration Policy Formulation & Analysis (3 cr. hours)

Details the research and planning process leading to the formulation of policy to guide criminal justice agencies and practitioners, including the introduction and practice of skills necessary to evaluate the effectiveness of policy in police, court, and corrections agencies. Participants research, develop, and evaluate policies that affect criminal justice practice.

Strategic Planning, Cooperation & Coordination (3 cr. hours)

In an increasingly complex world, leaders and administrators in criminal justice and homeland security agencies need skills that will enable them to successfully prepare and use a strategic plan. Students in this course will address the fundamentals of strategic planning, what it is, why it is important, how it is done, who should be involved, and why many organizations struggle with it. The focus will be on community and interagency strategic planning because a successful strategic plan for a criminal justice agency is firmly rooted in community needs and priorities. The course will also focus on the importance of mission driven planning in the strategic planning process as it specifically relates to the Department of Homeland Security (DHS). DHS was created through the integration of all or part of 22 different federal departments and agencies into a unified integrated department. The concepts of cooperation, coordination, and collaboration will be used to address alignment of people, resources, and processes to the agency mission, vision and purpose of the organization.

Budget and Finance for Criminal Justice Administrators (3 cr. hours)

Sound financial practices are crucial to managing increasingly scarce funds in criminal justice organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to criminal justice organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of budgeting and related areas of fiscal administration, including line item budget format, financial forecasting, performance budgeting, budget development, budget implementation, internal controls, and cost analysis. Students will read, analyze and create budgets, financial statements, and reports.

Pro-Seminar in Criminal Justice I (1 cr. hour)

The Pro-Seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

Pro-Seminar in Criminal Justice II (1 cr. hour)

The Pro-Seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.
JUS632
Pro-Seminar in Criminal Justice III (1 cr. hour)
The course will continue to focus on the important issues of criminal justice reform. Students will be given the opportunity to understand and critically analyze the complex issues and problems facing the criminal justice system. The course will be conducted in a seminar format, allowing for in-depth discussion and analysis of current trends and challenges in criminal justice administration.

JUS633
Leadership & Practical Application in Justice Administration (3 cr. hours)
This course will provide students with the knowledge and skills necessary for leadership and practical application in justice administration. The course will cover topics such as leadership theories, decision-making, conflict resolution, and organizational behavior. Students will have the opportunity to apply these concepts through real-life case studies and exercises.

PSY521
Introduction to the Use of Electronic Statistical Software (3 cr. hours)
This course focuses on the use of electronic statistical software such as Microsoft Excel and SPSS. Students will learn how to effectively use these tools for data analysis, including summarizing data, creating graphs, and performing statistical tests.

PSY522
Statistical Procedures I (2 cr. hours)
Prerequisite: PSY521
This course builds upon the foundation established in PSY521 and focuses on more advanced statistical methods. Students will learn about inferential statistics, hypothesis testing, and hypothesis testing for linear regression. They will also be introduced to the use of SPSS for data analysis.

PSY523
Statistical Procedures II (2 cr. hours)
Prerequisite: PSY522
This course continues the study of statistical procedures and focuses on more complex statistical techniques, such as ANOVA and regression analysis. Students will learn how to apply these techniques in research and how to interpret and communicate the results.

PSY524
Statistical Procedures III (2 cr. hours)
Prerequisite: PSY523
This course builds upon the knowledge and skills acquired in the previous courses and focuses on advanced statistical techniques, including factor analysis and structural equation modeling. Students will learn how to apply these techniques in research and how to interpret and communicate the results.
PSY545
Advanced Theories of Personality (3 cr. hours)
This course will critically examine the research in historical, contemporary, and emerging theories regarding personality formation and development. The methods of measuring personality will also be addressed. Students will develop an integrated and advanced theory of personality.

PSY546
Psychopathology (3 cr. hours)
This course will provide an overview of the history of psychopathology as well as current views and approaches to psychopathology. Behavioral, developmental, biological/neurological, and social/cultural aspects of psychopathology will be examined as will the theories of the etiologies of psychopathology. The role of assessment and diagnostic tools, the DSM and its framework as well as the ICD system, and treatment approaches, including psychopharmacology, will be considered.

PSY547
Mental Health Law in Forensic Psychology (3 cr. hours)
Prerequisite: PSY530
This course will introduce students to the psycho-legal issues in mental health law. The course will study the needs and rights of individuals with mental illness and mental retardation, the delivery of mental health services, the regulation of mental health professions, and the concerns of society for persons with mental disability. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.

PSY548
Mental Health Law in Criminal Behavior (3 cr. hours)
This course will introduce students to the psych-legal issues in mental health law. The course will study the needs and rights of individuals with mental illness and mental retardation, the delivery of mental health services, the regulation of mental health professions, and the concerns of society for persons with mental disability. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.

PSY551
Psychopathology and Criminal Behavior (3 cr. hours)
Prerequisite: PSY552
This course explores the link between psychological disorders and different types of criminal behavior. It will provide an in-depth examination of the etiology, symptomology, and dynamics involved in personality deviation and emotional disorder: Disorders from DSM-IV will be covered. Psychological assessment using the DSM-IV and intensive case material will be used.

PSY552
Criminogenic Psychopathology (3 cr. hours)
Prerequisite: PSY552
This course explores the link between psychopathology and criminal behavior. Students in the class will review research on the relationship between psychological disorders and criminal violence. The class explores the various historical trends of forensic views on the role of mental illness on interpersonal and criminal violence.

PSY611
Professional Issues I: Law and Ethics (2 cr. hours)
Prerequisite: PSY541, PSY546, and PSY511
This course will provide a comparative overview of cultural aspects and effects and their impact on human psychology. It will examine psychological diversity and the links between cultural norms and behavior. It will also review the ways in which particular aspects of human thoughts, feelings, and behaviors are influenced by social and cultural forces. In addition, this course will focus on the cultural influences that shape the personality, identity development, mental health, wellness, and pathology, and help-seeking practices and access and barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

PSY612
Professional Issues II: Cross Cultural Issues in Psychology (2 cr. hours)
Prerequisites: PSY541, PSY546, and PSY511
This course will provide a comparative overview of cultural aspects and effects and their impact on human psychology. It will examine psychological diversity and the links between cultural norms and behavior. It will also review the ways in which particular aspects of human thoughts, feelings, and behaviors are influenced by social and cultural forces. In addition, this course will focus on the cultural influences that shape the personality, identity development, mental health, wellness, and pathology, and help-seeking practices and access and barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

PSY613
Professional Seminar in Advanced Clinical and Experimental Forensic Psychology (3 cr. hours)
Prerequisites: PSY515 and PSY532
This course provides an in-depth examination of the areas of Advanced Clinical and Experimental Forensic Psychology. Students will conduct analyses of contemporary topics in these two areas as they impact the criminal justice system. The course would include both intensive small group analysis, as well as individual examination of topics.

PSY614
Substance Abuse (3 cr. hours)
Prerequisite: PSY531
Examines the types of abuseable substances, the symptomology, etiology, and treatment of substance abuse. The relationship of substance abuse to criminal behavior and emotional functioning are examined. Regulation, prevention strategies, and treatment strategies are examined. The entire spectrum of substance abuse is examined.

PSY615
Drug Abuse and Society (3 cr. hours)
This course covers information regarding drug abuse and society, more specifically, it examines the social, legal, economic, and psychological effect of drugs on individual behavior as well as the impact on society as a whole. This is a very comprehensive area, and the course will be reading/writing intensive. This course examines the various types of drugs, their dynamics of use, abuse, addiction, and recovery. A historical view of drug use, and legal and social responses are covered. Current trends in crime and drug control are examined, including the connection between drugs and crime, the illicit drug industry, law enforcement, drug courts, legalization, and decriminalization. Additionally, prevention, diagnosis, and treatment of drug abuse are also covered.

PSY620
Sex Crimes and Paraphilias (3 cr. hours)
Prerequisite: PSY591
This course explores the wide net that the term sex crime casts. In exploring the many different types of sex crimes that exist, detailed focus will be placed on the typology and etiology of the offenders who commit these various crimes and the effect that these crimes have on their victims. The legal system has put in place many policies governing sex offenders based upon an underlying assumption that sex offenders pose a greater risk to society than other types of criminals. We will discuss the various legal issues that surround sex offenders and explore empirical research to determine if this underlying assumption is valid. Topics of treatment effectiveness, therapeutic jurisprudence, and the challenges of managing sex offenders in the community will also be discussed.

PSY621
Social Psychology (3 cr. hours)
This course is intended to provide a graduate level survey of the content, theories, research paradigms, and findings of the field of social psychology. After completing this course, students will understand the types of questions social psychologists address and the current state of knowledge in the field. The class will be conducted in a lecture/discussion format.

PSY622
Cognitive Psychology (3 cr. hours)
This course is an in-depth study of the key areas of cognitive psychology, a sub-discipline of psychology, which examines the mental processes that underlie human thought and behavior such as perception, attention, representation, memory, reasoning, language, and expertise.
COURSE DESCRIPTIONS: MASTER OF SCIENCE (MS)

PSY625
Applied Advanced Psychological Assessment (4 cr. hours)
Prerequisite: PSY555
This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

PSY626
Advanced Psychological Assessment Theory (3 cr. hours)
Prerequisite: PSY552
This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

PSY630
Lifestyles and Career Development (3 cr. hours)
Students will holistically explore the interrelationships among personality, lifestyle, career choice and career development, and consider the ethical implications of these issues, especially as a person's career affects the lives of other people. Participants will be involved in a variety of individual and group experiences designed to raise and promote a personal commitment to self-awareness and an understanding of how this affects lifestyle and career development.

PSY631
Neuropsychology (3 cr. hours)
This course covers knowledge of neuropsychology, a branch of psychology that concerns itself with relationships between the brain, nervous system, cognition, affect, and behavior. This course is designed to provide a student with an in-depth overview of the field neuropsychology with special emphasis on behavioral impairments.

PSY635
Cultural Competence in Professional Practice in Forensic Psychology (3 cr. hours)
Prerequisite: PSY530
Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases, reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies.

PSY636
Cultural Competence in Professional Practice (3 cr. hours)
Prerequisite: JUS325
Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases, reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies.

PSY637
Forensic Counseling (3 cr. hours)
Prerequisite: PSY625
This course will cover the theories and practice strategies involved in counseling juvenile and adult offenders. Emphasis is on the evaluation and the development of effective models and treatment oriented interventions for counseling clients in a correctional or community environment. Focus is on development of effective knowledge and skills in working with legally involved and court committed adult and juvenile offenders.

PSY640
Thesis (3 cr. hours)
Prerequisite: PSY515
This course is the final semester in which students may register for the Thesis. This course is designed to allow the student to complete the requirements for the Thesis. Students will design a research project and complete a documented literature review for proposed research project. Completion of this course requires the student to address the requirements for the Thesis. Students who have received a final grade lower than a "B" in any of their courses. Students who have received a final grade lower than a "B" should register for the Thesis.

PSY640-1
Thesis Extension (1 cr. hour)
Prerequisite: PSY640
This course is the final semester in which students may register for the Thesis. This course is designed to allow the student to complete the requirements for the Thesis. Students will design a research project and complete a documented literature review for proposed research project. Completion of this course requires the student to address the requirements for the Thesis. Students who have received a final grade lower than a "B" in any of their courses. Students who have received a final grade lower than a "B" should register for the Thesis.

PSY641
Capstone Research I (2 cr. hours)
The goal of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will design a research project and complete a documented literature review for proposed research project. Projects must demonstrate explicitly, through scholarship consistent with the field and should be based on a meaningful integration of the student’s course of study to date. This course is a completion of a project research proposal.

PSY642
Capstone Research II (2 cr. hours)
Prerequisite: PSY641
The goal of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will implement the research plan as proposed in Capstone 1. This will include ethical data gathering (as approved by faculty and where appropriate IRB) in a chosen and approved proposal topic consistent with the field. The topic should be based on a meaningful integration of the student’s course of study to date. Communication and interpretation of the results will be required.
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Kristi Kruzicline, Director of the Center for Innovative Teaching and Learning
B.S., Ohio Northern University
M.B.A., Tiffin University
Ph.D., Northcentral University

Stephanie K. Opfer, Assistant Professor of English
B.A., Kent State University
M.S., The University of Akron
Ph.D., Case Western Reserve University

Stephanie Opfer, Assistant Professor of English
B.A., Ohio Northern University
M.A., University of Toledo
Ph.D., Northern Illinois University

Jennifer Young Assistant Professor English
B.A., Kent State University
M.S., The University of Akron
Ph.D., Case Western Reserve University

Matthew McCabe, Visiting Professor of Exercise Science
B.S., Wilmington College
M.S., Ohio University
Ph.D., University of Cincinnati

Emily Van Wassenhoven, Visiting Professor of Exercise Science
B.S., Central Michigan University
M.S., Colorado State University

Robert Stover, Loureds-Education Liaison
B.A., Capital University
M.Ed., University of Pittsburgh

Dr. Terry Sullivan, Dean
School of Business

Dr. Mary Greenman, Director, Theatre Arts
School of Arts and Sciences

Richard R. Kelleher, Dean Emeritus, Professor Emeritus
OFFICE OF THE PRESIDENT

OFFICE OF THE PRESIDENT
Dr. Lillian Schumacher, President
Nancy Gilbert, Executive Assistant to the President
Nadia Lewis, Equal Opportunity Officer

ACADEMIC AFFAIRS

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Ellen Lucas, Executive Assistant to the Provost

Dr. Daniel Weinsteins, Dean of Outcomes Assessment
Professor Jamie Matass, Director of First-Year Experience

School of Arts and Sciences

Dr. Joyce Hall-Yates, Dean
Jeanie Fisher, Administrative Assistant

Dr. Aaron Burton, Assistant Dean, Undergraduate Programs
Professor Sami Mejri, Assistant Dean, Graduate Programs
Professor Ana Paula Fantini, Department Chair, Formal & Natural Sciences
Professor Lee Fairmide, Department Chair, Humanities
Professor Michelle Mau, Department Chair, Liberal Studies
Professor Lee Fairmide, Curator, Diane Kidd Gallery
Professor Shauna McMillan, Director, ESL Program

Dr. Mary Greenman, Director, Theatre Arts
School of Business

Dr. Jeryn Sullivan, Dean
Lori Distel, Administrative Assistant

Professor Diego Hernandez, Assistant Dean, Undergraduate Programs, Department Chair for Undergraduate Online Programs

Dr. Wendy Ziem-Mueller, Department Chair for Undergraduate and Full-Time Staff Positions

Administrative and Full-Time Staff Positions
Pfeiffer Library
Catherine Carlson, Director
Clare Keating, Reference Librarian
Luan Edwards, elabraun

Registration and Records
Melissa Wurzinger, Registrar and Dean of Student Support
Andrea Draper, Assistant Registrar
Julie McGinnis, Assistant Registrar
Judy Halley, Office Manager
Chelsea Bass, Registration and Records Coordinator
Brooklyn Boehler, Registration and Records Coordinator
Krista Swangan, Academic Services Coordinator

ENROLLMENT MANAGEMENT
Dr. Jeremy Marinus, Vice President for Enrollment Management and Student Affairs
Dr. Amy Wood, Assistant Vice President for Enrollment Management

Enrollment Operations
Justin Schlenker, Director of Enrollment Operations and Senior Data Analyst
Justin Baker, Assistant Director of Enrollment Operations
Yaw Mamphey, Coordinator of Enrollment Operations

Undergraduate Admissions
Sarah Johnson, Director, Undergraduate Admissions
JoEllie Hall, Assistant Director of Undergraduate Admissions
Talita Russo-Alves, Event and Voice Coordinator
Emily Obman, Senior Admissions Counselor
Kyle Stocker, Senior Admissions Counselor
Daniel Ableda, Undergraduate Admissions Counselor
Nichol Rose, Undergraduate Admissions Counselor
Kerry Edwards, Undergraduate Admissions Counselor
Kelsie Schneider, Undergraduate Admissions Counselor
Caityn Bass, Undergraduate Admissions Operations

Transfer & CCP Admissions
Jay Feuerstein, College Credit Plus Counselor
Andrea Wise, Transfer Admissions Counselor
Kelly Petruso, Manager, Northwest Ohio Academic Centers
Bill Schumacher, Manager, Northeast Ohio Academic Centers

Graduate Enrollment Management
Nikki Hintze, Director for Graduate Enrollment Management
Deanna Brown, Graduate Academic Advisor
Erin Kusabeh, Graduate Academic Advisor
Natalie Saylor, Graduate Academic Advisor
Austin Bentz, Graduate Admissions Counselor
Alison Harrilla, Graduate Admissions Counselor
Sharon Mchinosho, Graduate Admissions Counselor

Online Undergraduate Enrollment Management
Zachary Ball, Director of Online Undergraduate Enrollment Management
Mary Ellen Denny, Online Undergraduate Academic Advisor
Ashley Vaughn, Online Undergraduate Academic Advisor
Savannah Root, Online Undergraduate Admissions Counselor
Dimitra Kay, Coordinator of Online and Off-Campus Bachelor Degree Programs

Financial Aid
Andrea Faber, Director, Financial Aid
Cindy Little, Assistant Director of Financial Aid
Tangi Slattery, Assistant Director of Financial Aid
Beth Laury, Financial Aid Counselor
Krista Swangan, Financial Aid Counselor
Diane Vassalle, Financial Aid Counselor
Julie Allen, Financial Aid Operations
Tracey Hosler, Financial Aid Coordinator

International Affairs
Scott Schwarzen, Executive Director of International Admissions
Laia Hall, Director of International Admissions
Elizabeth Herman, Assistant Director of International Admissions
Carol McDaniel, Director of International Advising and Programming

Marketing and Communication
Kathleen Lawry, Assistant Vice President for Marketing & Communications
Lisa Williams, Executive Director of University Relations
Mary Ann Stearns, Creative Director/Kripus Designer
Jennifer Saam, Web Presence Coordinator
Ben Sandrock, Marketing & Communications Coordinator
Deborah Rosman, Marketing & Communications Specialist
Russ Snyder, WUDT Operations Manager

Performing Arts Program
Brad Rees, Executive Director, Arts Programs & Assistant Professor of Music and Arts Entrepreneurship
Angela Sosbee, Director of Arts Operations
Nellene Arnett, Operations Assistant
Ben Hertzick, Director, Bands
Alexandra Manfredo, Director, Commercial Music (Vocal)
Nathan Santos, Director, Commercial Music (Instrumental)

Student Affairs
Mike Herdlick, Dean of Students
Noah Fox, Assistant Dean of Students and Director of Housing Operations
Jacob Simon, Director, Residence Life
Cooper Conrad, Area Coordinator
Nicholas LaTorre, Area Coordinator
Megan Somodi, Area Coordinator
Hannah Tyson, Director, Student Engagement
Julie George, Director, Wellness and Counseling Services
Lea Frank, Counselor (PT)
Amy Spell, Counselor (PT)

Veterans & Military Resource Center
Denise Burklin, Assistant Director of Veterans & Military Services

INSTITUTIONAL ADVANCEMENT
Mitchell Brown, Vice President for Institutional Advancement
Patrice Poignon, Administrative Assistant
Katha Pancake, Assistant Vice President for Major Gifts
Rahat Ahmed, Director of Corporate and Foundations Relations
Lori Bentz, Director of the Annual Fund
Vickie Williams, Director of Alumni Relations and Annual Giving
Vacant, Director of Prospect Research
Sandy Koehler, Director of Event Services
Sarah Porter, Event Services Coordinator
Linda Good, Grants Writer

OFFICE OF INSTITUTIONAL PLANNING AND EFFECTIVENESS
Dr. Teresa Shafer, Vice President for Institutional Effectiveness
Mordalla Mytrick, Director of Institutional Research
Holly Algood, Director of Special Projects
Professor Tillman Golf, Director, Study Abroad Program

Office of Career Services
Amanda Hummel, Executive Director of Career Services
Celinda Scherger, Director Career Development

FINANCE AND ADMINISTRATION
Donna Frank, Vice President for Finance and Administration

Business Office
Charles Atudder, Assistant Vice President for Finance
Robert Watson, Assistant Vice President and Controller
Joel Williams, Assistant Controller
Pamela Schalk, Financial Analyst
Julie Starloweather, Bursar
Elton Carter, Staff Accountant
Faith Al Farouj, Accountant
Rebecca Rose, Cashier
Deborah Fowler, Payroll Manager
Paulette Heyman, Payroll Clerk

Campus Security
Jennifer Boucher, Director, Campus Security
Sean Duncans, Assistant Director of Campus Security

Human Resources
Nadia Lewis, Assistant Vice President for Human Resources
and Equal Opportunity Officer
Desiree Herdlick, Director of Human Resources
ATHLETICS

Lenny Allen, Athletic Director
Holly Big, Assistant to the Director of Athletics
Kelly Daniel, Senior Women’s Athletics Administrator & Compliance Coordinator
Shane O’Donnell, Sports Information Director and Assistant Athletics Director
Matt Kibler, Assistant Sports Information Director
Joe Willkins, Head Baseball Coach
Kent Asiant, Assistant Baseball Coach
Jerry Baccalda, Head Men’s Basketball Coach
Brandon Cantrell, Assistant Men’s Basketball Coach
Jason Musher, Head Women’s Basketball Coach
Karl Mast, Assistant Women’s Basketball Coach
Brent Ybarra, eSports coach
Chalin Cahlik, Head Coach for eSports
Jeremy Croy, Head Track, Field, & CC Coach and Heminger Center Manager
Brendon Moody, Assistant Track & Field Coach
Ray Robinson, Assistant Track and Field Coach
Kayla Ellis, Assistant Track Coach
Nikki Hintze, Assistant Track & Field Coach
Gray Horn, Assistant Track Coach
Keith Reiter, Assistant Track Coach
Gary Goff, Head Football Coach
Josh Isen, Assistant Head Football Coach
Matt Edwards, Football Defensive Coordinator
Lee Stackler, Assistant Football Coach
Steve Gilbert, Assistant Football Coach
John Mohsman, Assistant Football Coach
Phillip Ely, Assistant Football Coach
Ryan Allgood, Assistant Football Coach
Joe Horn, Director of Football Operations and Assistant Football Coach
Darby Boggs, Head Men’s Golf Coach
Erika Brown, Head Women’s Lacrosse Coach
Buddy Brownell, Head Men’s Soccer Coach & Assistant Athletic Director
Logan Lang eath, Assistant Men’s Soccer Coach
Melissa Bigg, Head Women’s Soccer Coach
Jeff Nickerson, Head Softball Coach
Brian Coleman, Assistant Softball Coach
Noah Moore, Head Swimming and Diving Coach
Phil Conley, Head Tennis Coach
Shauna Hurles, Head Volleyball Coach
Brooke Dziedzic, Assistant Volleyball Coach
Joe Simo o, Head Wrestling Coach
Dustin Potter, Assistant Wrestling Coach
Julie Vogel, Head Equestrian Coach
Jennifer Stemmetz, Assistant Equestrian Coach
Brittany Davidson, Head Women’s Golf Coach
Lucas Phillips, Head Athletic Trainer
Stephanie Smith, Associate Head Athletic Trainer
Joe Hubbard, Athletic Trainer
Daniel Franklin, Athletic Trainer
Elizabeth Saulnas, Athletic Trainer
Kyle Gilbert, Strength and Conditioning Coach

2017-2018 Calendar

UNDERGRADUATE – TIFFIN CAMPUS

SUMMER 2017

Summer Term I – 7 week session

Classes Begin: Monday, May 8
Memorial Day Break: May 29
Last day “WD” Without Failing Grade: June 6
Final Examination: June 21-22
Final Grades Due: June 27

Summer Term II – 7 week session

Classes Begin: Monday, July 3
Last day “WD” Without Failing Grade: August 16-17
Final Examination: August 22
Final Grades Due: August 22

FALL SEMESTER 2017

New Student Orientation: August 25-27
Convocation: Friday, August 25
Classes Begin: Monday, August 28
Last Day to Add a Class to an Existing Schedule: September 30
Labor Day (No classes): September 4
Athletic Progress Reports: September 20
Midterm: Week of October 9
Midterm Break: October 16-17
Midterm Grades Due: October 18
Last day to Withdraw Without a Failing Grade: October 31
Registration for Spring 2018:
Seniors & Juniors: October 30
Sophomores: November 6
First-Year: November 13
Athletic Progress Reports: November 22-24
Thanksgiving Recess: December 8
Final Day of Class: December 11-14
Final Grades Due: December 19

SPRING SEMESTER 2018

MLK Jr. Day of Events: Monday, January 15
Classes Begin: Tuesday, January 16
Last Day to Add a Class to an Existing Schedule: January 17
Athletic Progress Reports: February 7
Midterm: Week of February 26
Midterm Grades Due: March 12
Spring Break: March 9-10
Classes Resume: March 12
Last Day to Withdraw Without a Failing Grade: March 26
Good Friday (No classes): March 30
Registration for Summer and Fall 2018 Begins:
Seniors & Juniors: March 26
Sophomores: April 2
Freshmen: April 9
Athletic Progress Reports: May 28
Last Day of Class: April 30
Final Examination Period: May 1-3
Commencement: Saturday, May 5, 2018
Final Grades Due: May 8
### 2017-2018 Calendar

#### UNDERGRADUATE – ONLINE BACHELOR PROGRAMS

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<td>August 2</td>
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<td>August 28 to October 15</td>
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<td>October 12</td>
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<td>Without a Failing Grade</td>
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<td>November 20</td>
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<td>January 15 to March 4</td>
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<td>March 12 to April 29</td>
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<td>Saturday, May 5, 2018</td>
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#### 2017-2018 Calendar

#### GRADUATE – MBA TIFFIN CAMPUS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
<th>Last Day to Withdraw Without a Failing Grade</th>
<th>Final Grades Due</th>
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<tr>
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<td>May 8 to June 22</td>
<td>May 8 to June 22</td>
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<td>May 29</td>
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<td>May 30</td>
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<td>Without a Failing Grade</td>
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<tr>
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<tr>
<td>FALL SEMESTER 2017</td>
<td>August 28 to October 12</td>
<td>August 28 to October 12</td>
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<tr>
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<td>September 4</td>
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<td>Last Day to Withdraw</td>
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<td>September 29</td>
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<td>October Classes (7 Week)</td>
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<td>November 20</td>
<td>November 20</td>
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<td>January 15 to March 1</td>
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<tr>
<td>March Classes (7 Week)</td>
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<td>Without a Failing Grade</td>
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<tr>
<td>Final Grades Due</td>
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<td>Commencement</td>
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<td>Saturday, May 5, 2018</td>
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</tbody>
</table>
2017-2018 Calendar

GRADUATE – MS/CRIMINAL JUSTICE: FORENSIC PSYCHOLOGY
Tiffin Campus

SUMMER SEMESTER 2017
Summer Intersession: May 1-5
Summer Semester Classes: May 6 to August 12
Independence Day Recess: July 1
Last Day to Withdraw Without a Failing Grade: July 9
Final Grades Due: August 15

FALL SEMESTER 2017
August Classes: September 2 to December 9
Fall Break (No Classes): October 7
Thanksgiving Recess: November 25
Final Grades Due: December 12

SPRING SEMESTER 2018
January Classes: January 13 to April 28
Spring Break (No Classes): March 3
Last Day to Withdraw Without a Failing Grade: March 31
Final Grades Due: May 1
Commencement: Saturday, May 5, 2018

SUMMER SEMESTER 2017
May Classes (7 Week): May 8 to June 25
Last Day to Withdraw Without a Failing Grade: June 6
Final Grades Due: June 27

FALL SEMESTER 2017
August Classes (7 Week): August 28 to October 15
Last Day to Withdraw Without a Failing Grade: September 27
Final Grades Due: October 17

SPRING SEMESTER 2018
January Classes (7 Week): January 15 to March 4
Last Day to Withdraw Without a Failing Grade: February 13
Final Grades Due: March 6

GRADUATE – ONLINE MBA, MED, MS ONLINE

SUMMER SEMESTER 2017
May Classes: May 8 to August 20
Last Day to Withdraw Without a Failing Grade: July 12
Final Grades Due: August 22

FALL SEMESTER 2017
August Classes: August 28 to December 10
Last Day to Withdraw Without a Failing Grade: November 2
Final Grades Due: December 12

SPRING SEMESTER 2018
January Classes: January 15 to April 22
Last Day to Withdraw Without a Failing Grade: March 21
Final Grades Due: May 1
Commencement: Saturday, May 5, 2018
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