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General Information

The Tiffin University Academic Bulletin is published annually. The Academic Bulletin is intended for use from May 2018 through April 2019. 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, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, Phone: 312.263.0456, www.ncahlc.org

Academic programs at Tiffin University are authorized by the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215-3414, Phone: 614.466.6000

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), Elstroekenweg 35, 3520 Zonhoven Belgium, www.ecbe.eu

NOTICE OF PRIVACY RIGHTS (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act (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 aspect 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 the 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 (continued)

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 opposing 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
Vice Provost for Diversity & Inclusion
Title IX/504 Officer
Friedley Hall
419-448-3421
perry fantinis@tiffin.edu

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

Deputy Coordinators
Ms. Nadia Lewis
Assistant Vice President for Human Resources
Deputy Title IX Coordinator
Seitz Hall
419-664-3413
lewissn@tiffin.edu

Dr. Sandra Miller
Associate Professor
Deputy Title IX Coordinator
Reichard House, Office 14-C
419-664-3668
millers@tiffin.edu

Mr. Rudy Brownell
Assistant Athletic Director/Head Men’s Soccer Coach
Deputy Title IX Coordinator
Heminger Recreation Center
419-664-3860
rbbrownell@tiffin.edu

Mr. Jacob Simon
Director of Residence Life/Student Conduct
Deputy Title IX Coordinator
Gillmor Student Center - Office of Student Affairs
419-664-3412
simonaj@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
perry fantinis@tiffin.edu

ACCOMMODATION OF DISABILITIES
Tiffin University is committed to compliance with the Americans with Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination against qualified individuals with disabilities and additional federal and state laws pertaining to persons with disabilities.

Students with Disabilities
Tiffin University is committed to providing qualified students with disabilities with reasonable accommodations and provisions necessary to confirm equal access to educational access, academic programs and activities.

Employees with Disabilities
In accordance to the ADA, Tiffin University will offer reasonable accommodation(s) to all qualified employees (faculty, staff, & administrators) with known disabilities, if their disability affects the performance of the essential job functions, except when doing so would be unduly disruptive or result in undue hardship.

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 in an 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.

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.

Addressing such behaviors may not result in the imposition of discipline under this policy, but will be addressed through respectful confrontation, remedial actions, and education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the AVP for HR and students should contact the Director of Student Conduct.

Sexual Harassment or Sexual Misconduct
Members of the University community and visitors have the right to be free from sexual violence. All members of the campus community are expected to behave in a manner that does not intrude upon the rights of others. The University believes in a zero tolerance policy for sexual harassment or sexual misconduct. When an allegation of harassment or misconduct is brought to the attention of an appropriate administrator and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such activities are not repeated.

Sexual misconduct offenses include but are not limited to sexual harassment, non-consensual contact/intercourse, sexual exploitation, coercion, force and consent.

RETALIATION
Retaliation is defined as taking an adverse action against an individual or subjecting an individual to conduct that has the purpose or effect of unreasonably interfering with educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy; including but not limited to filing a complaint or being a witness in or supporter of or against a complaint.

REPORTING RESPONSIBILITIES
Mandatory Participants
It is the responsibility of all members of Tiffin University community (faculty, staff, students, visitors and third party vendors) to create and maintain an educational and employment environment that is free of discrimination. All University members (students, faculty, staff and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials.
POLICY STATEMENT: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION (continued)

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.

CAMPUS SAFETY AND SECURITY

Tiffin University Safety and Security provides a safe and secure environment for all members of the Tiffin University community, including students, faculty, staff and campus visitors. The Office of Campus Safety and Security supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations set by the university. The services provided include: Escorts to and between locations on campus; Jump Starts for stranded motorists; Keys Locked in Vehicle; and Room Lock Out services. The Safety and Security Office 24/7 Duty Phone Number: 419-618-0758.

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 advisers 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 150 international students attending TU, representing more than 27 countries. Tiffin is proud of its growing diversity that goes well beyond the classroom. Diversity is celebrated throughout the campus and the community through curriculum, 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—for improvement of your mind—should not be an unchartered journey toward any definite goal, but a gratifying and fortifying broadening of one's consciousness and an enrichment of one's possibilities of life and happiness.

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.
GUIDING PRINCIPLES

GUIDING PRINCIPLES

PURPOSE
What we are about
Transforming lives through education.

MISSION
What we do
Educate students by linking knowledge to professional practice.

VISION
What we want to be
A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

STRATEGIC PRIORITIES
Where we will focus
- Create an environment focused on student success (Students)
- Grow innovative academic programs (Academics)
- Optimize our organizational capacity (People)
- Strengthen and increase institutional financial sustainability (Finances)
- Enhance our critical infrastructure (Facilities and Technology)

VALUES
How we behave – ICARE

Interdependence
We are an inclusive and caring community that emphasizes service as a foundation of success.

Communication
We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

Accountability
We make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.

Respect
As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

Entrepreneurship
We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

CAMPUS AND PROGRAM LOCATIONS

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

TIFFIN CAMPUS (ACJ, BA, BBA, BCJ, 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 Extended Learning Bachelor’s Degree Completion Program on the Brunswick campus of Cuyahoga Community College.

TOLEDO, CLEVELAND AND FREMONT (BBA, BCJ)
Tiffin University offers the BBA and BCJ Extended Learning 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, BCJ, 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 the 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 athletic, 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: 800-968-6446
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 (burkinbdi@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, major 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 toward 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 (tutoring, 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 interview preparation and practice.

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 internships. The minimum requirements of an internship include a work plan, fieldwork, a résumé, a weekly journal of activities, and a final evaluative paper relevant to the intern’s field of activity.

Students in the Bachelor programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing (2.50 cumulative grade point average) to enroll for an internship. Credit hours from previous institutions will be used in the total hours, which will qualify students for internships. Students must complete at least one semester at Tiffin University prior to being eligible to complete his/her internship. Internship requirements are applicable to double degree and/or double majors. Additional requirements may be determined by departments. The internship application must be submitted to the Registrar for registration, prior to beginning an internship.

DISABILITY SERVICES
Disability Services are provided for faculty, staff and students. Tiffin University is committed to providing equal opportunities in higher education to academically qualified students with disabilities and an inclusive workforce for faculty and staff with disabilities. The Office of Disability Services supports the institutional commitment to diversity by providing services for qualified individuals with disabilities. In addition, the office serves as a resource to the University community by providing consultation and advocacy services. You may contact the Office of Disability Services by phone at: 419-684-9031 or email: disability.services@tiffin.edu. For new requests, you may log into https://cm.maxient.com/reportingform.php?Tiffin/Univlayout_id=42 to get started registering the office. If you are already registered with the office, you may log into https://cm.maxient.com/reportingform.php?Tiffin/Univlayout_id=42 to begin requesting your accommodations. Further questions or challenges with the process should be directed to the office for assistance.

For additional information, see the Disability Manual at http://www.tiffin.edu/student/services/disability-services

SUCCESS COACHES
Students on Academic Watch, Warning, or Probation are assigned a Success Coach, who helps students locate materials, places, people on campus, while offering support, encouragement, positive reinforcement, and developing academic strategies to improve the student’s GPA.

WELLNESS AND COUNSELING 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.

UNIVERSITY HEALTH SERVICES
Tiffin University has established a health clinic on campus staffed by a licensed nurse practitioner and support staff. The dedicated staff work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. Some of the services available include: diagnosis and treatment of common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; sexually transmitted disease diagnosis; and a variety of health education and prevention materials.

INFORMATION TECHNOLOGY SERVICES
Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and internet and intranet sites. All faculty, staff, and students have network, email, and portal accounts. The residence halls have network connections for students to gain access to the campus network and to the internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus.

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 OAPAL, (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.

All students are encouraged to access the Library’s webpage, containing LibGuides, hints for searching for books, hints for searching for articles, library hours, and contact information. Students who have any questions should contact Pfeiffer Library staff via email or phone.
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 sent must submit a Transcript Request Form. The Transcript Request Form can be found on and printed from https://exchange.parchment.com/send/add/index.php/main_page=login&is=SWpEORY2MunWipw. 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.

REFUND POLICIES
When a student officially notifies Tiffin University of his/her intent to withdraw from a course or courses, refund of tuition will be computed based on his/her last date of attendance for seated courses or last date of participation or submission of work for online courses.

If the last date of attendance or participation was: The refund will be:
- Before the start of the course: 100%
- During the first calendar week of classes: 100%
- During the second calendar week of classes: 75%
- After the second calendar week of classes: No Refund

Some states may have alternative refund policies to which TU adheres. Please contact the Office of Registration & Records for information.

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.

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.

COMMENCEMENT ELIGIBILITY
No students with more than 2 courses remaining to complete their degree shall be permitted to participate in the Commencement Ceremony. Exceptions will be considered by written petition to the Academic Standards and Policies Chair, on or before the last day to withdraw from classes in the spring semester of an academic year.

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.
- 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.
- The 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 conferral.

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.

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 & EXTENDED LEARNING 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.
WITHDRAWAL POLICIES (Continued)

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 publicized 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.

APEAL 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 or drop 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.
- 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. (Refer to the appropriate Office for policy and procedures)
- 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 60% point 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.
- Online programs - For online courses, students will be administratively withdrawn if they do not demonstrate attendance by participating in an academically related activity in accordance with the Department of Education regulations by the 14 day census or for 14 consecutive calendar days (this does not include logging into an online class without active participation). The final grade will be based on the last date of documented academically related activity*. 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 - 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” may be given for ALL of the classes. For instance, if registered for five classes, the student cannot take “I” in two classes and then drop the remaining 3 classes.
- A student enrolled in an online or extended learning program may have already completed 3 or 4 courses and could receive an “I” for the 4th or 5th. 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.”

If a student is called for active duty and subsequently released in a manner that would allow him/her to re-enroll during the semester in which they withdraw, Tiffin University will make every effort to accommodate the request. Individual contact with appropriate faculty will determine return to a course.

The standard refund policies will be used. In most cases, students will be withdrawn from their classes and “WD/” will be entered on the transcript for the semester. “WD/” Student called to serve in the military will appear on the transcript. The student’s financial aid will be reviewed by the Financial Aid Office. Refunds for tuition and fees will be reviewed and calculated by the Office of Student Accounts.
- If a student is the recipient of federal and state financial aid, Tiffin University will use the standard federal return of funds calculation policy. If calculation of the federal return of funds calculation policy would result in the student owing money to Tiffin University, this repayment will be waived.
- Students who are not receiving any federal or state aid will be withdrawn from classes and 100% of the tuition will be refunded.

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.

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- 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.
GRADE APPEAL PROCESS
If a student believes that a course grade has been assigned in a capricious, discriminatory, 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) is/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.
ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE COMPLETION PROGRAMS DELIVERED AT TU ACADEMIC CENTERS IN OHIO

1. Transfer credits will be considered toward all degree required courses completed within 10 years of initial course enrollment at Tiffin University from other regionally accredited institutions 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 10 years from the enrollment semester/year at Tiffin University will be considered for either appropriate credit or prior learning credit, though neither guaranteed.

2. A student must complete 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 75% of their degree core and major/concentration courses at Tiffin University.

EXTENDED LEARNING MAJOR COURSES TRANSFER POLICY

Students enrolled in one of our Extended Learning programs must complete 48 hours at a four-year institution and 30 of those hours must be completed at Tiffin University. In addition, all 300-400 level courses must be completed at Tiffin University or transferred in and approved by Tiffin University from another four-year, regionally accredited institution.

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, the students 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 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 all 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, FYSS100, as one of their courses in the first semester and may not register for more than 12 credit hours in addition to FYSS100. The 3-credit FYSS100 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 FYSS100 course and pass at least 12 credits with a cumulative grade point average of 1.8 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 résumé 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 are 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.

CHARTER SCHOOL STUDENT REQUIREMENTS

Students who attend Charter schools must:

- Meet their state’s graduation requirements.
- Meet Tiffin University’s admissions requirements.
- 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. Charter school graduates are not required to score any higher than graduates do from public or private high schools.
ADMISSION AND TRANSFER POLICIES (continued)

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

Non-degree seeking students are students who can take classes at Tiffin University without pursuing a degree. Non-degree seeking students are not eligible to receive financial aid. If a non-degree student wishes to pursue a degree, the student would follow the application procedures for Tiffin University.

Non-degree seeking students who have not graduated high school need the following to be considered for admission:

- Completion of the non-degree application;
- A cumulative, unweighted high school GPA of a 2.25 or higher; and
- An ACT composite score of 16 or above, an SAT composite score of 800 or above, or the equivalent scores on the Accuplacer, Writeplacer or College Level Math Exam. English and math test subscores may be used for placement purposes.

Non-degree students who have graduated high school need the following to be considered for admission:

- Completion of the non-degree application; and
- Additional information from the student’s home institution, if applicable, may be requested upon enrollment.

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.

ADULT FIRST-YEAR STUDENTS

An adult freshman is defined as anyone that has been out of high school for two or more years and does not have at least 12 transferrable credit hours and plans to enroll full-time on campus. An adult freshman that has a cumulative high school GPA of 2.25 or higher and has not taken either the ACT or SAT, qualifies for the annual “Dean’s Grant”. Students who have not achieved a 2.25 high school GPA and have been accepted to Tiffin University, may qualify for annual “1888 Grant”. If a student has achieved a GPA higher than a 2.25 and has taken either the ACT or SAT, the student will qualify for the scholarship award based on their index score.

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 2.25 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 a 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 completed 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 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, the student 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 it is the student’s responsibility to cover the fee associated with the course. The music fee for private music lessons will be charged directly to the student’s account.

ADMISSION AND TRANSFER POLICIES / COLLEGE CREDIT PLUS PROGRAM
FIRST-YEAR, TRANSFER AND NEW STUDENT OPPORTUNITIES

FIRE DAYS: FIRST-YEAR INTERACTION & REGISTRATION EXPERIENCE • TIFFIN CAMPUS

FIRE is a one-day orientation session for First-Year and Transfer students and their families to begin the transition to Tiffin University. Students will meet with a financial aid advisor, receive their schedule, meet other incoming students and upper-class leaders, and learn about a variety of student support services available at TU. FIRE is an opportunity to meet students, faculty, and staff who will become a significant part of a student’s college experience.

NEW STUDENT ORIENTATION • TIFFIN CAMPUS

New Student Orientation is a required event for new students serving as an introduction to virtually everything TU has to offer. This is an opportunity for new students to make connections while being led by upper-class peer leaders. Throughout the weekend, students will meet with faculty within their major, meet in small groups with other students, and are encouraged to participate in a variety of fun-filled events including speakers, games, and a variety of activities.

SPECIAL ACADEMIC OPPORTUNITIES

ADVANCED TECHNICAL INTELLIGENCE CENTER (ATIC): FAIRFIELD, OH

ATIC offers an intelligence internship program including classroom training, research experience, and the sponsorship of the student for Top Secret security clearance. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. ATIC short courses cover fundamental and specialized topics including Fundamentals of the IC, Critical Thinking Skills, Technical Writing & Briefing Skills for the IC, Geo-Political Implications, Introduction to Cyber Threat, Fundamentals of GEOINT, and Analytic Software tools. Specialized instruction includes a wide variety of Intelligence Analysis topics including OSINT, HUMINT, SIGINT, IMINT, Terrorism, and hands-on training on many state-of-the-art software tools, like MATLAB and ArcGIS Desktop. For more information visit www.atichcd.org

OPOTA

This experience is designed for the student who wishes to earn their Ohio Police Officer certification. Application and acceptance required. The semester-long, 15 credit hour 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.

WASHINGTON CENTER INTERNSHIPS: WASHINGTON, D.C.

The Washington Center Internship Program offers internships for students of all majors in Washington, D.C. A participating student works full-time in his or her chosen field in a placement that matches individual interests and skills. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements can be made through the Center. Financial aid and scholarships are available for those who qualify. Additional information can be found at The Washington Center website www.wwc.edu

WASHINGTON SEMESTER PROGRAM, AMERICAN UNIVERSITY: WASHINGTON, D.C.

The Washington Semester Program, through American University, offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register for and receive credit for 12-15 hours at Tiffin University. The course work and internship experience are directly related to the student’s major. Areas of study are not limited to any one major and include American Politics, Public Affairs, Global Economics and Business, International Environment and Development, Journalism, Middle East and World Affairs, and Peace and Conflict resolution, among others. There are also opportunities for international travel and learning. Additional information can be found at www.american.edu/pxes/washingtonsemester/A-Semester-in-DC.cfm

DISNEY COLLEGE INTERNSHIP PROGRAM

The Disney College Internship Program offers internships for students in all majors. As a Disney College program participant, students become part of the magic that is known worldwide. Gain valuable, on-the-job experience working in our parks and resorts, participate in college coursework, and have the opportunity to meet and live with people from all over the world. There are only unique five- to seven-month program allows participants to network with leaders, take part in personal and career development classes, and build transferrable skills such as problem-solving, teamwork, guest service and effective communication.

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 locales 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 Director of Undergraduate Advising will advise students on the program details, requirements, and course selection. Tiffin University 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.

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 followed 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 ugradmissions@tiffin.edu or 419-668-5423 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

To apply for readmission, students must complete the following:

1. Complete the Application for Admission and Pay the $40 Application Fee
2. Submit the Readmission Application for Readmission
3. Submit an official transcript from all colleges attended since leaving Tiffin University
4. Meet the following minimum academic standards:
   - Freshmen: 2.5 cumulative GPA
   - Transfer Students: 2.0 cumulative GPA
   - Graduates: 2.0 cumulative GPA

Students may request a personal interview with an Academic Adviser to discuss their academic history and plans for future study.
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 other supporting documents. 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 must petition his/her School Dean 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.

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/80 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.

• Bank statement that supports the Affidavit of Financial Support form.

*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.

INTERNATIONAL UNDERGRADUATE STUDENTS

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UNDERGRADUATE PROGRAMS TUITION, FEES AND EXPENSES FOR 2018-2019

TIFFIN CAMPUS

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) $12,300
Tuition per semester, more than 18 credits (min. 3.00 GPA) $12,300
+ $820 per additional credit
Tuition per credit, less than full-time (1-11 credits) $820
Auditing, per 3 credit course .......................... $1,210
Technology Fee (per Fall & Spring semester) ....... $200
Technology Fee (per Summer semester) ............... $100
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.

Music Fee for Private Lessons (15 lessons per instrument) $150
Portfolio Fee (per course) ................................ $300
Health Insurance 
International students* ................................ Varies by year

*Insurance is required for international students unless a waiver is signed and proof of coverage is provided.

Student Athletic Insurance (required) ....................... $200
Transcript Fee, Official .................................. $8
Transcript Fee, Unofficial ................................ $6
Returned check or ACH fee ................................ $40

RESIDENCE HALL/HOUSE, PER SEMESTER

Single - residence hall/house w/o air conditioning $3,300
Double - residence hall/house w/o air conditioning $2,700
Triple - residence hall w/o air conditioning $2,450
Quad - residence hall w/o air conditioning $2,200
Single - residence hall/house w/air conditioning $3,475
Double - residence hall/house w/air conditioning $3,000
Triple - residence hall w/air conditioning $2,750
Quad - residence hall w/air conditioning $2,500
Single - house w/o air conditioning ....................... $3,025
Double - house w/o air conditioning .................... $2,525
Triple - house w/o air conditioning ..................... $2,475
Quad - house w/o air conditioning ....................... $2,275
Single - house w/air conditioning ...................... $2,025
Double - house w/air conditioning ...................... $1,850
Triple - house w/air conditioning ....................... $1,700
Quad - house w/air conditioning ....................... $1,500
Apartment Living Learning Center ................... $3,475
316 Bennet & Adams Apartments ..................... $3,000

FOOD EXPENSES, PER SEMESTER

Resident Meal Plans
Unlimited Plan ............................................. $2,600
Block Meal Plans charged by semester
120 Meal Plan ............................................ $2,200
150 Meal Plan ............................................ $1,700
75 Meal Plan ............................................... $900

ONLINE & EXTENDED LEARNING PROGRAMS

BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF ARTS, AND
BACHELOR OF CRIMINAL JUSTICE

Tuition per credit ........................................... $460
Portfolio Fee (per course) ............................... $300
Technology Fee (per Fall & Spring semester) ....... $200
Technology Fee (per Summer semester) .............. $100
Supplemental Course Material Fee* ................. Varies

*Some courses may include a supplemental course material fee, which will support and enhance the students’ learning.

PAYMENT PLAN

Tiffin University provides annual and semester tuition payment plan options to allow for monthly payments. The annual monthly payment plan enrollment fee (Fall and Spring, only) is $60. The semester monthly payment plan enrollment fee is $35. Late charges for unpaid monthly fees accrue at a rate of $30 per month. Contact the Office of Student Accounts for more information. Late charges are accrued monthly @ 1% per month. Contact the Office of Student Accounts for more information.

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 issue of the Academic Bulletin of the University for the year they entered Tuff 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

Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend all scheduled classes. 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 consideration 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.

WORK OUTSIDE THE CLASSROOM

In general, each semester-long course the student is enrolled in requires 5-10 hours of work per week outside class. Online and other shorter-term classes will require more, as the work is compressed into a shorter period of time. 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 EXTENDED LEARNING 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 3 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 assignment. 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 14th 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 class, 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 1/4 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 initiate an administrative withdrawal of a course whenever a student violates the attendance/participation policy. Refer to Excessive 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. Falsification of records, 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 a 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.

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

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 Wiener Library, or another resource deemed appropriate by the faculty member. The AID program tracks student participation. There will be no assignment “XF” grades recorded.

Upon a finding by a faculty member that a student has committed an intentional act of academic misconduct, the 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. The Dean will notify the Registrar that the faculty member wishes to pursue an “XF” grade for the course.

2. The Registrar will then note that the student may not withdraw from the course due to the pending “XF” grade.

3. 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 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.

4. If the grade of “XF” is upheld, the warning letter from 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.

5. If the grade of “XF” is upheld before the end of the semester or term, the student will be removed from the course.

Grade Appeal

The faculty member will notify the student of their intent to file the “XF” grade and 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, giving/selling prior semesters’ 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 in Tiffin University.

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

GRADE SYSTEM

Tiffin University awards credit based on semester hours.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality 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>D*</td>
<td>Not applicable to graduate courses</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>P</td>
<td>-</td>
<td>Pass</td>
</tr>
<tr>
<td>WD</td>
<td>-</td>
<td>Withdrawed before deadline, notifying the Registrar</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
<td>Withdrawed Failing - withdrew after deadline</td>
</tr>
<tr>
<td>WV</td>
<td>2</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 his/her 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 midterms 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 $15.00 per credit hour.

INCOMPLETE COURSE WORK FOR ONLINE & EXTENDED LEARNING 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 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). This 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 retake any course in which they received a 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>Full-Time Students (minimum of 12 credits per semester)</th>
<th>Part-Time Students (no more than 11 credits per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester hours attempted Minimum GPA</td>
<td>Semester hours attempted Minimum GPA</td>
</tr>
<tr>
<td>Warning Status:</td>
<td>Warning Status:</td>
</tr>
<tr>
<td>0 - 23</td>
<td>0 - 5</td>
</tr>
<tr>
<td>24 - 47</td>
<td>6 - 11</td>
</tr>
<tr>
<td>48 - 71</td>
<td>12 - 23</td>
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<tr>
<td>72+</td>
<td>24 - 47</td>
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<td></td>
<td>48 - 71</td>
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<td></td>
<td>72+</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>1.90</td>
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<tr>
<td></td>
<td>2.00</td>
</tr>
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<td>1.80</td>
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<td>1.80</td>
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<td></td>
<td>1.90</td>
</tr>
<tr>
<td></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 transferrable 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 51 credit hours (semester hours), and receives a semester GPA of 1.84 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 to the 1 hour Success Coach meeting per week, students will be required to complete a minimum of 8 hours of monitored study and/or tutor time per week under the supervision of the Murphy Academic Support Center.

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 ¾, ½, or less than ½ time will be dismissed if they have failed with an "F'/WF", 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 and must meet with an assigned Success Coach (Tiffin Campus only), and must earn a minimum semester GPA of 2.0 for his/her next semester. Failure to meet the 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 18 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 ENGL1 or ENGL2
- Mathematics (3 hours) Any Math above MAT095
- 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 18 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 - 22</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 - 399</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 Junior standing. Students who wish to enroll in 19 or more credit hours must be within 2 semesters of graduation, have a minimum cumulative grade point average of 3.0, and complete an application, which requires signatures of the student’s School Dean, 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 Dean is 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.

ADDITIONAL COURSES – TIFFIN CAMPUS

Students are expected to enroll in all planned classes prior to the first day of each semester. Students can change their existing schedule through Wednesday of the first week of class. If a student has not enrolled in any classes before the start of the semester, the student will need to receive approval from the Office of Registration and Records. Permission to enroll in Online courses must be approved prior to the last day to add a class’ deadline, including Term II courses. Students must be of Sophomore standing with a minimum cumulative grade point average of 3.0 to enroll in online courses. Online enrollment for Gen Ed or Open Elective credits are limited to only 1 class per semester. Requests to take Degree and/or Major courses online are approved by the School Dean. *Summer enrollment may exceed 1 course per semester; however, all other permissions apply.

STUDENT ATHLETES - ACADEMIC ELIGIBILITY REQUIREMENTS

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 by 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 toward 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).

TIFFIN UNIVERSITY MISSED CLASS POLICY

1. In order to meet the missed class time requirement of NCAA Bylaw 17.1, 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.
   - Academic 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
   - 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 that 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 to 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 contest 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.

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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.

In order to develop such capabilities within the framework of undergraduate education, Tiffin University’s Bachelor Program is made up of five components: Knowledge Skills Core, General Education Core (GEC), Professional Major Field, Open Electives or Minor, and a Co-Curricular Program. No course may be used to meet the requirement of more than one bachelor curriculum component. Thus, a course selected to meet a GEC requirement cannot also be used to meet a School, Major or Open Elective/Minor requirement. In addition, no more than fifteen (15) courses from any one department as identified by the departmental alpha-prefix can be counted to fulfill Bachelor degree requirements.

STUDENT ATHLETES - ACADEMIC ELIGIBILITY REQUIREMENTS (continued)

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 Director of Athletics or the FAR.
14. Faculty having any questions about the application of these statements may contact the FAR or the Provost.

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)

At Tiffin University, we believe that the general education of the student is truly 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 toward 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

Bachelor Degree ................................................................. 121-128 semester hours
Bachelor Degree that includes Education .............................. 127-198 semester hours

Knowledge Skills Core ......................................................... 16 hours
  Writing or Composition (above ENG095) .............................. 6 hours
  Oral Communication .......................................................... 3 hours
  Information Systems ......................................................... 3 hours
  Mathematics (above MAT095) .............................................. 3 hours
  First-Year Seminar ......................................................... 1 hour

General Education Core ....................................................... 33 hours
  Humanities .................................................................... 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 MUS2/MUS3.
  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
  No 100-200 level language class may be used to satisfy this CUL requirement.

  Cultural Studies .............................................................. 3 hours
  Philosophy ................................................................ 3 hours
  No 100-200 level language class may be used to satisfy this CUL requirement.

  Mathematics and Natural Sciences .................................. 3 hours
  Natural Sciences ............................................................ 3 hours
  Social Science ................................................................. 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 (1 hour) and one unit of credit for service learning (1 hour).

  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

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 can apply up to 50% of the overlapping
   courses towards credit.
4. 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).
5. 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.
6. 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 (1 hour) and one unit of credit for service learning
   (1 hour).

OTHER BACHELOR'S DEGREE GRADUATION REQUIREMENTS

A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general
education core, and open electives, to be eligible for graduation.

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 (IGS), in which
they work one-on-one with a faculty member. The standards for permitting a student to pursue an IGS 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 3.50 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 IGS for a course in which
an “F” was received.
UNDERGRADUATE ACADEMIC HONORS

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.

<table>
<thead>
<tr>
<th>Distinction</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 - 4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70 - 3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50 - 3.69</td>
</tr>
</tbody>
</table>

ASSOCIATE’S DEGREE

<table>
<thead>
<tr>
<th>Distinction</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50 - 4.00</td>
</tr>
</tbody>
</table>

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.

Scholarship
Students who have successfully completed International Bachelor (I.B.) Higher Level work may petition for transfer credit. 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 from all of these sources combined is thirty (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 thirty toward an Associate’s degree program.

**The maximum number of semester credit hours a student may accumulate toward a Master’s degree from all of these sources combined may not exceed one-third of the total number of credits required for the degree.
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 2018-2019.

**UNDERGRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS**

**BACHELOR OF ARTS (BA) DEGREE**
- Arts Entrepreneurship Major w/concentration in Music Industry
- Arts Entrepreneurship Major w/concentration in Visual Arts
- Chemistry Major
- Cyber Security Major
- English with licensure in Middle School Education Major
  in conjunction w/Lourdes College
- Government & National Security Major
- 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
- Psychology Major w/concentration in Addictions Counseling
- Psychology Major w/concentration in Cross-Cultural and 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
- Strategic and Mass Communication 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 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

**BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE**
- Corrections Major
- Criminal Behavior Major (Offered Online only)
- Criminalistics Major
- Digital Forensics Major
- Forensic Psychology Major
- Homeland Security and Terrorism Major
- Justice Administration Major
- Law Enforcement Major
UNDERGRADUATE DEGREES, MAJORS, & MAJORS WITH CONCENTRATIONS (continued)

BACHELOR OF SCIENCE (BS) DEGREE
Exercise Science Major
Forensic Science Major
Healthcare Administration Major (Offered Online Only)
Information Technology Major with 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
Cross-Cultural and International Psychology
Digital Forensics
Digital Innovation and Design
English
Esports Studies
Exercise Science
Finance
Forensic Accounting
Forensic Psychology
Forensic Science
Government
Homeland Security
Human Resource Management (Offered Online Only)
Human Services

BACHELOR-LEVEL CERTIFICATES
Addictions Counseling
Arabic Studies
Latin American Studies

Individualized Studies
Industrial/Organizational Psychology
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

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
• Chemistry
• Cyber Security
• English with Licensure in Middle School Education, in conjunction with Lourdes College
• Government and National Security
• 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
• 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
• Strategic and Mass Communication

BA degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general education core, and open electives.

Knowledge Skills and General Education Core* ................................................................. 49 hours
Total Semester hours for the major .................................................................................. 48 hours
Open Electives/Minor ........................................................................................................ 24 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 Education: ENG360 or ENG361
Government and National Security: HIS312, CUL220
History Education: CUL210 or 220, HIS313, CUL448 or 449 to meet Literature requirement
MAJOR: ARTS ENTREPRENEURSHIP

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
AEN110 The Arts in Society .............................................................. 3 hours
AEN210 Fundamentals of Arts Entrepreneurship (w) ....................... 3 hours
AEN310 Principles of Arts Entrepreneurship (w) ............................. 3 hours
AEN415 Managing the Arts (w) ....................................................... 3 hours
AEN496 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.

MUP111 Musicianship I ................................................................. 3 hours
MUP210 Introduction to Sound and Recording Technology ............. 3 hours
MUP227 Survey of Music Business ................................................. 3 hours
MUS110 Music Convocation (minimum of two semesters) ............... 0 hours
Six of the following ........................................................................ 18 hours
- MICT561 Event Marketing and Management
- MUP222 Musicianship II
- MUP240 The Rhythm Section
- MUP231 Musicianship III
- MUP390 Recording Studio Performance & Practice
- MUP440 Teaching Music
- MUS224 Survey of American Popular Music
- MUS311 Music Business Seminar
- SASA Internship
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
- MUS122, 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
ART130 3D Foundations
ART210 Art Appreciation
ART220 Mixed Media
ART260 Drawing
COM134 Digital Photography

MAJOR: CHEMISTRY

The completion of a BA in this chemistry program will enable students to be admitted in professional graduate programs in medicine, dentistry, veterinary, physician’s assistant, or law programs. In addition, this major can be used to support students interested in teaching chemistry in high school to enable them to obtain state licensure to teach. Students who graduate with this degree can also work in careers in commercial and industrial laboratories, sales (involving technical and equipment service), and chemical patent lawyers.

CHM111 General Chemistry I with Lab .............................................. 4 hours
CHM112 General Chemistry II with Lab ......................................... 4 hours
CHM211 Quantitative Analysis ....................................................... 4 hours
CHM311 Organic Chemistry I with Lab ........................................... 4 hours
CHM312 Organic Chemistry II with Lab ......................................... 4 hours
CHM411 Biochemistry with Lab ..................................................... 4 hours
CHM450 Physical Chemistry with Lab ............................................ 4 hours
CHM481 Instrumental Analysis with Lab ...................................... 4 hours
PHY211 General Physics I with Lab ................................................. 4 hours
PHY212 General Physics II with Lab .............................................. 4 hours
SASA Internship ........................................................................... 3 hours
Total .................................................................................................. 43 hours

Program electives: 8 additional credit hours in CHM/BIO/MAT

Five of the following: (72 hours counted for major gpa).................. 15 hours
ART232 Printmaking
ART234 Digital Mixed Media
ART325 Graphic Design
ART360 Topics in Art History (w)
ART420 Interactive Digital Design
MKT361 Event Marketing and Management
SASA Internship
Courses in sequence ....................................................................... 4 hours
ART314, ART214, ART314, ART414 Art Team
Total .................................................................................................. 36 hours

BACHELOR OF ARTS & SCIENCES (BA) DEGREE / MAJOR: ARTS ENTREPRENEURSHIP / CHEMISTRY
MAJOR: CYBER SECURITY

The BA in Cyber Security 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 SECURITY CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS352 Introduction to Cyber Defense</td>
<td>3</td>
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<tr>
<td>CDS347 Cyber Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>POL313 Introduction to National Security Studies</td>
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</tr>
<tr>
<td>POL313 American National Security Policy</td>
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<td>Total</td>
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MAJOR: CYBER SECURITY

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS201 Programming</td>
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<tr>
<td>ENP245 Emergency Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>CDS344 Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CDS348 Incident Management</td>
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<tr>
<td>CDS355 Penetration Testing and Vulnerability Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CDS444 Wireless Security</td>
<td>3</td>
</tr>
<tr>
<td>CDS445 Cyber Warfare</td>
<td>3</td>
</tr>
<tr>
<td>CDS491 Senior Seminar in Cyber Defense (w)</td>
<td>3</td>
</tr>
<tr>
<td>CIT255 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT260 Architecture and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIT261 Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td>SCS350 Research Design (w)</td>
<td>3</td>
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<tr>
<td>SCS470 Internship</td>
<td>3</td>
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</table>

MAJOR: ENGLISH WITH LICENSEURE IN MIDDLE SCHOOL EDUCATION

This degree is licensure 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.

KNOWLEDGE SKILLS CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>COM110 Oral Communication &amp; Presentation</td>
<td>3</td>
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<tr>
<td>ENGL44 Rhetoric and Introductory Research Writing (Composition)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL44 Rhetoric and Academic Writing (w) (Composition)</td>
<td>3</td>
</tr>
<tr>
<td>MATH170/181 MAT170/181 MAT172/182 MAT272/281</td>
<td>3</td>
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<tr>
<td>FYS100 First-Year Seminar</td>
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<td>EDU251 Technology In Learning</td>
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<tr>
<td>EDU251 Technology &amp; Pedagogy for Learning</td>
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<tr>
<td>EDU351 Technology, Pedagogy, &amp; Content Knowledge for Learning [EDU351/251/253 combined fulfill CIS requirement]</td>
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<td>Total</td>
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GENERAL EDUCATION CORE

One of the following [Humanities - Literature]
- ENG360 American Poetry (w)
- ENG361 English Poetry (w)
- THRB2 Introduction to Theatre [Humanities - Fine Arts]
- HIS/HIS22 for History minor
One of the following:
- CUL44 Women and Literature (w)
- CUL46 Minority Experience in American Literature (w)
- Any 200-level CUL, ENG, or PHI to meet CUL48/44 prerequisite
- PHI (choose one from schedule of courses)
- MAT (above MAT095; MAT20/181 for Math minor)
- NAT (above NAT14 for Science minor)
- EDU206 Multicultural and Social Issues in Education [Social Sci - Sociology]
- COM329 Writing for Electronic Media (w) [Social Sciences - Communication]
- POL101 if HIS minor

Total: .................................................................................................................................................. 33 hours

ENGLISH MAJOR

- ENG221 History of the English Language
- ENG222 Advanced Grammar
- ENG260 British Literature I (Chaucer to Romanticism) (w)
- ENG261 British Literature II (Romantics to WWI) (w)
- ENG262 American Literature I (w)
- ENG263 American Literature II (w)
- ENG315 Theoretical Approaches to Writing & Reading
- ENG380 Shakespeare (w)
- ENG412 World Literature (w)
- ENG410 Literary Theory (w)
One of the following:
- ENG413 British Novel (w)
- ENG414 American Novel (w)
- CUL440 Comparative Mythology (w)

Total: .................................................................................................................................................. 36 hours

PROFESSIONAL EDUCATION REQUIREMENTS

- EDU100 Foundations of Education or EDU101 Education Bridge (1 hr)
- EDU230 Survey of Special Needs Education
- EDU250 Educational Psychology
- EDU315 Classroom Management for Middle Childhood & AYA Education

Total: .................................................................................................................................................. 12 hours

READING CORE REQUIREMENTS

- EDU220 Reading Comprehension Skills & Strategies
- EDU231 Content Area Reading
- EDU234 Foundations of Reading Development
- EDU335 Reading Assessment for Instruction

Total: .................................................................................................................................................. 12 hours

MIDDLE SCHOOL REQUIREMENTS

- EDMD100 Education for Young Adolescents
- EDMD25 Middle Childhood Curriculum, Instruction & Assessment
- EDMD260 Middle Childhood Methods & Field Experience I
- EDMD31-356 Middle Childhood Methods & Field Experience II
- EDMD51 Middle Childhood Student Teaching
- EDU206 Differentiated Instruction & Assessment

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

Sub-total: ........................................................................................................................................... 136 hours
MAJOR: ENGLISH WITH Licensure In MIDDLE SCHOOL EDUCATION (continued)

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.

MATHMATICS
MAT201 Applied Mathematics ................................................................. 3 hours
MAT221 Geometry for Middle School Teachers .................................. 3 hours
MAT221 Applied Statistics I ................................................................. 3 hours
MAT225 Pre-Calculus ..................................................................... 3 hours
MAT320 Teaching Mathematics in Middle School (w) ..................... 3 hours
Total ................................................................................................. 15 hours

SCIENCE
BIO201 General Biology I and BIO201L Lab ...................................... 4 hours
NAT205 Earth Science ................................................................ 3 hours
NAT201 Physical Science ................................................................. 3 hours
NAT205 Environmental Science ...................................................... 3 hours
SCI205 Integrated Science for Teachers .......................................... 3 hours
Total ................................................................................................. 16 hours

SOCIAL STUDIES
CUL205 World Cultural Geography .................................................. 3 hours
ECO203 Principles of Microeconomics ............................................. 3 hours
HIS201 Challenges of Global Leadership: US History after 1945 (w) 3 hours
HIS221 The Emerging West (w) ....................................................... 3 hours
HIS410 The Inter-Connected World (w) ........................................... 3 hours
Total ................................................................................................. 15 hours

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

*Must have a 2.0 cumulative grade point average in all courses.

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 bear 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
POL101 Introduction to the American Political Process .................... 3 hours
POL151 Introduction to National Security Studies ......................... 3 hours
POL201 Political Geography ............................................................. 3 hours
POL311 Federalism ..................................................................... 3 hours
Total ................................................................................................. 12 hours

MAJOR COURSES
ENF245 Emergency Organization and Management .................. 3 hours
ENF441 Counterintelligence/Counter-terrorism .......................... 3 hours
One of the following: ........................................................................ 3 hours
HIS225 United States Diplomatic History Since 1895 (w) 
HIS226 United States Military History Since 1895 (w) 
POL315 American National Security Policy .................................. 3 hours
POL343 Economic Instruments of Security Policy .......................... 3 hours
POL350 International Security ......................................................... 3 hours
POL391 Comparative Political Systems .......................................... 3 hours
POL400 The Constitution, Liberty, and Order ............................... 3 hours
POL420 Transnational and Unconventional Threats ...................... 3 hours
POL491 Capstone Senior Seminar in Homeland and National Security (w) 3 hours
SCS200 Research Design (w) ......................................................... 3 hours
SCI270 Internship I ................................................................. 3 hours
SCI270 Internship II ................................................................... 3 hours

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

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.

NAT204 Introduction to Athletic Training ...................................... 3 hours
MGT140 Survey of the Healthcare Industry ..................................... 3 hours
NAT310 Introduction to Anatomy and Physiology & Lab .................. 4 hours
HPW223 Principles of Human Nutrition ......................................... 3 hours
SRM202 Principles of Athlete Development .................................... 3 hours
NAT222 Motor Development ........................................................... 3 hours
NAT260 Lifetime Fitness and Wellness .............................................. 3 hours
SOC280 Sport in American Society .................................................. 3 hours
PSY201 Adult Development and Life Assessment .......................... 3 hours
HPW331 History and Philosophy of Sport and Physical Activity ...... 3 hours
NAT221 Community and Public Health .......................................... 3 hours
EXS322 Kinesiology .................................................................. 3 hours
EXS342 Exercise Assessment and Prescription & Lab ...................... 4 hours
HPW403 Sociological and Psychological Aspects of Physical Activity 3 hours
HCA479 Social Aspects of Aging .................................................... 3 hours
SAH290 Internship (w) ................................................................. 3 hours

Total ................................................................................................. 50 hours

56
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.

CUL250 Cultural Geography .................................................. 3 hours
ECO222 Principles of Microeconomics .................................. 3 hours
HIS122 Research and Writing for History (w) ....................... 3 hours
HIS211 Creating a Nation (w) ................................................. 3 hours
HIS412 US 1865-1945 (w) .................................................... 3 hours
HIS407 US after 1945 (w) ....................................................... 3 hours
HIS303 Dawn of Human Kind (w) ........................................ 3 hours
HIS332 The Emerging West (w) .............................................. 3 hours
HIS410 The Interconnected World (w) ................................. 3 hours
HIS425 Historiography (w) ................................................. 3 hours
TWO HIS Electives (w) .......................................................... 6 hours
POL201 Political Geography .................................................. 3 hours
POL391 Comparative Political Systems .................................. 3 hours
SAS499 Senior Seminar OR SAS470 Internship .................... 3 hours
SOC300 Multicultural Issues in Society (w) ........................... 3 hours
Total ..................................................................................... 48 hours

Note: History majors should fulfill GEC History requirement with HIS122 Thinking Historically; the GEC Culture requirement with CUL 220 Religions of the World and Social Sciences with POL101 Introduction to the American Political Process, ECO221 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
COMM110 Oral Communication & Presentation .................... 3 hours
ENG104 Rhetoric and Introductory Research Writing (Compo) .... 3 hours
ENG114 Rhetoric and Academic Writing (w) (Compo) .............. 3 hours
MAT171/271/275/281 .............................................................. 3 hours
FYS100 First-Year Seminar .................................................. 1 hour
EDU351 Technology In Learning ......................................... 1 hour
EDU251 Technology & Pedagogy for Learning ....................... 1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning .................................................. 1 hour
EDU151/251/351 combined fulfill C15 requirement] ............... 16 hours

EDU110 Foundations of Education or EDU 101 Education Bridge (1 hr) .......................................................... 3 hours
EDU230 Survey of Special Needs Education .......................... 3 hours
EDU260 Educational Psychology Education ............................. 3 hours
EDU310 Classroom Management for Middle Childhood & AYA Education ......................................................... 3 hours
Total ..................................................................................... 12 hours

PROFESSIONAL EDUCATION REQUIREMENTS
EDU250 AYA Curriculum, Instruction & Management ............ 3 hours
EDU250 AYA Curriculum, Instruction & Management ............ 3 hours
EDU250 General Teaching Methods and Field Experience I .............. 3 hours
EDU351 Social Studies Methods and Field Experience II ............ 3 hours
EDA450 Adolescent and Young Adult Student Teaching .............. 12 hours
EDU220 Reading Comprehension Skills & Strategies ............... 3 hours
EDU321 Content Area Reading ............................................. 3 hours
EDU329 Differentiated Instruction & Assessment ...................... 3 hours
Total ..................................................................................... 33 hours

Total Hours Required ................................................................ 130 hours

*Must have a 2.0 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 core work 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COM110</td>
<td>Oral Communication &amp; Presentation</td>
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</tr>
<tr>
<td>ENG144</td>
<td>Rhetoric and Introductory Research Writing</td>
<td>3 hours</td>
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<td>MAT174/181</td>
<td>MAT 095; 174/181 for Math minor</td>
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<td>FY101</td>
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<td>EDU351</td>
<td>Technology in Learning</td>
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<td>EDU251</td>
<td>Technology &amp; Pedagogy for Learning</td>
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<td>EDU353</td>
<td>Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
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<td>NAT114</td>
<td>For Science minor</td>
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<td>MAT095</td>
<td>For Math minor</td>
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<tr>
<td>PHI</td>
<td>[Choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL220</td>
<td>Religions of the World</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG141</td>
<td>Rhetoric and Introductory Research Writing</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Total** 16 hours

#### GENERAL EDUCATION CORE

One of the following (Humanities - Literature):
- CUL448 Women and Literature
- CUL449 Minority Experience in American Literature
- Fine Art (ART, MUS, THR; see Bulletin for options; THR222 if LA minor)
- HIS121 Thinking Historically
- HIS211 Thinking Historically (w)
- [Choose one from schedule of courses]
- CUL210 Comparative Cultures
- CUL220 Religions of the World
- ENG141 Rhetoric and Introductory Research Writing
- HIS211 Thinking Historically
- MAT095 For Math minor
- PHI [Choose one from schedule of courses]
- ENG141 Rhetoric and Introductory Research Writing
- MAT095 For Math minor
- *[Choose one from schedule of courses]*

**Total** 30 hours

#### HISTORY MAJOR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL250</td>
<td>Cultural Geography</td>
<td>3 hours</td>
</tr>
<tr>
<td>ECO221</td>
<td>Principles of Microeconomics</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS122</td>
<td>Research for History (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS221</td>
<td>Creating a Nation (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS212</td>
<td>US History 1865 to 1945 (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS221</td>
<td>US History 1865 to 1945 (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS213</td>
<td>US History 1865 to 1945 (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS301</td>
<td>Dawn of Humankind (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS313</td>
<td>The Emerging West (w)</td>
<td>3 hours</td>
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<td>HIS401</td>
<td>The Interconnected World (w)</td>
<td>3 hours</td>
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<tr>
<td>HIS425</td>
<td>Historiography (w)</td>
<td>3 hours</td>
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<tr>
<td>HIS200-400</td>
<td>Elective (w)</td>
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<tr>
<td>POL201</td>
<td>Political Geography</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL391</td>
<td>Comparative Political Systems</td>
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</table>

**Total** 39 hours

#### PROFESSIONAL EDUCATION REQUIREMENTS

<table>
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<tr>
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<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EDU100</td>
<td>Foundations of Education or EDU101 Education Bridge (1 hour)</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU230</td>
<td>Survey of Special Needs Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU250</td>
<td>Educational Psychology</td>
<td>3 hours</td>
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<tr>
<td>EDU339</td>
<td>Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3 hours</td>
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**Total** 12 hours

### READING CORE REQUIREMENTS

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU126</td>
<td>The Foundations of Reading Development</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU320</td>
<td>Reading Comprehension Skills &amp; Strategies</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU321</td>
<td>Content Area Reading</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU335</td>
<td>Reading Assessment for Instruction</td>
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**Total** 12 hours

### MIDDLE SCHOOL REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EDM210</td>
<td>Education for Young Adolescents</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDM250</td>
<td>Middle Childhood Curriculum, Instruction &amp; Assessment</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDM260</td>
<td>Middle Childhood Methods &amp; Field Experience I</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDM350</td>
<td>Middle Childhood Methods and Field Experience II</td>
<td>3 hours</td>
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<tr>
<td>EDM450</td>
<td>Middle Childhood Student Teaching</td>
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<tr>
<td>EDM352</td>
<td>Differentiated Instruction &amp; Assessment</td>
<td>3 hours</td>
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</table>

**Total** 27 hours

**Sub-total** 136 hours

### SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

Secondary Field of Study courses will be used to fulfill 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG141</td>
<td>Rhetoric and Introductory Research Writing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG361</td>
<td>British Poetry (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG422</td>
<td>World Literature (w)</td>
<td>3 hours</td>
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**Total** 9 hours

#### MATHEMATICS

<table>
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<tr>
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<th>Course Title</th>
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<tr>
<td>MAT185</td>
<td>Quantitative Reasoning</td>
<td>3 hours</td>
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<tr>
<td>MAT221</td>
<td>Applied Statistics I</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT225</td>
<td>Pre-Calculus</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT310</td>
<td>Teaching Mathematics in Middle School (w)</td>
<td>3 hours</td>
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</table>

**Total** 15 hours

#### SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>BIO201</td>
<td>General Biology I + BIO211, Lab</td>
<td>4 hours</td>
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<tr>
<td>NAT205</td>
<td>Earth Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT201</td>
<td>Physical Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT215</td>
<td>Environmental Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>SCI120</td>
<td>Integrated Science for Teachers</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Total** 16 hours

**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.

MUP121: Musicianship I .................................................. 3 hours
MUP122: Musicianship II .................................................. 3 hours
MUP126: The Rhythm Section .......................................... 3 hours
MUP127: Musicianship III ................................................ 3 hours
MUP128: Musicianship IV ................................................. 3 hours
MUP171: Music Listening & Analysis I ......................... 3 hours
MUP172: Music Listening & Analysis II ......................... 3 hours
MUP174: Teaching Music ............................................... 3 hours
MUS100: Music Convocation (6 semesters required) .... 0 hours
The following sequence ............................................... 6 hours
MUS110, 112, 210, 212, 315, 316 Private Music Instruction: Primary Area
One of the following sequences: .................................. 3 hours
Instrumental: MUS110, 210, 310
Vocal: MUS112, 212, 312
MUS110: Introduction to Sound and Recording .......... 3 hours
MUS216: Survey of American Popular Music (w) ......... 3 hours
MUS217: Survey of Music Business .............................. 3 hours
MUS310: Recording Studio Performance & Practice .... 3 hours
SAS499: Senior Seminar ............................................ 3 hours
Total ............................................................................ 48 hours

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
PSY201: Introduction to Professional Practices (w) ...... 3 hours
PSY260: Theories of Personality ....................................... 3 hours
PSY265: Lifespan Development ........................................ 3 hours
PSY302: History and Systems of Psychology ................ 3 hours
PSY350: Abnormal Behavior ......................................... 3 hours
PSY351: Biological Foundations of Behavior ................. 3 hours
SOC250: Social Psychology ...................................... 3 hours
SAS300: Research Design (w) .................................. 3 hours
Total ............................................................................ 24 hours

CONCENTRATION: ADDICTIONS COUNSELING
CSL310: Introduction to Addiction Theory and Practice .... 3 hours
CSL320: Counseling Procedures and Strategies with Addicted and Disordered Populations ........ 3 hours
CSL425: Group Process and Techniques Working with Addicted and Disordered Populations .......... 3 hours
CSL430: Cultural Competence in Counseling .......... 3 hours
CSL435: Assessment & Diagnosis of Addictive & Behavioral Health Problems .................. 3 hours
CSL440: Prevention, Intervention, and Treatment Planning in Addictions .......................... 3 hours
CSL445: Theory and Practice of Relationship Counseling in Addictions & Behavioral Health .... 3 hours
SAS470: Internship I .................................................... 3 hours
Total ......................................................................... 24 hours

CONCENTRATION: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY
CSL430: Cultural Competence in Counseling .......... 3 hours
PSY425: Cross-Cultural and International Psychology .......... 3 hours
SOC265: Peace and Social Justice ......................... 3 hours
SOC360: Multicultural Issues in Society (w) ................. 3 hours
Two of the following .................................................. 6 hours
CUL and/or Language (ARB/SPA)
Two of the following ............................................... 6 hours
SAS470 Internship I
SAS471 Internship II
SAS491 Senior Seminar I
SAS492 Senior Seminar II
Total ......................................................................... 24 hours

CONCENTRATION: EXPERIMENTAL PSYCHOLOGY
MAT373: Applied Statistics II ....................................... 3 hours
PSY331: Experimental Psychology ......................... 3 hours
SOC360: Senior Seminar I .................................. 3 hours
SOC369: Senior Seminar II ...................................... 3 hours
One of the following: ............................................... 3 hours
CSL430: Cultural Competence in Counseling 
SOC360: Multicultural Issues in Society (w)
Three of the following: ............................................. 9 hours
PSY344: Psychology of Violence and Aggression (w)
PSY350: Motivational Psychology
PSY363: Cognitive Psychology
PSY364: Evolutionary Psychology
PSY390: Special Topics
PSY445: Psychometrics
FOR, CSL, or PSY (200-400 approved by Advisor)
SOC470: Internship I
Total ......................................................................... 24 hours

CONCENTRATION: HUMAN SERVICES
FOR421: Case Management ........................................ 3 hours
FOR430: Crisis Intervention ....................................... 3 hours
PSY360: Introduction to Counseling .......................... 3 hours
SOC360: Human Services Capstone ....................... 3 hours
SOC470: Internship I .............................................. 3 hours
One of the following: ............................................... 3 hours
CSL430: Cultural Competence in Counseling 
SOC360: Multicultural Issues in Society (w)
Two of the following: ............................................. 6 hours
COM310: Human, Interpersonal and Small Group Communication 
COM340: Agency Management
FOR365: Drugs and Society
FOR485: Death and Dying
PSY389: Human Sexuality
PSY390: Special Topics
PSY440: Comparative Psychotherapies and Therapeutic Techniques
PSY445: Psychometrics
SOC471: Internship I
SOC360: Sociology of the Family
SOC360: Community Sociology
SOC361: Sociology of Gender
FOR, CSL, or PSY (200-400 approved by Advisor)
Total ......................................................................... 24 hours
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

COM110 Oral Communication & Presentation ................................................. 3 hours
ENG11 Rhetoric and Introductory Research Writing (Composition) ................. 3 hours
ENG12 Rhetoric and Academic Writing (w) (Composition) ............................ 3 hours
MAT21/22/25/275/281 ...................................................................................... 3 hours
FYS100 First-Year Seminar ........................................................................... 1 hour
EDU131 Technology in Learning ................................................................. 1 hour
EDU261 Technology & Pedagogy for Learning ............................................. 1 hour
EDU331 Technology, Pedagogy, & Content Knowledge for Learning .......... 1 hour

Total ........................................................................................................... 16 hours

GENERAL EDUCATION CORE

LIT (ENG100 or ENG105 if LA minor) ............................................................ 3 hours
THR (THR22 if LA minor) ............................................................................... 3 hours
HIS (HIS122 for HIS minor) ......................................................................... 3 hours
CUL (CUL260 if HIS minor; CUL443/444/449 if LA minor) 3 hours
PHI (choose one from schedule of courses) ................................................. 3 hours
MAT (MAT181 for Math minor) ................................................................... 3 hours
NAT160 Survey of Science ........................................................................... 3 hours
EDU216 Multicultural and Social Issues in Education [Social Sci - Sociology] 3 hours
POL (POL101 if HIS minor) ........................................................................... 3 hours
ECO (ECO201 if HIS minor) ......................................................................... 3 hours

Total ........................................................................................................... 30 hours

SCIENCE MAJOR

BIO201 General Biology I and BIO201L Lab .................................................... 4 hours
NAT205 Introduction to General Chemistry ................................................. 3 hours
NAT Elective ............................................................................................... 3 hours
NAT201 Principles of Physical Science ........................................................ 3 hours
NAT205 Earth Science .................................................................................. 3 hours
NAT215 Environmental Science .................................................................. 3 hours
NAT220 Survey of Health Issues .................................................................. 3 hours
NAT314 Drugs and the Body (w) ................................................................. 3 hours
BIO311 Human Anatomy and Physiology I (w) ........................................... 3 hours
Two of the following: ................................................................................. 6 hours
PSY320 Motivational Psychology ............................................................... 3 hours
PSY360 Introduction to Counseling ............................................................. 3 hours
PSY361 Abnormal Behavior ........................................................................ 3 hours
PSY360 Cognitive Psychology ................................................................. 3 hours
PSY401 Biological Foundations of Behavior .............................................. 3 hours
SCI300 Integrated Science for Teachers ................................................... 3 hours

One of the following: ................................................................................. 3 hours
SOC250 Social Psychology ......................................................................... 3 hours
SOC230 Sociology of the Family ............................................................... 3 hours
SOC230 Community Sociology ................................................................. 3 hours

Total ........................................................................................................... 40 hours

PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr) .......... 3 hours
EDU220 Survey of Special Needs Education ............................................. 3 hours
EDU 250 Educational Psychology ............................................................... 3 hours
EDU310 Classroom Management for Middle Childhood & AYA Education .... 3 hours

Total ........................................................................................................... 12 hours

READING CORE REQUIREMENTS

EDU326 The Foundations of Reading Development ..................................... 3 hours
EDU200 Reading Comprehension Skills & Strategies .................................. 3 hours
EDU220 Content Area Reading ................................................................. 3 hours
EDU335 Reading Assessment for Instruction ............................................. 3 hours

Total ........................................................................................................... 12 hours

MIDDLE SCHOOL REQUIREMENTS

EDM210 Education for Young Adolescents ............................................... 3 hours
EDM250 Middle Childhood Curriculum, Instruction & Assessment .......... 3 hours
EDM270 Middle Childhood Methods & Field Experience I ...................... 3 hours
EDM350 Middle Childhood Methods & Field Experience II ....................... 3 hours
EDM450 Middle Childhood Student Teaching ......................................... 12 hours
EDU203 Differentiated Instruction & Assessment ...................................... 3 hours

Total ........................................................................................................... 27 hours
Sub-total .................................................................................................. 137 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

ENG110 Theoretical Approaches to Reading and Writing ............................... 3 hours

One of the following: ................................................................................. 3 hours
ENG360 American Poetry (w) ................................................................. 3 hours
ENG361 British Poetry (w) ......................................................................... 3 hours
ENG402 World Literature (w) ................................................................. 3 hours

Total ........................................................................................................... 9 hours

Students must also take any 200-level CUL, ENG, or PHI to meet CUL443/444/449 prerequisite for an additional (3 cr. hours), total for LA minors is 9 hours.

MATHEMATICS

MATH200 Applied Mathematics ................................................................. 3 hours
MATH271 Geometry for Middle School Teachers ....................................... 3 hours
MATH271 Applied Statistics I .................................................................... 3 hours
MATH275 Pre-Calculus .............................................................................. 3 hours
MATH370 Teaching Mathematics in Middle School (w) ............................. 3 hours

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

SOCIAL STUDIES

CUL250 World Cultural Geography ............................................................ 3 hours
ECO220 Principles of Microeconomics ..................................................... 3 hours
HIS200 Challenges of Global Leadership: US History after 1945 (w) ......... 3 hours
HIS210 The Emerging West (w) ............................................................... 3 hours
HIS410 The Inter-Connected World (w) .................................................... 3 hours

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

Total for Degree ........................................................................................ 143-152 hours
Since technology is changing the way communication professionals work within organizations, students earning a degree in the major will have the tools to work to help design strategic communication plans to effectuate the mission of the organization. Since employment positions are not limited to specific areas of communication, students will be able to fill any open communication position.

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 & Design
- Finance
- Management
- Marketing
- Sports Management

BBA degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general education core, and open electives, to be eligible for graduation.

Knowledge Skills and General Education Core* ................................................................. 49 hours
Core Curriculum of the School of Business ........................................................................ 18 hours
Total Semester hours for the Major .................................................................................. 30 hours
Open Electives/Minor ........................................................................................................ 24 hours
Total Semester hours for the Degree ................................................................................ 123 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
ECO221 Principles of Microeconomics ............................................................................ 3 hours
LAW211 Business Law I ................................................................................................. 3 hours
FIN301 Business Finance ............................................................................................... 3 hours
MKT151 Introductory Marketing ...................................................................................... 3 hours
MGT405 Organizational Strategy (w) ............................................................................. 3 hours
Total ............................................................................................................................. 1 hour

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).

ACC201 Analysis of the Accounting Process .................................................................. 3 hours
ACC201 Managerial Accounting ..................................................................................... 3 hours
ACC301 Intermediate Accounting I ................................................................................ 3 hours
ACC301 Intermediate Accounting II ............................................................................... 3 hours
ACC301 Federal Income Tax (w) .................................................................................... 3 hours
ACC301 Cost Accounting I ............................................................................................ 3 hours
ACC301 Cost Accounting II .......................................................................................... 3 hours
ACC403 Accounting Information Systems ..................................................................... 3 hours
ACC403 Auditing ......................................................................................................... 3 hours
ACC401 Internship ........................................................................................................ 3 hours
Total ............................................................................................................................. 30 hours

MAJOR: STRATEGIC AND MASS COMMUNICATION

Since technology is changing the way communication professionals work within organizations, students earning a degree in the major will have the tools to work to help design strategic communication plans to effectuate the mission of the organization. Since employment positions are not limited to specific areas of communication, students will be able to fill any open communication position.
### 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 start their careers as Programmer/Analysts, Systems Analysts, Network Technicians, PC Specialists, Web Developers/Administrators, or Database Specialists. Advancement in their careers could lead to higher levels within the organization such as Software Engineers, Data Centers Managers, 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>
</tr>
</thead>
<tbody>
<tr>
<td>CIT355</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT201</td>
<td>Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT312</td>
<td>Systems Analysis and Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>CIT312</td>
<td>Information Systems for Managers (w)</td>
<td>3</td>
</tr>
<tr>
<td>CIT315</td>
<td>Database Design and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CIT470</td>
<td>Internship</td>
<td>3</td>
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### CONCENTRATION: APPLICATION SPECIALIST

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<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS316</td>
<td>Database Design and Applications II</td>
<td>3</td>
</tr>
<tr>
<td>CIS355</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>FH112</td>
<td>Symbolic Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS255</td>
<td>Internet and Website Development</td>
<td>3</td>
</tr>
<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>
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<tbody>
<tr>
<td>CIT200</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>
</tr>
<tr>
<td>CIT364</td>
<td>Information Security</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>12</td>
</tr>
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</table>

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>ART330</td>
<td>3-Dimensional Foundations</td>
<td>3</td>
</tr>
<tr>
<td>ART345</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART340</td>
<td>Topics in Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART220</td>
<td>Interactive Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>MRT351</td>
<td>Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS201</td>
<td>Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS415</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>MGT434</td>
<td>Design Thinking and Process</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

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

Students should take COM314 Digital Photography as a Social Science course and COM330 Video Production as an open elective. Online & Extended Learning 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>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC210</td>
<td>Analysis of the Accounting Process</td>
<td>3</td>
</tr>
<tr>
<td>ACC301</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>LAW212</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECO322</td>
<td>Intermediate Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO420</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>ECO424</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN316</td>
<td>Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN421</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td>FIN406</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN470</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.
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 (21 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.

MANAGEMENT CORE (REQUIRED FOR ALL MANAGEMENT MAJORS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC228</td>
<td>Managerial Accounting</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUS312</td>
<td>Information Systems for Managers (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>9 hours</td>
</tr>
</tbody>
</table>

CONCENTRATION: HUMAN RESOURCE MANAGEMENT

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW301</td>
<td>Employment and Labor Law</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT318</td>
<td>Total Compensation</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT320</td>
<td>Human Resource Risk Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT401</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT402</td>
<td>Training and Development</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT443</td>
<td>Strategic Human Resource Management &amp; Emerging Issues</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT470</td>
<td>Internship</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24 hours</td>
</tr>
</tbody>
</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN246</td>
<td>International Finance</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT314</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT311</td>
<td>International Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT404</td>
<td>Global Marketing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ECO241</td>
<td>Global Trade</td>
<td>3 hours</td>
</tr>
<tr>
<td>One of the following...</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL312</td>
<td>Middle Eastern Cultures</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS312</td>
<td>History of the Middle East (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT470</td>
<td>Internship</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>21 hours</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT221</td>
<td>Supply Chain Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT404</td>
<td>Organization Theory</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT411</td>
<td>International Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>Two of the following...</td>
<td></td>
<td>6 hours</td>
</tr>
<tr>
<td>LAW321</td>
<td>Employment and Labor Law</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT351</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT359</td>
<td>Small Business Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT360</td>
<td>Special Topics</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT470</td>
<td>Internship</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>21 hours</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT221</td>
<td>Supply Chain Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT336</td>
<td>Logistics and Distribution</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT356</td>
<td>Quality Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT422</td>
<td>Materials Management and Procurement</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT455</td>
<td>Lean Organizations</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT470</td>
<td>Internship</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>21 hours</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC228</td>
<td>Managerial Accounting</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT329</td>
<td>Buyer Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT353</td>
<td>Marketing Communications</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT350</td>
<td>Retailing Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT404</td>
<td>Personal Selling</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT357</td>
<td>Business Marketing</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT402</td>
<td>Marketing Research (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT404</td>
<td>Global Marketing</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT470</td>
<td>Marketing Internship</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>30 hours</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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMG160 Introduction to Sport and Recreation Management</td>
<td>3</td>
</tr>
<tr>
<td>LAW260 Legal Issues in Sports and Recreation</td>
<td>3</td>
</tr>
<tr>
<td>SMG160 Business of Sports (w)</td>
<td>3</td>
</tr>
<tr>
<td>SMG405 Sports Analytics</td>
<td>3</td>
</tr>
<tr>
<td>SMG475 Internship and Professional Development Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

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

CONCENTRATION: ATHLETIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMG235 Sports Marketing &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td>SMG225 Facilities Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>SMG220 Principles of Athlete Development</td>
<td>3</td>
</tr>
<tr>
<td>SMG235 Supervision in Sports and Recreation</td>
<td>3</td>
</tr>
<tr>
<td>MGT301 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></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.

CONCENTRATION: SPORTS MARKETING

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMG235 Sports Marketing &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td>MKT201 Marketing Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM203 Introduction to Public Relations (w)</td>
<td>3</td>
</tr>
<tr>
<td>MRT364 Event Marketing and Management</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>ART325 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>COM300 Writing for Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></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
- Criminal Behavior
- 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. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general education core, and open electives, to be eligible for graduation.

Knowledge Skills and General Education Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY101 Introduction to Psychology and/or SOC101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester hours for the Core Curriculum of the School of Justice</strong></td>
<td>49</td>
</tr>
</tbody>
</table>

Core Curriculum of the School of Justice

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>JUS361 Ethical Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>SCS300 Research Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>SCS470 Internship I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester hours for the Core Curriculum of the School of Justice</strong></td>
<td>21</td>
</tr>
</tbody>
</table>

Open Electives/MIDST

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUS430 Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>FOR347 Sex Crimes</td>
<td>3</td>
</tr>
<tr>
<td>FOR367 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

Students must complete a minimum of 21 hours in Criminal Justice Core 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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>JUS361 Ethical Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>SCS300 Research Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>SCS470 Internship I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

Students must complete a minimum of 21 hours in Criminal Justice Core courses.

MAJOR: CORRECTIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR210 Correctional Thought and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COR203 Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>COR205 Probation, Parole, and Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>COR330 Constitutional Rights of Prisoners</td>
<td>3</td>
</tr>
<tr>
<td>COR330 Agency Management</td>
<td>3</td>
</tr>
<tr>
<td>ENF201 Criminology (w)</td>
<td>3</td>
</tr>
<tr>
<td>FOR347 Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>FOR367 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>33</td>
</tr>
</tbody>
</table>

Students must complete a minimum of 21 hours in Criminal Justice Core courses.
It is recommended that Criminal Behavior majors take COM315 as an Open Elective.

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.

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

**MAJOR: DIGITAL FORENSICS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIT 201 Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 315 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSIT 316 Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CDSIS 2 Introduction to Cyber Defense</td>
<td>3</td>
</tr>
<tr>
<td>CDSIS 33 Survey of Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CDSIS 34 Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CDSIS 35 Cyber Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CDSIS 36 Advanced Digital Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CDSIS 200 Applied Criminal Investigation and Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>ENF293 Forensic Investigation of Sex Crimes</td>
<td>3</td>
</tr>
<tr>
<td>JUS465 Trial Evidence (Capstone)</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
</tr>
</tbody>
</table>

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

**MAJOR: JUSTICE ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR120 Correctional Thought and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COR231 Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>COR240 Agency Management</td>
<td>3</td>
</tr>
<tr>
<td>ENF130 Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF154 Homeland Security Overview</td>
<td>3</td>
</tr>
<tr>
<td>ENF160 Law Enforcement Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENF200 Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>JUS460 Senior Seminar in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>POL320 Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>SOC300 Multicultural Issues in Society</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
</tr>
</tbody>
</table>
MAJOR: JUSTICE ADMINISTRATION (continued)

Extended learning courses only: The Extended Learning BCJ 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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR320 Correctional Thought &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ENG345 Issues in Literature (w) (IL)</td>
<td>3</td>
</tr>
<tr>
<td>ENF317 Introduction to CJ Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ENF325 Issues in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>ENF335 Law Enforcement Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENF393 Criminal Nature</td>
<td>3</td>
</tr>
<tr>
<td>ENF400 Comparative Criminal Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENF450 Criminal Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FOR340 Psychology of Violence &amp; Aggression</td>
<td>3</td>
</tr>
<tr>
<td>FOR366 Substance Abuse</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>JUS361 Ethical Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>JUS461 Applied Research Design</td>
<td>6</td>
</tr>
<tr>
<td>MAT226 Statistics for Criminal Justice Majors</td>
<td>3</td>
</tr>
<tr>
<td>SC3440 Theory &amp; Application of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SOC350 Social Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOC360 Multicultural Issues in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

Total……………………………………………………… 34 hours

Major courses: These courses are not listed in sequence.

MAJOR: LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIBS34 Technology and Crime</td>
<td>3</td>
</tr>
<tr>
<td>COR210 Correctional Thought and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COR250 Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENF350 Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF420 Applied Criminal Investigation and Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>ENF423 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ENF425 Law Enforcement Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENF427 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>4</td>
</tr>
<tr>
<td>JUS461 Capstone Senior Seminar in Criminal Justice (w)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total……………………………………………………… 34 hours

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>CHM121 General Chemistry I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM122 General Chemistry II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO210 General Biology with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO211 General Biology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM221 Organic Chemistry I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>NAT245 Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>EXS106 Introduction to Exercise Science (w)</td>
<td>3</td>
</tr>
<tr>
<td>EXS220 Motor Development</td>
<td>3</td>
</tr>
<tr>
<td>NAT260 Lifetime Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>NAT291 Drugs and the Body (w)</td>
<td>3</td>
</tr>
<tr>
<td>BIO311 Human Anatomy and Physiology I (w) and BIO322 Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO312 Human Anatomy and Physiology (w) and BIO322 Lab</td>
<td>4</td>
</tr>
<tr>
<td>EXS315 Biomechanics of Sport and Exercise and EXS315 Lab</td>
<td>4</td>
</tr>
<tr>
<td>EXS316 Nutrition for Sport and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>EXS320 Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS342 Exercise Assessment and Prescription (w) and EXS342 Lab</td>
<td>4</td>
</tr>
<tr>
<td>EXS422 Exercise Physiology and EXS422 Lab</td>
<td>4</td>
</tr>
<tr>
<td>SASA100 Internship (w)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total……………………………………………………… 64 hours

BACHELOR OF SCIENCE (BS) DEGREE

Tiffin University awards the Bachelor of Science Degree in the following majors:

- Exercise Science
- Forensic Science
- Healthcare Administration
- Information Technology
- Mathematics

BS degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general education core, and open electives, to be eligible for graduation.

Knowledge Skills and General Education Core* …………………… 69-70 hours
Total Semester hours for the Major …………………………………… 127-134 semester hours
Total semester hours for the degree …………………………………… 127-134 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:
- Exercise Science: NAT220 Survey of Health Issues
- Forensic Science: ENG245 Technical Writing

Total for Major……………………………………………………… 128 hours

Exercise Science majors must take 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
BIO330 Genetics and BIO330L Lab............................................................. 4 hours
BIO321 Microbiology and BIO321L Lab ............................................................ 4 hours
BIO445 Cellular and Molecular Biology and BIO445L Lab ................................................................. 4 hours
CHM151 General Chemistry I with Lab ............................................................ 4 hours
CHM232 General Chemistry II with Lab ............................................................ 4 hours
CHM281 Quantitative Analysis and CHM281L Lab ................................................................. 4 hours
CHM331 Organic Chemistry I with Lab ............................................................ 4 hours
CHM330 Organic Chemistry II with Lab ............................................................ 4 hours
CHM411 Biochemistry ............................................................ 3 hours
CHM415 Inorganic Chemistry and CHM415L Lab ................................................................. 4 hours
CHM450 Physical Chemistry and CHM450L Lab ................................................................. 4 hours
CHM681 Instrumental Analysis and CHM681L Lab ................................................................. 5 hours
MAT385 Calculus II .................................................................................. 5 hours
PHY211 General Physics I and PHY211L Lab ................................................................. 4 hours
PHY212 Physics II and PHY212L 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 & Extended Learning programs only
BIO101 Contemporary Biological Problems and BIO101 Lab ................................................................. 4 hours
BIO502 Medical Terminology ............................................................. 3 hours
CHM131 General Chemistry I and CHM131L Lab ................................................................. 4 hours
HCA460 Survey of the Healthcare Industry ................................................................. 3 hours
ACC201 Survey of Accounting .................................................................................. 3 hours
ECO222 Principles of Economics .................................................................................. 3 hours
HCA405 Healthcare Law .................................................................................. 3 hours
MGF110 Organizational Behavior .................................................................................. 3 hours
MGF125 Organizational Strategy (w) .................................................................................. 3 hours
HCA305 Healthcare Finance .................................................................................. 3 hours
HCA312 Healthcare Informatics (w) .................................................................................. 3 hours
HCA318 Human Resource for Healthcare Managers .................................................................................. 3 hours
HCA355 Healthcare Marketing .................................................................................. 3 hours
HCA362 Research and Analysis for Healthcare .................................................................................. 3 hours
HCA427 Healthcare Operations .................................................................................. 3 hours
One of the following: .................................................................................. 3 hours
HCA470 Internship
HCA491 Healthcare Administration Research Project
Open Electives: Choose eight (8) from the following courses: .................................................................................. 24 hours
CUL 228, HCA229, NAT105, NAT108, ACC201, NAT206, NAT209,
NAT302, NAT302, NAT418, HCA417,
HCA417, HCA419, PSY265, PSY382
Total ........................................................................................................... 50 hours

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

MAJOR: INFORMATION TECHNOLOGY
Offered through Online & Extended Learning programs only
COMPUTER INFORMATION SYSTEMS CORE
CIS203 Programming .................................................................................. 3 hours
CIS305 Database Design and Applications I ................................................................. 3 hours
CIS320 Computer Architecture and Diagnostics ................................................................. 3 hours
CIS344 Information Security .................................................................................. 3 hours
CIS361 Network Management and Administration ................................................................. 3 hours
ITS306 Introduction to Information Science (w) .................................................................................. 3 hours
ITS310 Current Trends in Virtual Computing .................................................................................. 3 hours
ITS315 Open Source Computing .................................................................................. 3 hours
ITS315 Computer Law and Ethics .................................................................................. 3 hours
Total ........................................................................................................... 50 hours

CONCENTRATION: SYSTEMS ADMINISTRATION
CIS12 Project Management .................................................................................. 3 hours
CIT382 Data Communications and Computer Networks ................................................................. 3 hours
ITS370 Server Administration .................................................................................. 3 hours
ITS375 Open Source Security (w) .................................................................................. 3 hours
ITS380 Enterprise Administration .................................................................................. 3 hours
ITS425 Wide Area Networking and Switching .................................................................................. 3 hours
ITS495 Capstone Project (w) .................................................................................. 3 hours
Total ........................................................................................................... 50 hours
MAJOR: MATHEMATICS

Offered On-Campus only

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.

MAT287 Discrete Mathematics .................................................................3 hours
PHY211 General Physics I and Lab ..........................................................4 hours
PHY212 General Physics II and Lab .......................................................4 hours
MAT387 Differential Equations ............................................................3 hours
MAT389 Introduction to Analysis ...........................................................3 hours
MAT390 Abstract Algebra ....................................................................3 hours
MAT394 Complex Analysis ..................................................................3 hours
MAT340 Probability Theory .................................................................3 hours
MAT306 Game Theory .........................................................................3 hours
MAT306 Linear Algebra ......................................................................3 hours
MAT285 Calculus II .............................................................................5 hours
MAT290 Topology ................................................................................3 hours
MAT432 Number Theory ......................................................................3 hours
MAT432 Set Theory .............................................................................3 hours
MAT395 Calculus III ............................................................................5 hours
SAS400 Internship ..............................................................................3 hours
Total .....................................................................................................54 hours

To meet Knowledge Skills requirements, Mathematics majors should take MAT281 (5 credit hours). To meet General Education requirements, Mathematics majors should take MAT271 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

Core Curriculum ....................................................................................25 hours
Total Semester hours for the Major ....................................................36 hours
Total Semester hours for the Degree ...................................................61 hours

CORE CURRICULUM

FYS100 First Year Seminar .................................................................1 hour
Writing or Composition (ENG141 or higher) .......................................6 hours
Communication ................................................................................3 hours
Information Technology ...................................................................3 hours
Mathematics (MAT114 or higher) .......................................................3 hours
POL101 Introduction to the American Political Process ....................3 hours
PSY101 Introduction to Psychology ..................................................3 hours
Elective from the Social Sciences* ....................................................3 hours
Total ..................................................................................................25 hours

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

MAJOR: LAW ENFORCEMENT

CDIS313 Technology and Crime .........................................................3 hours
COR251 Juvenile Justice Systems .......................................................3 hours
ENF310 Police and Society .................................................................3 hours
ENF290 Applied Criminal Investigation Criminalistics .....................3 hours
ENF293 Criminology (w) ...................................................................3 hours
FOR101 Victimization .........................................................................3 hours
JUS110 Introduction to Criminal Justice ..........................................3 hours
JUS201 Criminal Law .......................................................................3 hours
JUS202 Criminal Procedures ...........................................................3 hours
SOC101 Principles of Sociology .......................................................3 hours
Two Open Electives from 100/200 level in ENF, JUS, COR ..............6 hours
Total ..................................................................................................36 hours
Tiffin University offers students the option of pursuing a minor in the academic areas outlined in the following sections. 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
CSL230 Counseling Procedures & Strategies with Addicted/Disordered ...................... 3 hours
CSL25 Group Process & Techniques Working with Addicted/Disordered .................. 3 hours
CSL43 Assessment & Diagnosis of Addictive and Behavioral Health Problems ........ 3 hours
CSL44 Prevention, Intervention, and Treatment Planning in Addictions ........................ 3 hours
CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral 3 hours
Total ........................................................................ 18 hours

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

MINOR: ARABIC STUDIES

ARR101 Elementary Modern Standard Arabic I .............................................................. 3 hours
ARR102 Elementary Modern Standard Arabic II .......................................................... 3 hours
ARR201 Intermediate Modern Standard Arabic I ......................................................... 3 hours
ARR202 Intermediate Modern Standard Arabic II ......................................................... 3 hours
CUL131 Middle Eastern Culture ................................................................................. 3 hours
HIS132 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
ART220 2-D Foundations
ART130 3-D Foundations
ART224 Mixed Media
ART260 Drawing
ART334 Digital Mixed Media
ART35 Graphic Design
ART360 Topics in Art History (w)
ART420 Interactive Digital Design
COM131 Digital Photography
Or Art Team sequence ............................................................................................. 12 hours
ART111
ART211
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
MGT221 How Business Works .................................................................................. 3 hours
MGT230 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

CHM151 General Chemistry I + CHM151L Lab ............................................................. 4 hours
CHM152 General Chemistry II + CHM152L 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 II Lab
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 ........................................................................ 19-20 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 I .............................................................. 3 hours
CIS355 Spreadsheet Applications for Decision Making ............................................. 3 hours
CIT255 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

COR320 Correctional Thought and Practice ............................................................... 3 hours
COR231 Juvenile Justice Systems ............................................................................. 3 hours
COR420 Agency Management .................................................................................. 3 hours
COR260 Probation, Parole, and Community Corrections .......................................... 3 hours
FOR243 Case Management ..................................................................................... 3 hours
One of the following: ................................................................................................. 3 hours
COR336 Constitutional Rights of Prisoners
FOR86 Drugs and Society
FOR844 Crisis Intervention Strategies
PSY369 Human Sexuality
Total ........................................................................ 18 hours

Some courses may have prerequisites. See course description for details.
MINOR: CREATIVE WRITING

ENGS1 Creative Writing I (w) 3 hours
ENGS2 Creative Writing II (w) Short Story 3 hours
ENGS3 Creative Writing III (w) Poetry 3 hours
ENGS5 Creative Writing (w) Creative Non-fiction 3 hours
ENGS6 Editing 3 hours
One of the following: 3 hours
ENGS12 Short Story Interpretation (w)
ENGS160 American Poetry (w)
ENG161 English Poetry (w)

Total 18 hours

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

MINOR: CRIMINALISTICS

FSC315 Introduction to Forensic Science 3 hours
ENF290 Applied Criminal Investigation & Criminalistics 3 hours
ENF420 Investigative Interviewing 3 hours
CDS331 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: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY

SOC265 Peace and Social Justice 3 hours
SOC260(w) Multicultural Issues in Society (or a CUL if using SOC360 for major) 3 hours
CSL430 Cultural Competence in Counseling 3 hours
PVS425 Cross-Cultural and International Psychology 3 hours
Culture (CUL) and/or Language (ARB/SPA) (not used for other requirement) 3 hours
One of the following:
SCS370 Internship I
SCS380 Senior Seminar I

Total 18 hours

MINOR: CYBER DEFENSE

CDS132 Introduction to Cyber Defense 3 hours
CDS335 Penetration Testing and Vulnerability Analysis 3 hours
CDS346 Information Security 3 hours
CDS353 Cyber Law and Ethics 3 hours
CDS444 Wireless Security 3 hours
CDS452 Cyber Warfare 3 hours

Total 18 hours

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

MINOR: DIGITAL FORENSICS

CDS132 Introduction to Cyber Defense 3 hours
PSY365 Abnormal Behavior 3 hours
CDS300 Special Topics 3 hours
CDS304 Cyber Law and Ethics 3 hours
CDS315 Information Security 3 hours
CDS335 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
ART261 Graphic Design 3 hours
COM120 Digital Photography 3 hours
ENGS5 Creative Writing (w) Creative Non-fiction 3 hours
CIS201 Programming 3 hours
CIS265 Internet and Website Development 3 hours
CIS1212 IT Project Management 3 hours

Total 18 hours

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

MINOR: ENGLISH

ENGS1 Advanced Grammar 3 hours
ENG 200 level elective 3 hours
One of the following: 3 hours
CUL443 Comparative Mythology (w)
CUL448 Women and Literature (w)
Three ENG Literature electives at the 300-400 level (w) 9 hours

Total 18 hours

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

MINOR: ESPORTS

CUL132 Emergence of esports 3 hours
SMED225 Sports Marketing & Promotions 3 hours
SOC280 Sports in American Society 3 hours
CUL342 History of esports 3 hours
COM310 Digital Streaming and Online Content 3 hours
LST442 The Legal Structure of Video Gaming 3 hours

Total 18 hours

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

MINOR: EXERCISE SCIENCE

EXS146 Introduction to Exercise Science 3 hours
NAT150 Intro to Anatomy & Physiology + NAT201L Intro to Anatomy & Physiology Lab 4 hours
EXS342 Exercise Assessment & Prescription + EXS342L Exercise Assessment & Prescription Lab 4 hours
EXS422 Exercise Physiology + EXS422L Exercise Physiology Lab 4 hours
One of the following: 4 hours
EXS315 Biomechanics
EXS322 Kinesiology
EXS325 Motor Development
NAT260 Lifetime Fitness and Wellness
EXS316 Nutrition for Sports and Exercise

Total 21 hours

Some courses may have prerequisites. See course description for details.
### MINOR: FINANCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO322 Intermediate Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO620 Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN341 Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN421 Investments</td>
<td>3</td>
</tr>
<tr>
<td>FIN426 International Finance</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: FORENSIC ACCOUNTING

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUS101 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>ACC405 Fraud Examination in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LAW406 Fraud Prevention</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*Non-accounting majors may take this minor, but must also take ACC201 Survey of Accounting, ACC201 Analysis of the Accounting Process, and ACC203 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR105 Victimology</td>
<td>3</td>
</tr>
<tr>
<td>FOR341 Psychology of Violence and Aggression (w)</td>
<td>3</td>
</tr>
<tr>
<td>FOR460 Psychology and Law (w)</td>
<td>3</td>
</tr>
<tr>
<td>PSY362 Abnormal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following</td>
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<tr>
<td>FOR305 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>FOR430 Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>PSY269 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOC300 Research Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>SOC250 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: FORENSIC SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHM151 General Chemistry I and CHM131L Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM152 General Chemistry II and CHM132L Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM281 Quantitative Analysis and CHM281L Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM321 Organic Chemistry and CHM321L Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM481 Instrumental Analysis and CHM481L Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENF460 Evidence Processing (w)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
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</table>

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

### MINOR: GOVERNMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>POL101 Introduction to the American Political Process</td>
<td>3</td>
</tr>
<tr>
<td>POL205 The Presidency (w)</td>
<td>3</td>
</tr>
<tr>
<td>POL206 Congress</td>
<td>3</td>
</tr>
<tr>
<td>POL290 The Courts</td>
<td>3</td>
</tr>
<tr>
<td>POL311 Federalism</td>
<td>3</td>
</tr>
<tr>
<td>POL Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: HUMAN RESOURCE MANAGEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW211 Employment and Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT317 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT318 Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT423 Strategic Human Resources and Emerging Issues</td>
<td>3</td>
</tr>
<tr>
<td>One from the following</td>
<td>6</td>
</tr>
<tr>
<td>MGT318 Total Compensation</td>
<td>3</td>
</tr>
<tr>
<td>MGT202 Human Resource Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT422 Training and Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: HUMAN SERVICES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM310 Human, Interpersonal &amp; Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY201 Introduction to Professional Practices (w)</td>
<td>3</td>
</tr>
<tr>
<td>PSY269 Human Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY401 Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following</td>
<td>6</td>
</tr>
<tr>
<td>PSY362 Abnormal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSY269 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOC250 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC302 Community Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC361 Sociology of Gender</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

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

### MINOR: INDIVIDUALIZED STUDIES (SPECIFY DISCIPLINE)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses in specified discipline concentration 200 level</td>
<td>9</td>
</tr>
<tr>
<td>3 courses in specified discipline concentration 300-400</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>PSY320</td>
<td>Motivational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY325</td>
<td>Introduction to Industrial/Organizational Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Two of the following:  
- COM441 Organizational Communication  
- PSY445 Psychometrics (w)

Total: 6 hours 

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

### MINOR: INTERNATIONAL BUSINESS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO226</td>
<td>Global Trade</td>
<td>3</td>
</tr>
<tr>
<td>FIN228</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT341</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT404</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 18 hours 

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

### MINOR: JOURNALISM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COM136</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>COM228</td>
<td>News Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM241</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM318</td>
<td>Feature Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM320</td>
<td>Argumentation/Persuasion Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COM360</td>
<td>Law and Communications</td>
<td>3</td>
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</tbody>
</table>

Total: 18 hours 

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

### MINOR: LATIN AMERICAN STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA101</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA201</td>
<td>Intermediate Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPA202</td>
<td>Advanced Spanish Literature: The Novel</td>
<td>3</td>
</tr>
<tr>
<td>HIS341</td>
<td>History of Latin America</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 18 hours 

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

### MINOR: LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDSP434</td>
<td>Technology and Crime</td>
<td>3</td>
</tr>
<tr>
<td>ENF350</td>
<td>Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF290</td>
<td>Applied Criminal Investigation and Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>MGT420</td>
<td>Investigative Interview</td>
<td>3</td>
</tr>
<tr>
<td>ENF450</td>
<td>Crime Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 18 hours 

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

### MINOR: LEADERSHIP STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCS320</td>
<td>Introduction to Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SCS440</td>
<td>Theory and Application of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGT310</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</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>Communicating Across Cultures (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT411</td>
<td>Political Communication (w)</td>
<td>3</td>
</tr>
<tr>
<td>COR420</td>
<td>Agency Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT301</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT404</td>
<td>Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>POL205</td>
<td>The Presidency (w)</td>
<td>3</td>
</tr>
<tr>
<td>SOC350</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC351</td>
<td>Community Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC380</td>
<td>Social Movements and Ideologies</td>
<td>3</td>
</tr>
<tr>
<td>JUS361</td>
<td>Ethical Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>PHIL101</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 18 hours 

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

### MINOR: MANAGEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT404</td>
<td>Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT311</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT317</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>MGT411</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT390</td>
<td>Special Topics</td>
<td>3</td>
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</tbody>
</table>

Total: 15 hours 

Some courses may have prerequisites. See course description for details.
**MINOR: MARKETING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MRT252 Buyer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRT253 Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>MRT354 Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MRT402 Marketing Research (w)</td>
<td>3</td>
</tr>
<tr>
<td>MRT404 Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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

**MINOR: MATHEMATICS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT285 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAT387 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MAT396 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT385 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>One MAT Elective (300-400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>19</td>
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</tbody>
</table>

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

**MINOR: MUSIC**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP121 Musicanship I</td>
<td>3</td>
</tr>
<tr>
<td>MUP221 Musicanship II</td>
<td>3</td>
</tr>
<tr>
<td>MUS115, 215 or MUS 112, 118, 217 Private Instruction</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following</td>
<td>6</td>
</tr>
<tr>
<td>MUS110, 210, 310 or MUS112, 312, 312 Ensembles</td>
<td></td>
</tr>
<tr>
<td>MUS224 Survey of American Popular Music (w)</td>
<td></td>
</tr>
<tr>
<td>MUS227 Survey of Music Business</td>
<td></td>
</tr>
<tr>
<td>MUS220 Introduction to Sound &amp; Recording</td>
<td></td>
</tr>
<tr>
<td>MUP240 The Rhythm Section</td>
<td></td>
</tr>
<tr>
<td>MUP321 Musicanship III</td>
<td></td>
</tr>
<tr>
<td>MUP351 Music Listening and Analysis I</td>
<td></td>
</tr>
<tr>
<td>MUP352 Music Listening and Analysis II</td>
<td></td>
</tr>
<tr>
<td>MUP440 Teaching Music</td>
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</tr>
<tr>
<td>Total</td>
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</tbody>
</table>

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

**MINOR: PSYCHOLOGY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY205 Introduction to Professional Practices (w)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following</td>
<td>3</td>
</tr>
<tr>
<td>PSY265 Human Development</td>
<td></td>
</tr>
<tr>
<td>SOC280 Social Psychology</td>
<td></td>
</tr>
<tr>
<td>Three PSY electives at the 300-400 level</td>
<td>9</td>
</tr>
<tr>
<td>PSY elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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

**MINOR: PUBLIC RELATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM114 Digital Photography</td>
<td></td>
</tr>
<tr>
<td>COM261 Introduction to Public Relations (w)</td>
<td></td>
</tr>
<tr>
<td>COM228 News Writing (w)</td>
<td></td>
</tr>
<tr>
<td>COM241 Introduction to Mass Communication</td>
<td></td>
</tr>
<tr>
<td>COM320 Argumentation/Persuasion Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>COM426 Public Relations Cases, Campaigns and Nonprofits</td>
<td></td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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

**MINOR: REGIONAL STUDIES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language I</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language II</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foreign Language I</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foreign Language II</td>
<td>3</td>
</tr>
<tr>
<td>Two courses in related Culture or History courses 200-400 level</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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 sight approved by the Study Abroad Coordinator or Dean of Arts and Sciences.

**MINOR: SOCIOLGY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC250 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC260 Multicultural Issues in Society (w)</td>
<td>3</td>
</tr>
<tr>
<td>Two SOC electives at the 300-400 level</td>
<td>6</td>
</tr>
<tr>
<td>Two SOC electives</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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

**MINOR: SPORTS MANAGEMENT**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMG160 Introduction to Sports Management</td>
<td>3</td>
</tr>
<tr>
<td>SMG260 Business of Sports (w)</td>
<td>3</td>
</tr>
<tr>
<td>Three of the following</td>
<td>9</td>
</tr>
<tr>
<td>LAW260 Legal Issues in Sports</td>
<td></td>
</tr>
<tr>
<td>NAT260 Lifetime Fitness and Wellness</td>
<td></td>
</tr>
<tr>
<td>SMG235 Sports Marketing &amp; Promotions</td>
<td></td>
</tr>
<tr>
<td>SMG332 Facility Design and Management</td>
<td></td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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

**MINOR: SPORTS WRITING AND PROMOTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM221 Introduction to Public Relations (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM241 Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM320 Argumentation/Persuasion Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COM426 Public Relations Cases, Campaigns and Nonprofits</td>
<td>3</td>
</tr>
<tr>
<td>SMG160 Introduction to Sport</td>
<td>3</td>
</tr>
<tr>
<td>SMG235 Sports Marketing &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</tbody>
</table>

Some courses may have prerequisites. See course description for details.
**MINOR: THEATRE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG350</td>
<td>History of Dramatic Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG380</td>
<td>Shakespeare (w)</td>
<td>3</td>
</tr>
<tr>
<td>THR222</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THR260</td>
<td>The Art of Acting</td>
<td>3</td>
</tr>
<tr>
<td>THR261</td>
<td>Elements of Theatre</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
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</tbody>
</table>

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

**MINOR: TERRORISM STUDIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL201</td>
<td>Political Geography</td>
<td>3</td>
</tr>
<tr>
<td>ENF293</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>PSY344</td>
<td>Psychology of Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>ENF441</td>
<td>Counterintelligence/Counter-Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
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<td></td>
</tr>
<tr>
<td>CUL210</td>
<td>Comparative Cultures</td>
<td>3</td>
</tr>
<tr>
<td>SOC360</td>
<td>Multicultural Issues in Society</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

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 credits.

**CERTIFICATE: ADDICTIONS COUNSELING (CSL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CSL310</td>
<td>Introduction to Addiction Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CSL320</td>
<td>Counseling Procedures &amp; Strategies with Addicted/Disordered</td>
<td>3</td>
</tr>
<tr>
<td>CSL425</td>
<td>Group Process &amp; Techniques Working with Addicted/Disordered</td>
<td>3</td>
</tr>
<tr>
<td>CSL435</td>
<td>Assessment &amp; Diagnosis of Addictive and Behavioral Health Problems</td>
<td>3</td>
</tr>
<tr>
<td>CSL440</td>
<td>Prevention, Intervention, and Treatment Planning in Addictions</td>
<td>3</td>
</tr>
<tr>
<td>CSL446</td>
<td>Theory &amp; Practice of Relationship Counseling in Addictions/Behavioral</td>
<td>3</td>
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Some courses may have prerequisites. See course description for details.

**CERTIFICATE: ARABIC STUDIES**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ARB101</td>
<td>Elementary Modern Standard Arabic I</td>
<td>3</td>
</tr>
<tr>
<td>ARB102</td>
<td>Elementary Modern Standard Arabic II</td>
<td>3</td>
</tr>
<tr>
<td>ARB201</td>
<td>Intermediate Modern Standard Arabic I</td>
<td>3</td>
</tr>
<tr>
<td>ARB202</td>
<td>Intermediate Modern Standard Arabic II</td>
<td>3</td>
</tr>
<tr>
<td>CUL312</td>
<td>Middle Eastern Culture</td>
<td>3</td>
</tr>
<tr>
<td>HIS321</td>
<td>History of the Middle East (w)</td>
<td>3</td>
</tr>
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</table>

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

**CERTIFICATE: LATIN AMERICAN STUDIES**

<table>
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<tr>
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<th>Hours</th>
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<tr>
<td>SPA101</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA102</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA201</td>
<td>Intermediate Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPA202</td>
<td>Advanced Spanish Literature: The Novel</td>
<td>3</td>
</tr>
<tr>
<td>CUL441</td>
<td>Latin American Culture</td>
<td>3</td>
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<tr>
<td>HIS311</td>
<td>History of Latin America</td>
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</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 library, college realities, college expectations, study skills and time management.

**ENG095**
Fundamentals of College Writing* (3 cr. hours)
Prerequisite: ENGL00, or placement based on university assessment. Students who have earned credit in ENGL01 or ENGL02 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 diction.

**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 MAT100X 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 (“C” or better) 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.

**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: MATH112 or MATH221
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 (“C” or better); Must pass this course with a “C” or better to enroll in ACC302.
Offered: Fall, Spring
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: ACC201
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: ACC201 (“C” or better); Must pass this course with a “C” or better to enroll in ACC302.
Offered: Fall
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 I includes the role of accounting as an information system and economic resources.
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: ACC228; 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 Spring  
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, 2.5 cumulative GPA, and permission of the Internship Coordinator  
Offered through Online & Extended Learning programs only  
Provides the student with on-the-job experience in varied aspects of accounting. Hours and work assignments will be arranged on an individual basis.

ACC491  
Accounting Research Project (3 cr. hours)  
Offered through Online & Extended Learning 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.

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 Fall  
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 previous and newly introduced vocabulary and grammatical structures. 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Offered Terms</th>
<th>Notes</th>
</tr>
</thead>
</table>
| ARB202 | Intermediate Modern Standard Arabic II (3 cr. hours) | 3 | None, unless listed in the schedule of courses. May or may not be writing intensive. | Spring, Fall | A materials fee is associated with this course. |}
| ARB201; ARB202 | | | | | With the aid of the dictionary. Students are required to integrate socio-cultural understanding and expression into communicative exchanges. |
| ART114, ART214, ART314, ART414 | Art Team Sequence (1 cr. hour each) | 4 | | Fall, Spring | 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. |
| ART119, ART219, ART319, ART419 | Special Topics (3 cr. hours) | 3 | None | Fall, 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, culture, 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. |
| ART120 | Two-Dimensional Foundations (3 cr. hours) | 3 | None, unless listed in the schedule of courses. May or may not be writing intensive. | Fall, Spring | A materials fee is associated with this course. |
| ART124 | | | | | 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. |
| ART126 | Drawing (3 cr. hours) | 3 | | | Students will engage in the community with creating projects outside the studio environment. Students will learn specific techniques for artistic problem solving and methods to increase visual creativity. 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. |
| ART130 | 3-Dimensional Foundations (3 cr. hours) | 3 | | | 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. |
| ART134 | | | | | 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. |
| ART140, ART230, ART330, ART430 | Digital Mixed Media (3 cr. hours) | 3 | | Spring even numbered years | Offered Fall even numbered years | A materials fee is associated with this course. |
| ART141 | | | | | 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. |
| ART144 | | | | | 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 | Art Appreciation (3 cr. hours) | 3 | | | Offered Spring | This 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) | 3 | | | Offered Fall even 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. |
| ART260 | Drawing (3 cr. hours) | 3 | | | | 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 conveyor 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. |
| ART271 | Printmaking (3 cr. hours) | 3 | | | | 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 conveyor 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. |
| ART272 | Printmaking (3 cr. hours) | 3 | | | | 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 conveyor 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. |
| ART273 | Printmaking (3 cr. hours) | 3 | | | | 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 conveyor 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. |
ART: ART

ART325
Graphic Design (3 cr. hours)
A materials fee is 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: ENGL62 earning a "C" or better; 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.

Prerequisite:
AEN210 (w)

AEN: ARTS ENTREPRENEURSHIP

AEN110
The Arts in Society (3 cr. hours)
Offered Fall even years
The Arts in Society is a writing intensive course.
Prerequisite: MGT 201, and one from AEN110, MUS223, or THR222

AEN210 (w)
Fundamentals of Arts Entrepreneurship (3 cr. hours)
Prerequisite: AEN110; 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 provides an overview of the conceptual and practical structures of arts management for not-for-profit cultural organizations with some attention paid to the for-profit marketplace. Serving as an introduction to the workings of arts organizations, including boards, fundraising, grant writing, community engagement, arts representation, programming, and audience development, the course gives practical applications of arts management for gallery administrators and performing arts presenters.

BIO: BIOLOGY

BIO101
Contemporary Biological Problems (3 cr. hours)
Co-requisite: BIO101L
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; A lab fee is 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 will 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. A lab fee is 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 will 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.

BIO212L
General Biology II Lab (1 cr. Hours)
Prerequisite: BIO212 and 212L, earning a “C” or better; Co-requisite: BIO212L
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 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 Full
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, BIO211L, CHM 132 and CHM 132L, earning a “C” or better; Co-requisite: BIO311
A lab fee is associated with this course.
Offered Full
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 and their reproductive and developmental processes. The course will review the application of these concepts in the identification, diagnosis and treatment of disease conditions and will cover selected topics on clinical case studies. The course will also include one hour laboratory.

BIO312L
Human Anatomy & Physiology II Lab (1 cr. hour)
Prerequisite: BIO311 and BIO311L, earning a “C” or better; Co-requisite: BIO312L. A lab fee is 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.

BIO333L
Genetics Lab (1 cr. hour)
Prerequisites: BIO211 and BIO211L, earning a “C” or better; Co-requisite: BIO333L. A lab fee is 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: BIO311 and BIO311L, earning a “C” or better; Co-requisite: BIO373L
Offered Spring
This is an introductory course that will provide an understanding of the key microbiological concepts including the basic characteristics of microorganisms as well as the relationship between microbes, humans and their environment. The course will review the application of these concepts in the identification, prevention and treatment of infectious diseases and will also cover selected topics on microbial agents with emerging trends in microbiology. 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: BIO313 and BIO 313L, earning a “C” or better; Co-requisite: BIO373L. A lab fee is associated with this course.
Offered Spring
This lab 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 pure culture techniques.
### BIO: BIOLOGY (continued)

**BIO445**

**Cellular and Molecular Biology (3 cr. hours)**

Prerequisites: CHM111, BIO373 and BIO373L, earning a "C" or better. **Co-requisite:** BIO445L

**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. 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 relationship of biology to everyday life and human society will also be emphasized throughout the course.

**BIO446L**

**Cellular and Molecular Biology Lab (1 cr. hour)**

Prerequisites: CHM111, BIO373 and BIO373L, earning a "C" or better. **Co-requisite:** BIO445; A lab fee is associated with this course.

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 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 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:** CDS345, CDS435

**Offered Spring**

This course will train students in methods used to work through and recover from a network incident, be it the result of network failure, 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 intrusion methods.

**CDS355**

**Penetration Testing & Vulnerability Analysis (3 cr. hours)**

**Prerequisites:** CIS201, CDS345

**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.

**CDS435**

**Advanced Digital Forensics (3 cr. hours)**

**Prerequisite:** CDS355

**Offered Fall**

This course will discuss advanced digital forensics, evidence, and case preparation. Concepts will include Access Data’s Forensic Tool Kit (FTK). E-Discovery and courtroom testimony will be discussed and demonstrated. Students will learn about the importance of forensic principles, legal considerations, digital forensics and other related topics. The course will incorporate demonstrations and laboratory exercises to reinforce practical applications of course instruction.

**CDS444**

**Wireless Security (3 cr. hours)**

**Prerequisites:** CDS344

**Offered Fall**

This course will provide information on how wireless and mobile communication networks operate. Students will become familiar with security risks, threats and vulnerabilities associated with the use of wireless networks and mobile devices, both at home and the corporate environment. Three major mobile operating systems, the vulnerabilities of each, and security solutions will be examined. Wireless LAN auditing, mobile malware and mobile device fingerprinting concepts will be introduced.
UNDERGRADUATE

CDS: CYBER DEFENSE (continued)

CDS445
Cyber Warfare (3 cr. hours)
Prerequisites: CDS335
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.

CDS449 (w)
Senior Seminar in Cyber Defense (3 cr. hours)
Prerequisites: Senior standing and permission of School Dean or Designee; this is a writing intensive course.
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 intrusion. The course utilizes a laboratory setting to enhance learning objectives. This is a writing intensive course.

CHM: CHEMISTRY

CHM131
General Chemistry I (3 cr. hours)
Co-requisite: CHM131L and MAT181/ MAT275/MAT281
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; A lab fee is associated with this course.
Offered Fall
This course is a general introduction to experimental chemistry including safety in a lab environment, general lab skills, Calorimetry, electrochemistry, 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)
Prerequisite: CHM131 and CHM131L, earning a “C” or better; Co-requisite: CHM132
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: CHM132; A lab fee is 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, CHM469:
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: CHM32 and CHM32L, earning a “C” or better; Co-requisite: CHM281L
Offered Fall
This course will serve as an introduction to the basic concepts of analytical chemistry. 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 Lab (1 cr. hour)
Prerequisites: CHM32 and CHM32L, earning a “C” or better; Co-requisite: CHM281; A lab fee is 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 and 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 CHM481.

CHM331
Organic Chemistry I (3 cr. hours)
Prerequisite: CHM32 and CHM32L, 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: CHM32 and CHM32L, earning a “C” or better; Co-requisite: CHM331; A lab fee is 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.

CHM332L
Organic Chemistry II Lab (1 cr. hour)
Prerequisites: CHM331 and CHM331L, earning a “C” or better; Co-requisite: CHM332; A lab fee is 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.

A lab fee is associated with this course.
CHM 370
Scientific Research Design (3 cr. hours)
Prerequisites: CHM 32 and CHM 32L, earning a “C” or better
Offered Full
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 idea to the class and to the legal and investor community.

CHM 411
Biochemistry (3 cr. hours)
Prerequisites: BIO 211 and BIO 211L, earning a “C” or better; Co-requisite: CHM 411L
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.

CHM 411L
Biochemistry Lab (1 cr. hour)
Prerequisites: BIO 211 and BIO 211L, earning a “C” or better; Co-requisite: CHM 411; A lab fee is associated with this course.
Offered Spring
Techniques presented in this lab will expand on fundamental concepts in CHM 411 and analytical skills required in the laboratory setting. This course introduces standard biochemical techniques while exploring current research topics in genomics and medicine. Techniques include protein expression, purification, PCR, gel electrophoresis, mass spectrometry, and enzyme kinetics.

CHM 435
Inorganic Chemistry (3 cr. hours)
Prerequisites: CHM 31 and CHM 31L, earning a “C” or better; Co-requisite: CHM 435L
Offered Full
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.

CHM 435L
Inorganic Chemistry Lab (1 cr. hour)
Prerequisites: CHM 31 and CHM 31L, earning a “C” or better; Co-requisite: CHM 435; A lab fee is associated with this course.
Offered Full
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.

CHM 450
Physical Chemistry (3 cr. hours)
Prerequisites: MAT 285 and CHM 281L, earning a “C” or better; Co-requisite: CHM 450L
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. 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.

CHM 468
Instrumental Analysis (3 cr. hours)
Prerequisites: CHM 381 and CHM 381L, earning a “C” or better; Co-requisite: CHM 468L
Offered Spring
This course will serve as a complement to the Quantitative Analysis course. The course focuses on the analytical techniques that use instrumentation that is most generally found in the laboratories today. Students will be expected to apply concepts learned in Quantitative Analysis and General Chemistry Lab required.

CHM 468L
Instrumental Analysis Lab (1 cr. hour)
Prerequisites: CHM 381 and CHM 381L, earning a “C” or better; Co-requisite: CHM 468; A lab fee is associated with this course.
Offered Spring
A one-semester lab course in instrumental analysis lab. The course will serve as a required addition to the lecture course with introduction into the many of the specific types of instruments and analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

CIS 111
Information Systems & Applications (3 cr. hours)
Offered Full, 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.

CIS 190, CIS 290, CIS 390, CIS 490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

CIS 201
Programming (3 cr. hours)
Prerequisite: CIS 112 and MAT 108/109/127 or 215/281
Offered Full
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.

CIS 212 (w)
Systems Analysis and Design (3 cr. hours)
Prerequisite: CIS 201; 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 108
Computer Information Systems (3 cr. hours)
Offered Full, 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.

CIS 109
Computer Information Systems (3 cr. hours)
Offered Full, 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.
CIS255
Internet and Website Development (3 cr. hours)
Prerequisite: CIS111 or concurrent (waived for Arts Entrepreneurship majors only)
Offered Fall
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.

CIT155
Operating Systems (3 cr. hours)
Prerequisite: CIS111
Offered Fall
This course provides the student with extensive hands-on exposure to Windows and non-MS Windows environments. Included are such topics as interface design, disk and memory management, system configurations, multitasking, data sharing, and the network environment. Multiplatform operating systems will be introduced.

CIT255
Internet and Website Development I (3 cr. hours)
Prerequisite: CIT155
Offered Fall
Topics covered are the Internet and its parts such as the World Wide Web and web-site development. The student will learn to create web sites using the current tools such as FrontPage, and languages such as HTML and Java for the internet, intranets and extranets.

CIT256
Internet and Website Development II (3 cr. hours)
Prerequisite: CIT255
Offered Fall
Continuation of CIT255.
CIT320
Computer Architecture and Diagnostics (Technology Lab) (3 cr. hours)
Prerequisite: CIT152
Offered Spring
This course enables students to identify, configure, and upgrade various components of computer systems, peripherals, and software. The subsystems examined include memory, disk drives, video, I/O ports, and power supplies. Peripherals examined include printers, moderns and various I/O devices. Students will learn preventative maintenance and troubleshooting techniques. This course covers semiconductor theory and devices. Operation of devices such as diodes, transistors, and operation amplifiers will be examined. The lab work includes the application of semiconductor devices in practical circuits such as power supplies, voltage regulators, and amplifiers, etc.

CIT344
Information Security (3 cr. hours)
Prerequisite: CIT152
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-terror 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: CIT155 and MAT181 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: CIT151
Offered Spring
More advanced topics in networking and telecommunications will be explored including message-passing, communication between processes and parallel processing.

COM: COMMUNICATION

COM130
Introduction to Speech Communication (3 cr. hours)
Offered Fall, Spring
Introduction to Speech Communication is a course in spoken communication that emphasizes interpersonal, group, and public 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: ENGL110; 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: ENGL110; 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: ENGL110 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 MAT273; 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: ENGL110; 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 journal sources, materials, markets, and other factors pertinent to nonfiction writing. Students will analyze and write a variety of types of feature stories. This is a writing intensive course.

COM320
Argument/Persuasion Theory and Practice (3 cr. hours)
Prerequisite: COM130
Offered Fall even numbered years
The 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.
COMM: 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.

COM335
Digital Streaming and Broadcasting Online Content (3 cr. hours)
Throughout this course students will be taught to demonstrate proper communication and broadcast techniques for streaming with online platforms, i.e. Twitch and YouTube. Student will become proficient in the technology and methods for online video streaming for broadcasting in various platforms. Students will critically examine digital streaming as a communication device. Students will also learn how to develop career enhancing skills, and properly market themselves using digital streaming and online content. Students will also learn how to develop career enhancing skills, and properly market themselves using digital streaming and online content. Students will participate in video development and live streaming.

COM340
Law and Communications (3 cr. hours)
Prerequisite: By instructor permission
Offered Fall even numbered years
Survey of laws and regulations concerning mass media. Includes material on First Amendment, libel, invasion of privacy, freedom of information, copyright, obscenity, 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 COM218 or COM239
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: COM218; 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 interviewing 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: COM340
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 apply 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 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: COM120 (or COM218 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 COM218; 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

COR110
Correctional Strategies (3 cr. hours)
Prerequisite: JUS110
An in-depth analysis of correctional alternatives available for the treatment of the offender. Students will learn the different goals for corrections and how those relate to policy and practice in corrections. Emphasis will be on the various types of treatment programs available to offenders both inside prisons as well as in community-based settings.

COR120
Correctional Thought and Practice (3 cr. hours)
Prerequisite: JUS110
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.

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)
Offered through Online & Extended Learning programs only
Prerequisite: JUS202
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.

COR245
Probation, Parole, and Community Corrections (3 cr. hours)
Prerequisite: COR120
Offered Fall
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.

COR320
Correctional Thought and Procedures (3 cr. hours)
Prerequisite: JUS310
Course considers the social, economic, and political consequences of crime and punishment from a number of critical perspectives. These perspectives enable adult learners to understand the causal relationships between various social factors.

COR336
Constitutional Rights of Prisoners (3 cr. hours)
Prerequisite: JUS310
Offered Spring
An in-depth study of the wide range of court decisions that have had an effect on the offender. Concentrates on due process in the institutions, parole and probation hearings, and classification procedures.

COR420
Agency Management (3 cr. hours)
Prerequisites: Senior standing
Offered Spring
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.

CSL: COUNSELING

CSL310
Introduction to Addiction Theory and Practice (3 cr. hours)
Prerequisite: PSY110
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.

CSL320
Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)
Prerequisite: CSL310 or permission from instructor
Offered Spring
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 (Ivey). 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.

CSL425
Group Process and Techniques Working with Addicted Populations and Disordered Populations (3 cr. hours)
Prerequisite: CSL310 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.

CSL430
Cultural Competence in Counseling (3 cr. hours)
Prerequisite: CSL310 or permission from instructor (Corrections, Psychology, or Forensic Psychology majors may substitute PSY101 Multicultural Issues in Society® for CSL310)
Offered Spring
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.

CSL435
Assessment & Diagnosis of Addictive & Behavioral Health Problems (3 cr. hours)
Prerequisite: CSL310 or permission from instructor
Offered Spring
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.
CUL: COUNSELING (continued)

CUL440
Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)
Prerequisite: CUL430 or permission from instructor
Offered Fall
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.

CUL445
Theory and Practice of Relationship Counseling in Addictions & Behavioral Health (3 cr. hours)
Prerequisite: CUL330 or permission from instructor
Offered Spring
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.

CUL: CULTURAL STUDIES

CUL332
Emergence of esports (3 cr. hours)
This course introduces students to the cultural and social world of esports and will encompass the past, present, and future of competitive video gaming. Throughout the course students will read and discuss a substantial number of scholarly texts, applying the theories and thoughts from these sources in the criticism and analysis of video games. Students will critically examine what is a sport, and how esports compares to traditional sports. Students will participate in the debate on topics of current concern but will also look back on how esports came to be.

CUL390, 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: ENGR11
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.

CUL220
Religions of the World (3 cr. hours)
Prerequisite: ENGR11
Offered Fall
A survey of the prominent religions that influence the lives of people around the world.

CUL250
World Cultural Geography (3 cr. hours)
Prerequisite: ENGR11
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.

CUL300 (w)
Our Cultural Heritage (3 cr. hours)
Prerequisite: ENGR11; 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.

CUL312
Middle Eastern Cultures (3 cr. hours)
Prerequisites: ENGR12, 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.

CUL313
East Asian Cultures (3 cr. hours)
Prerequisite: ENGR12
Offered Fall
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.

CUL342
History and Culture of Digital Gaming (3 cr. hours)
Prerequisite: ENGR12
Offered Fall
This course provides students with the opportunity to take the initial steps to designing a game of their own.

CUL351
History of Film in Society (3 cr. hours)
Prerequisite: ENGR12
Offered Fall
This course examines the role that the medium of motion pictures played in society from the 1890s to 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: ENGR12
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 borders will be discussed.

CUL375
Exploring America’s Historical Cities (3 cr. hours)
Prerequisite: ENGR12, earning a “C” or better. Students must be able to travel to the city being studied to earn credit. Cities studied in a regular rotation are New Orleans (Spring Semester, Even Years and students must be 21 years of age or older) and Boston (Fall Semester, Even Years). Other cities include Savannah, GA, Gettysburg and other Civil War battlefields, Chicago, IL, and Washington, D.C. Course Fees $1,000-$1,500 associated with enrollment in this course.
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 of Spring or Fall Break and, with a final paper, be the culmination of the course.
CUL: CULTURAL STUDIES (continued)

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 intersections between gender, race, class and consumerism will be explored. A comparison with earlier time periods will be made to emphasize the ways that ways that our ideas about gender have both evolved and remained the same. The construction of gender ideologies from male and female perspectives will be stressed. This is a writing intensive course.

CUL428
Issues of Dying and Death (3 cr. hours)
Prerequisite: ENG142
Issues of Dying and Death address 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)
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.

CUL4443 (w) (L)
Comparative Mythology (3 cr. hours)
Prerequisite: ENGL2 and Junior Standing, HIS341 for Latin American Studies Minor
This course addresses the study of the great epics and myths of the world, emphasizing at least 3 classical western texts which may include Homer’s Iliad and/or Odyssey, Hesiod’s Theogony, Virgil’s Aeneid, Ovid’s Metamorphoses, the prose and/or poetic Eddas, 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.

CUL4448 (w) (L)
Women and Literature (3 cr. hours)
Prerequisite: ENGL2, earning a “C” or better and 200 level ENG or CUL or PHE; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring even numbered years
This course is 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.

CUL4449 (w) (L)
Minority Experience in American Literature (3 cr. hours)
Prerequisite: ENGL2, earning a “C” or better and 200 level ENG or CUL or PHE; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring odd 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 intersections between gender, race, class and consumerism will be explored. A comparison with earlier time periods will be made to emphasize the ways that ways that our ideas about gender have both evolved and remained the same. The construction of gender ideologies from male and female perspectives will be stressed. 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: MAT181/251/281
Offered Fall
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: MAT181/251/281
Offered Fall
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: ECO221
Offered Fall
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.
ENF150
Police and Society (3 cr. hours)
Prerequisite: JUS110
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
The 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: JUS200
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: ENF154
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)
This is a writing intensive course.
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 schools 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.

ENF323
Issues in Law Enforcement (3 cr. hours)
Offered Fall, Spring
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 multifaceted 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: JUS200
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’s 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.
ENF: LAW ENFORCEMENT (continued)

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
Investigative Interviewing (3 cr. hours)
Prerequisite: JUS220
This course will examine several different interview techniques including the PEACE model, Reid, and kinesics interviewing. This course emphasizes interviewing potential suspects, witnesses, and victims with respect and dignity. This course will emphasize constitutional mandates including the avoidance of coercion, threats, or promises that cannot be kept. Topics include distinctions between 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: ENF220
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 methodologies. 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.

ENF460
Evidence Processing (4 cr. hours)
Prerequisite: ENF239 and Senior standing for Criminal Justice Majors. None required for BS in Forensic Science; this is a writing intensive course.
Offered Full, 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 (procon, cause/effect, 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)
Introduction to Literature (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. Meets literature requirement for graduation.

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.
ENG223
Advanced Grammar (3 cr. hours)
Prerequisite: ENG111, 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 basic 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: ENG113, 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: ENG111, 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 (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 student’s 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.

ENG253 (w)
Creative Writing III: Poetry (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 student’s skill in writing and understanding different forms of poetry, with an emphasis on formal verse. One half of the semester will be spent in the study of a variety of metrical and rhyme patterns, and the second half of the semester will be spent employing these patterns in both western and foreign verse forms. Students will write portfolios of original work with a minimum of eight to ten original poems with an introduction. This is a writing-intensive course.

ENG254 (w)
Creative Writing IV: Creative Nonfiction (3 cr. hours)
Prerequisite: ENG253, earning a "C" or better
Offered Fall
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 Douglass, 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; this is a writing intensive course.
Offered Spring odd numbered years
Provides students with a foundation in composition and reading theory for teaching. Students study and practice writing and reading for a variety of purposes and audiences and analyze their experiences. The purpose of this course is to give students a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing.

ENG323 (w) (L)
Examining the Criminal Mind in Crime Literature (3 cr. hours)
Prerequisite: ENG142, earning a "C" or better; this is a writing intensive course.
Caution: This class will contain true and fictional presentations of violent and disturbing crimes from the perspectives of those committing the crimes. Students who are easily offended or disturbed by graphic depictions of murder, brutality, child abuse, rape, and drug use are advised to not take this class.
Crime literature is a broad genre that contains the subgenres of mystery, cop procedural, satire, true crime, and even humor. This class will examine some of the finest literature that approaches criminal behavior, mostly from the perspective of the criminals themselves. Using Neutralization Theory as the major theoretical perspective, fiction from the point of view of the criminals will be examined from a very intimate point of view. Crime fiction will be used to understand the criminal mind while exploring the genre. This is a writing intensive course. Meets literature requirement for graduation.

ENG347 (w) (L)
American Novel (3 cr. hours)
Prerequisite: ENG142, earning a "C" or better; this is a writing intensive course.
Offered Spring
A study of major trends and themes in the American novel. Literature describes a nation; likewise, the nation influences the literature it produces. We examine what in American culture and history has influenced the novel and made it one of our most prized art forms. Major authors will be examined from the point of view of their unique contribution to the novel as art and commentary. This is a writing intensive course. Meets literature requirement for graduation.

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 dramaturgy 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 motives and conduct. 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 3 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.

ENG355 (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 an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, Feman, Emerson, Longfellow, Poe, Thoreau, Whitman, Dickinson, Robinson, Dunbar, Crane, Stein, Sandburg, Stevens, Williams, Pound, H.D., Moore, Eliot, Millay, Hughes, Cullen, Zolotukhay, Auchen, Roetheke, Bishop, Berryman, Brooks, Lowell, Flah, Glück, Levertov, Ginsberg, Merrill, Rinnell, Rich, Pinsky, and Collins. This is a writing intensive course. Meets literature requirement for graduation.

ENG356 (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, Taisin, Marie de France, Malory, Chaucer, Dunbar, Selkon, Wyatt, Spencer, Sidney, Whitney, Elizabeth I, Raleigh, Marlowe, Shakespeare, Jonson, Donne, Wren, Herrick, Herbert, Marvell, Philips, Milton, Swift, Pope, Gray, Blake Wordsworth, Coleridge, Southey, Shelley, Byron, Smith, More, Hemans, Clare, the Rossettis, the Brownings, Tennyson, Arnold, Swinburne, Eliot, Pound, H.D., and Moore. This is a writing intensive course. Meets literature requirement for graduation.
ENG: ENGLISH (continued)

ENG365 (w) (L)
Issues in Literature (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: ENG123, earning a "C" or better; this is a writing intensive course.
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: ENG123, 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 alertness 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.

ENG382 (w) (L)
Sherlock Holmes (3 cr. hours)
Prerequisite: ENG123, earning a "C" or better; this is a writing intensive course.
Offered Spring
This course 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 will 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.

ENG422 (w) (L)
World Literature (3 cr. hours)
Prerequisite: ENG123, 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: ENG123, 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 have lived in 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 Shelley, Tennyson, and Dickens in British literature to Poe, Emerson, Thoreau, Twain, 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.

ENG463 (w) (L)
Literary Theory (3 cr. hours)
Prerequisite: ENG123, earning a "C" or better and 200 level ENG, CUL, or PHI; this is a writing intensive course.
Offered Fall odd numbered years
This course is a study of critical theory beginning with selected classical texts by authors such as Plato, Aristotle, Dryden, Nietzsche, Tolstoy, and others. Approaches such as Marxist, psychological, structural, post-structural, feminist, reader-response, and contemporary theorists, such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michel Foucault, and Jean-Francois Lyotard will also be discussed and analyzed. Through examination of sample texts and the theoretical approaches to their analysis, students will learn to move from literal to figurative interpretations of a work of literature and to consider multiple interpretations of a text. The interrelationships between writer, reader, and analysis will be explored through advanced critical theory. This is a writing intensive course. Meets literature requirement for graduation.

ENG499
Senior Seminar (3 cr. hours)
Prerequisite: ENG123, earning a "C" or better, 200 level ENG, CUL, or PHI, and Senior standing
Offered Spring
The capstone course for English majors. With guidance and regular meetings with a faculty member, this course is self-determined and self-directed project that shows depth of knowledge and critical and original thought. Grading will be performed by a committee of English faculty.

EXS: EXERCISE SCIENCE

EXS146 (w)
Introduction to Exercise Science (3 cr. hours)
Offered Fall
This is a writing intensive course.
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.

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: EXS315L
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; A lab fee is 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 field of biomechanics.
**EXS: EXERCISE SCIENCE (continued)**

**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  
The scientific study of human movement has been defined as Kinesiology, also known as human kinetics. This course will examine the relationship of the anatomical, physiological, and the mechanical principles of human motion.

**EXS342**  
Exercse Assessment and Prescription (3 cr. hours)  
Prerequisite: BIO312 and BIO312L or NAT310 and NAT310L, earning a “C” or better; Co-requisite: EXS342L  
Offered Fall  
This course is based on the study of methods of determining fitness levels and developing safe exercise programs. In this course, exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases.

**EXS342L**  
Exercse Assessment and Prescription Lab (1 cr. hour)  
Prerequisite: BIO312 and BIO312L or NAT310 and NAT310L, earning a “C” or better; Co-requisite: EXS342;  
A lab fee is associated with this course.  
The course will provide students with practical laboratory experiences related to the field of Exercise Assessment and Prescription.

**EXS422**  
Exercise Physiology (3 cr. hours)  
Prerequisite: BIO312 and BIO312L or NAT310 and NAT310L, earning a “C” or better; Co-requisite: EXS342L  
The study of the acute responses and chronic adaptations to a wide-range of physical exercise conditions is defined as exercise physiology. The analysis, improvement, and maintenance of health and fitness are possible by the identification of physiological mechanisms underlying physical activity. This course will provide students with an understanding of the functioning of the systems of the human body during exercise.

**EXS422L**  
Exercise Physiology Lab (1 cr. hour)  
Prerequisite: BIO312 and BIO312L or NAT310 and NAT310L, earning a “C” or better; Co-requisite: EXS342L;  
A lab fee is associated with this course.  
The course will provide students with practical laboratory experiences related to the field of exercise physiology.

**FIN: FINANCE**

**FIN101**  
Personal Finance (3 cr. hours)  
Offered Fall, Spring  
This course describes the study of methods for 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 writing intensive.

**FIN301**  
Business Finance (3 cr. hours)  
Prerequisite: 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 for risk.

**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, 2.5 cumulative GPA, 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.
FOR: 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 repaired 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.

FOR310
Threat Assessment (3 cr. hours)
Prerequisite: JUS110
An overview of threat assessment in various organizations such as social service agencies, schools, places of employment and law enforcement. The history of threat assessment, events, legal responses, theories, research and models are included. Policies of aforementioned organizations are explored as are various remedy models. The Identify, Assess, manage (Federal) model is introduced.

FOR344 (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
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 PSY362
Offered Spring
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 & Extended Learning 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/effects; the differentiation of use, abuse, and addiction and how they affect therapy; and comprehensive examination of therapies. The course provides an in-depth overview of the multi-faceted issues related to substance abuse.

FOR423
Case Management (3 cr. hours)
Prerequisites: Junior standing and PSY362
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.

FOR430 (w)
Crisis Intervention Strategies (3 cr. hours)
Prerequisites: Senior standing and PSY362; this is a writing intensive course.
Offered Fall, Spring
Focuses on the theory and practice of intervention in various acute situations common in work with criminal justice clients, e.g., domestic violence, suicide threat/attempt, physical or sexual abuse, and acute chemical dependency episodes.

FOR460 (w)
Psychology and Law (3 cr. hours)
Prerequisites: SOC250, SCS300 and Junior standing; this is a writing intensive course.
Offered Fall, Spring
Course studies the psychology assumptions that the law makes and the differences between law and psychology regarding models of behavior, theories of change, morality, and values. Role of psychology in the legal process, the rules of procedure, the jury system, and the psychologist in the courtroom are examined in depth. This is a writing intensive course.

FOR485
Death and Dying (3 cr. hours)
Prerequisites: PSY101 and SOC101
Offered Fall
This interdisciplinary course examines the reality of death and dying as it affects the helping professional, the terminal person, and the survivors. Incorporates the work of relevant sociological, philosophical, and religious viewpoints from a multicultural perspective.

FSC: FORENSIC SCIENCE

FSC115
Introduction to Forensic Science (3 cr. hours)
Co-requisite: FSC115L
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)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.
HCA: HEALTHCARE ADMINISTRATION

Offered through Online & Extended Learning programs only

HCA318 Human Resource Management for Healthcare Managers (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: MGT340
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 on how their roles include human resource-related activities in healthcare.

HCA319 Human Resource Management for Healthcare Managers (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: MGT340
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 & Extended Learning 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.

HCA362 Managerial Design and Analysis for Healthcare (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: MAT174
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.

HCA403 Survey of the Healthcare Industry (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: MGT140 and NAT150
This course provides an overview of the healthcare industry and the important concepts needed to manage in the healthcare field.

HCA412 Healthcare Systems and Governance (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: MGT340 and 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 quantitative methods to analyze many of the issues.

HCA427 Healthcare Operations (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: MAT174
This course applies planning and controlling concepts to increase the value of the supply chain to the healthcare supplier. Students learn to evaluate and improve processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location and business forecasting that are unique to healthcare.

HCA470 Internship (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator
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 & Extended Learning programs only
Prerequisite: 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.
HCA: HEALTHCARE ADMINISTRATION (continued)

HCA474
Social Aspects of Aging (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: 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 & Extended Learning programs only
Prerequisite: 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.

HCA491
Healthcare Administration Research Project (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: HCA majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Healthcare Administration 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 Healthcare Administration 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 Healthcare Administration 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.

HFW: HEALTH, FITNESS AND WELLNESS

HFW213
Principles of Human Nutrition (3 cr. hours)
Prerequisite: NAT150 & NAT150L
Offered Spring
This course provides students with the basic concepts and principles of human nutrition necessary to maintain and promote health through good dietary choices.

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.

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: ENGL1 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 change and interpretation of historical study over time. They will then 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.

HIS122 (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 class 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.
Offered Fall
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 Spring
Efforts to reconstruct the South and uncertainty over the future of freed slaves following the Civil War provide the introduction for this class. 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 America’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 Fall
The class 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 stringent 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.
Dawn of Humankind: Civilizations Emerge and Develop (3 cr. hours)
Prerequisite: HIS121 earning a “C” or better; this is a writing intensive course.
This course introduces civilizations from the dawn of recorded history to 1350 CE. First, the course will begin by examining the development of early civilizations and then follow their developments into the classical age by exploring the Mediterranean societies of Greece and Rome, the Indian subcontinent, China, and the Persian Empire. Finally, the course will conclude with the establishment of post-classical empires and the expansion of world religions. Over time, technology and human enterprise led to regular encounters between distant societies. This course highlights the ways these interactions came to shape the modern world. This is a writing intensive course.

The Emerging West, Exploration, Colonization, and Commerce (3 cr. hours)
Prerequisite: HIS121 earning a “C” or better; this is a writing intensive course.
This course will explore the coming of the modern age. An examination of Europe from the late Middle Ages into the late nineteenth century will allow students to explore the ways that Europeans began to value reason over pre-modern ways of understanding the world. This enormous change led to political, scientific, economic, social, and cultural changes both within European society and in the world at large. Students will investigate key events in European history such as the Renaissance, the Enlightenment, Exploration, the Industrial Revolution, and the creation of the modern nation-state, but particular attention will be paid to how each of these events impacted the Americas, Africa, Australia, and Asia. By examining each of these events from a global point of view, students will explore the ways in which knowledge and European ways of thinking influenced people around the world. This is a writing intensive course.

The Inter-Connected World: Globalization In a Post-Colonial World (3 cr. hours)
Prerequisite: HIS121 earning a “C” or better; this is a writing intensive course.
This course will explore the increasing dominance of Western ideas and how they continue to have an impact on societies around the world. With the expansions of empires into Africa, Asia, and Oceania, Europeans and Americans gained control over much of the world; and economies, politics, and culture became more intricately intertwined. The course will address the following topics: the spread of industrialization, how the west and non-west viewed one another, the global conflicts of the twentieth century; decolonization movements, the rise of fundamentalism and terrorism worldwide, the competition of human and natural resources, and the constant struggle between local diversity and globalization that characterizes the twenty-first century. This is a writing intensive course.

History of the World: special topics (3 cr. hours)
Prerequisite: History major either enrolled in or has completed all major courses; this is a writing intensive course.
This capstone 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.

American Society since 1865 (3 cr. hours)
Offered Fall odd numbered years
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.

United States Diplomatic History since 1895 (3 cr. hours)
Prerequisites: HIS112, ENGL12; this is a writing intensive course.
Offered Fall odd numbered years
Students will learn the concepts, institutions and personalities that have driven the rise of America as a world power since 1895. Particular attention is placed on the post-World War II period, when the United States took a leading role in world affairs. Students will also assess the benefits and pitfalls of America’s role in the world today. This is a writing intensive course.
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**HIS: HISTORY FOR NON-MAJORS (continued)**

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UNDERGRADUATE COURSE DESCRIPTIONS: INFORMATION TECHNOLOGY / CRIMINAL JUSTICE

ITS370
Server Administration (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: CIT360
This course prepares students to install, configure, and administer Windows Server Active Directory. Students will be prepared for the Microsoft MCSE certification on Windows Active Directory.

ITS375 (w)
Open Source Security (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: ITS201
This course prepares students to install, configure, 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 & Extended Learning 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, BRAS, 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.

ITS465
Wide Area Networking and Switching (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: CIT360
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, HDLC, DDR, 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 & Extended Learning programs only
Prerequisite: OSU312
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 OS, Linux/Unix OS, and programming/scripting.

JUS: CRIMINAL JUSTICE

JUST10
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 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.

JUS361
Ethical Issues in Criminal Justice (3 cr. hours)
Prerequisites: JUS202 and any PHI
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)
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.

JUS463 (w)
Applied Research Design (6 cr. hours)
Offered through Online & Extended Learning programs only
This is a writing intensive course.
Prerequisite: ENF293 and Senior standing; this is a writing intensive course.
Offered Fall, Spring
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: ENF460
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 & Extended Learning 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 much understand the principals of how law and ethics governs policies, processes, procedure, and patient care. Legal terminology, legal processes, regulations, limitations, patient confidentiality, privacy and a variety of ethical situations will be reviewed in detail. This will provide each student with 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: ENGL1
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 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 (3 cr. hours)
Prerequisite: LAW211
Offered 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: MAT201 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 covered 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.

**LAW406**
Fraud Prevention and the Legal Environment (3 cr. hours)
Prerequisite: ACC205
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.

**LST: LEGAL STUDIES**

**LST442**
The Legal Structure of Electronic Gaming (3 cr. hours)
Prerequisite: ENGL12
Students will learn the basic legal, copy right, and intellectual property issues involving the creation and dissemination of digital media. Financial and contractual relationships between game publishers and developers will be explored as well as controversies over ownership and compensation for creative work in the gaming industry. Students will develop an original plan for a game product or service, based on current marketplace trends and create a legal funding presentation to pitch the original game idea.

**MAT: MATHEMATICS**

**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.

**MAT185**
Quantitative Reasoning (3 cr. hours)
In this course, students will create, analyze and interpret basic mathematical models from informal problem statements, argue that the models constructed are reasonable, and use the models to provide insight into the original problem. Life-long critical thinking and quantitative reasoning skills will be taught.

**MAT310, 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.
MAT: MATHEMATICS (continued)

MAT271
Geometry for Middle School Teachers (3 cr. hours)
Prerequisite: MAT191
Offered Spring even years
- Considers 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)
Prerequisite: one of MAT181/251/281; 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.

MAT275
Pre-Calculus (3 cr. hours)
Prerequisite: By University placement
Offered Spring
- This course covers traditional pre-calculus topics, including topics from advanced algebra, trigonometry and analytic geometry.

MAT285
Calculus I (5 cr. hours)
Prerequisite: 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.

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 & Extended Learning programs only
Prerequisite: MAT181
- 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, univariate and multivariate distribution theory, sequences of random variables, Tchebychev 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, queueing, and many other things.

MAT370 (w)
Teaching Mathematics in Middle School (3 cr. hours)
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 a study of the techniques and applications of integral calculus. Topics include calculus of transcendental functions including logarithmic, exponential, and inverse trigonometric functions. Techniques of integrations, sequences, and series are covered.

MAT387
Introduction to Analysis (3 cr. hours)
Offered as needed
- This course studies methods for solving ordinary differential equations of first 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
Multivariable Calculus (3 cr. hours)
Prerequisite: MAT285
Offered Fall
MAT: MATHEMATICS

MAT392
Abstract Algebra (3 cr. hours)
Prerequisite: MAT387 and MAT385
Offered Spring
This course studies groups, rings, integral domains, fields and the development of various number systems. This course will provide the student with an introduction to the topics of abstract algebra so as to better understand its role in modern mathematics and its applications to other fields. In addition, this course will further develop the student’s problem-solving skills and ability to follow and to construct a rigorous mathematical proof.

MAT394
Complex Analysis (3 cr. hours)
Prerequisite: MAT389
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.

MAT396
Linear Algebra (3 cr. hours)
Prerequisite: MAT395
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: MAT381, 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: MAT387
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: MAT387
Offered Fall

MGT: MANAGEMENT

MGT21
How Business Works (3 cr. hours)
Prerequisite: ENG141; Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.
Offered Fall, 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.

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.
Offered Fall
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 text, 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 Fall, 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.
MGT 301
Organizational Behavior (3 cr. hours)
Prerequisite: MGT 201
Offered Fall, 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.

MGT 317
Human Resource Management (3 cr. hours)
Prerequisite: MGT 201
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.

MGT 318
Total Compensation Management (3 cr. hours)
Offered Online only
Prerequisite: MGT 201
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 320
Human Resource Risk Management (3 cr. hours)
Offered Online only
Prerequisite: MGT 201
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.

MGT 321
Operations Management (3 cr. hours)
Offered Online only
Prerequisite: MGT 201
This course deals with the managerial functions related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRP, forecasting, scheduling, quality assurance and project management.

MGT 324
Logistics and Distribution (3 cr. hours)
Prerequisites: MKT 151 and MGT 221
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.

MGT 351 (w)
Managing Diversity in the Workplace (3 cr. hours)
Prerequisite: MGT 201; 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.

MGT 356
Quality Management (3 cr. hours)
Prerequisites: MGT 221
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.

MGT 359
Small Business Management (3 cr. hours)
Prerequisites: MGT 201 and Junior standing
Offered Spring
A study and analysis of the problems of operating a small business. Additionally, a discussion of the how’s, what’s 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.

MGT 361
Managerial Research Design and Analysis (3 cr. hours)
Offered through Online & Extended Learning 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.

MGT 402
Training and Development (3 cr. hours)
Offered Online only
Prerequisite: MGT 201
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.

MGT 404
Organization Theory (3 cr. hours)
Prerequisite: MGT 301
Offered Spring
An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.

MGT 411
International Management (3 cr. hours)
Prerequisite: MGT 201
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.

MGT 422
Materials Management and Procurement (3 cr. hours)
Prerequisites: LAW211 and MGT 221
Offered Full
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.
UNDERGRADUATE

COURSE DESCRIPTIONS: MANAGEMENT

MGT434
Design Thinking & Process (3 cr. hours)
Prerequisites: MGT201, any ART course
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: MGT318, MGT320 and 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.

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.

MKT491
Management Research Project (3 cr. hours)
Offered through Online programs only
Prerequisite: MGT major 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 Research Project spans the complete curriculum. 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.

MKT190, MKT290, MKT390, MKT490
Special Topics (3 cr. hours)
Prerequisites: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

MGT221
Internship (3 cr. hours)
Offered Fall
Prerequisites: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator
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.

MGT455
Lean Organizations (3 cr. hours)
Offered Fall
Prerequisite: MGT221
Senior standing
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.

MKT253
Marketing Communications (3 cr. hours)
Offered Spring
Prerequisite: MKT201 and MGT201
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.

MKT252
Buyer Behavior (3 cr. hours)
Offered Fall
Prerequisite: MKT251
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.

MKT350
Retailing Management (3 cr. hours)
Offered Fall
Prerequisite: MKT252 or MKT253
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.

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MGT: MANAGEMENT (continued)

MKT: MARKETING
MKT354
Personal Selling (3 cr. hours)
Prerequisite: MKT251
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.

MKT367
Business Marketing (3 cr. hours)
Prerequisites: MKT253 or MKT330
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, MKT200 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)
Prerequisite: MKT253 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: MKT351 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.

MKT470
Internship (3 cr. hours)
Prerequisite: Junior standing, 2.5 cumulative GPA, 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)
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 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.

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 Fall
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.

MUP121
Musicianship I (3 cr. hours)
Prerequisite: MUS101 or by permission
Offered Fall 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.
MUP: MUSIC - PROFESSIONAL (continued)

MUP221
MusicianShip II (3 cr. hours)
Prerequisite: MUP220
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: MUP220
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.

MUP231
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: MUP351; 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 these 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: MUP420
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 (continued)

MUS177/277/377/477
Private Music Instruction: Secondary Area (1 cr. hour)
Private music instruction fee required
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.

MUS188/288/388/488
Private Music Instruction: Secondary Area (1 cr. hour)
Private music instruction fee required
Offered Spring
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.

MUS290, MUS291, MUS292, MUS293
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

MUS223
Music Appreciation (3 cr. hours)
Offered Fall, Spring
The course focuses on the aesthetics of music, listening skills necessary to fully appreciate music, and the societal and cultural roles that music plays. Various folk and art musical styles will be studied, with attention to their historical evolution and influence on one another.

MUS230
Introduction to Sound and Recording Technology (3 cr. hours)
Prerequisite: MAT174/181 or concurrent
Offered Fall odd numbered years
Students will explore the basic principles involved in the process of sound reinforcement and recording, including microphones and the principles of sound transduction, basic analog audio electronics, device interconnection, shielding and grounding, analog-to-digital conversion, magnetic recording processes in both analog and digital systems, and standard practices of recording, mixing, editing and mastering. Studio and live sound equipment are used in class, in studio exercises, and student projects.

MUS324 (w)
Survey of American Popular Music (3 cr. hours)
Prerequisite: ENG162; this is a writing intensive course.
Offered Spring even numbered years
This course is designed to provide a general historical overview of the development of popular music in the United States. Students will learn to listen closely and critically to popular musical styles; appreciate the historical and social contexts of popular music; understand some of the people, institutions and conditions that have shaped popular music; and think creatively and critically about the cultural role of popular music. This is a writing intensive course.

MUS327
Survey of Music Business (3 cr. hours)
Offered Fall even numbered years
Focuses on the history, procedures, standard practices, economics and technologies involved with all facets of the business of music. Significant objectives include an understanding of important approaches to the recording industry, recognizing other areas of the music industry and understanding how the different areas interrelate. A careful examination of the economic considerations driving the music business will be discussed.

MUS330
Recording Studio Performance & Practice (3 cr. hours)
Prerequisite: MUS230
Offered Spring even numbered years
This course is designed to explore intermediate and advanced principles regarding recording practices and the principles of sound transduction. This will include basic signal flow analyses, digital and analog sound synthesis, advanced microphone selection and placement techniques, MIDI mapping, audio sampling and sequencing using analog and digital interfaces, advanced audio editing using digital audio workstations, basic mixing and mastering techniques and basic sound repair and maintenance. Studio and live sound equipment will be used in class, studio exercises, and student projects.

MUS427
Music Business Seminar (3 cr. hours)
Prerequisites: MUS230, MUS324, and MUS327
Offered Spring odd number years
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.

NAT: NATURAL SCIENCES

NAT114
Survey of Science (3 cr. hours)
Offered Fall, Spring
A general science course that entails a brief overview of the major 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.

NAT124
Introduction to Athletic Training (3 cr. hours)
Offered Fall, Spring
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.

NAT150
Introduction to Anatomy & Physiology (3 cr. hours)
Co-requisite: NAT124
Offered Fall
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.
NAT: NATURAL SCIENCES (continued)

NAT150L
Introduction to Anatomy & Physiology Lab (1 cr. hour)
Co-requisite: NAT150; a lab fee is associated with this course.
Offered Fall
This laboratory will cover foundational anatomy & physiology concepts via 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.

NAT190, NAT290, NAT390, NAT490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. These topics will be of special interest to students to further their interest and knowledge in the area of natural science.

NAT192
Musical Acoustics (3 cr. hours)
Offered Spring
This course is a study of the physical properties of sound as applied to music. Topics include the nature of sound and waves, sound propagation and intensity, psychoacoustics, vibrational modes of musical instruments, sound reproduction, and room acoustics.

NAT201
Principles of Physical Science (3 cr. hours)
Offered Fall 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.

NAT205
Earth Science (3 cr. hours)
Offered Fall odd numbered years
An introduction to the basic concepts of earth sciences. Topics to be covered include the structure and composition of earth, physical and chemical processes shaping the earth, types and distribution of rocks and minerals, natural resources, and environmental and economic impacts of the earth.

NAT210
Oceanography (3 cr. hours)
Offered Fall even 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.

NAT215
Environmental Science (3 cr. hours)
Offered Spring even numbered years
An introduction to the basic chemical, physical, 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.

NAT220
Survey of Health Issues (3 cr. hours)
Offered Fall 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.

NAT260
Lifetime Fitness and Wellness (3 cr. hours)
Offered Fall, 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.

NAT275
Introduction to General Chemistry (3 cr. hours)
Prerequisites: NAT150 and basic chemistry or biology recommended.
Offered Fall
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.

NAT291 (w)
Drugs and the Body (3 cr. hours)
This is a writing intensive course.
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.

NAT312
Environmental Health (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisites: CHM131 and CHM131L
This course provides exposure to foundational and emerging issues in environmental health. Impact on human health and approaches to improve current status of the environment are addressed. This course also examines the application of tools to access environmental disease within various domains.

NAT321
Community and Public Health (3 cr. hours)
Offered through Online & Extended Learning programs only
Prerequisite: HCA100
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: HCA102
This course provides the 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: ENGL1 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 study 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: ENGL1 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: ENGL1; 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 or thought in philosophy (e.g., rationalism), examining its theories in the above-mentioned areas of philosophy. This is a writing intensive course.

PHI212
Symbolic Logic (3 cr. hours)
Prerequisite: ENGL1
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: ENGL1 or concurrent
Offered Fall, 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 & Extended Learning programs only
Prerequisites: ENGL1

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 & Extended Learning programs only
Prerequisite: ENGL1
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 & Extended Learning programs only
Prerequisite: ENGL1
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.

PHY211L
General Physics I Lab (1 cr. hour)
Prerequisite: MAT181, MAT275 or MAT281, earning a “C” or better; Co-requisite: PHY211; A lab fee is associated with this course.
Offered Fall
This course represents the laboratory section of the first half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This first semester laboratory section will cover mechanics and thermodynamics.

PHY212
Physics II (3 cr. hours)
Prerequisite: PHY211 and PHY211L, earning a “C” or better; Co-requisite: PHY212L
Offered Spring
This course represents the second half of a two-semester physics sequence providing a quantitative problem-based coverage of classical physics. This second semester course will cover electromagnetism, light and optics, and modern physics. The course includes a laboratory component to provide hands-on experience with the topics covered.

PHY212L
Physics II Lab (1 cr. hour)
Prerequisite: PHY211 and PHY211L, earning a “C” or better; Co-requisite: PHY212; A lab fee is associated with this course.
Offered Spring
This course represents the laboratory section of the second half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This second semester laboratory section will cover electromagnetism, light and optics, and modern physics.
### POL 101
**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.

### POL 151
**Introduction to National Security Studies (3 cr. hours)**

**Prerequisite:** ENG 161

*Offered Fall*

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.

### POL 201
**Political Geography (3 cr. hours)**

**Prerequisite:** ENG 161

*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.

### POL 205 (w)
**The Presidency (3 cr. hours)**

**Prerequisite:** POL 101; this is a writing-intensive course.

*Offered Spring*

The 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 views of the office. This is a writing-intensive course.

### POL 206
**Congress (3 cr. hours)**

**Prerequisite:** POL 101

*Offered Spring*

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.

### POL 207
**The Courts (3 cr. hours)**

**Prerequisite:** POL 101

*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.

### POL 225
**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.

### POL 310
**Public Policy (3 cr. hours)**

**Prerequisite:** POL 101 and MGT 201

*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.

### POL 311
**Federalism (3 cr. hours)**

**Prerequisite:** POL 101

*Offered Fall*

The 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 and the role of 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.

### POL 313
**American National Security Policy (3 cr. hours)**

**Prerequisite:** POL 151

*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 320
**Public Administration (3 cr. hours)**

**Prerequisite:** POL 101 and MGT 201

*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.

### POL 330
**Political Parties and Pressure Groups (3 cr. hours)**

**Prerequisite:** POL 101

*Offered Fall*

This course examines the history, organization, and function of parties and pressure groups. Topics covered include methods of political action, nomination, elections, campaign finance, and interest articulation.

### POL 341
**Covert Action and Intelligence (3 cr. hours)**

**Prerequisite:** POL 151

*Offered Fall*

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 presidential and congressional oversight and authorities. Organizations which perform covert and clandestine operations are studied, as well as some of the ways 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.
POLITICAL SCIENCE (continued)

POL345
Economic Instruments of Security Policy (3 cr. hours)
Prerequisites: POL151 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
International Security (3 cr. hours)
Prerequisite: POL151
Offered Fall even numbered years
Students will study how nations interact with each other. They will study the development of nationalism as the primary model for explaining how nations relate to one another. The course will also trace the recent development of globalization as an alternative model for explaining international politics. It will also examine the concepts of realism and idealism in the conduct of international relations.

POL391
Comparative Political Systems (3 cr. hours)
Offered Fall
An investigation of various types of political institutions, their philosophies and development, and application to social and economic order as expressed in differing systems of national government.

POL400
The Constitution, Liberty, and Order (3 cr. hours)
Prerequisite: POL101 or JUS110 and any 300 level class
Offered Fall
This course examines inherent conflicts between individual liberties and social order under our constitutional system. It uses the case study approach to analyze issues including freedom of speech, assembly, press, and religion; due process; equal protection; voting rights; and privacy rights.

POL420
Transnational and Unconventional Threats (3 cr. hours)
Prerequisite: POL151
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.

POL425
Intelligence Analysis (3 cr. hours)
Prerequisite: POL425 recommended
Offered Fall
The intelligence world is one of ambiguity, nuance, and complexity. Knowing one’s enemies and knowing one’s self has been sage advice for centuries. But how does one know what your enemies are thinking? This course focuses on the conversion of processed information into intelligence through the integration, analysis, evaluation, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. Analysis is but one phase of the intelligence process, but it is perhaps the most important. Students who take this course will expand their research, computer, communication, and analytical skills in order to identify significant facts and derive sound conclusions from imperfect and often contradictory information and flawed evidence.

POL491 (w)
Capstone Senior Seminar in Homeland and National Security (3 cr. hours)
Prerequisite: Senior status; this is a writing intensive course.
Offered Fall, Spring
Students complete a case study/project designed to test the totality of knowledge gained in the GNS major. Seminar projects must demonstrate explicitly, through scholarship, teamwork, and/or creative thinking, a meaningful integration of the student’s course of study. This is a writing intensive course.

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.

PSY190, PSY290, PSY390, PSY490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

PSY201 (w)
Introduction to Professional Practices (3 cr. hours)
Prerequisite: PSY201; this is a writing intensive course.
Offered Fall, Spring
Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services; practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional résumé. 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.

PSY263
Theories of Personality (3 cr. hours)
Prerequisite: PSY201
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: PSY201
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 in our physical, cognitive, social, and personality development.

PSY269
Human Sexuality (3 cr. hours)
Prerequisite: PSY201
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 & Extended Learning 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: PSY101
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: PSY101
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: PSY101
Offered as needed
This course is an overview of the field of Industrial/Organizational Psychology. It includes such areas as a history of IO, 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: PSY101 and SCS100
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: PSY101
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: PSY101
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.

PSY362
Abnormal Behavior (3 cr. hours)
Prerequisite: PSY101
Offered Fall, Spring
This course focuses on description, identification, and practical management of behaviors stemming from physiological, psychological and environmental causes.

PSY363
Cognitive Psychology (3 cr. hours)
Prerequisite: PSY101
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.

PSY364
Evolutionary Psychology (3 cr. hours)
Prerequisite: PSY101 or SOC101
Offered Spring even numbered years
Students examine current 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: PSY101 or EDU250
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
Offered Spring even numbered years
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: PSY360
Offered Spring
An in-depth exploration of the major, extant psychotherapeutic theories and experiential exposure to those techniques appropriate for use by an entry level counselor; emphasis will be on behavioral, cognitive and humanistic approaches.
PSY: PSYCHOLOGY (continued)

PSY445 (w)
Psychometrics (3 cr. hours)
Prerequisite: PSY101 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.

SAS: ARTS & SCIENCES

SCS410 (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 arts entrepreneurship, general sciences and psychology majors. The course is a choice with SAS 699 Senior Seminar for the Communication, English, and History majors. This is a writing intensive course for General Science Majors.

SCS499 (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

SCS220
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.

SCS300 (w)
Research Design (3 cr. hours)
Prerequisite: MAT272; 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.

SCS375
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 employable 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 approach 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: SCS300, 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: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator
Internship 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: SCS300, 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 major 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.

SMG: SPORTS MANAGEMENT

SMG160
Introduction to Sports Management (3 cr. hours)
Prerequisite: ENG101
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.

SMG190, SMG290, SMG390, SMG490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.
SMG: SPORTS MANAGEMENT (continued)

SMG220
Principles of Athlete Development (3 cr. hours)
Prerequisites: SMG360 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, intercollegiate, professional, and elite level. Issues will also address athlete development influenced by substance abuse, career-transition, and off-field behaviors.

SMG235 (w)
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. This is a writing intensive course.

SMG315
Supervision in Sports (3 cr. hours)
Prerequisites: SMG360 and SMG325
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.

SMG325
Facilities Design and Management (3 cr. hours)
Prerequisites: LAW260, MGT201 (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, financing options, risk assessment, risk management, security, operations, and procedures.

SMG360 (w)
Business of Sport (3 cr. hours)
Prerequisites: SMG200, ACC203; 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.

SMG405
Sports Analytics (3 cr. hours)
Prerequisite: 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.

SMG470
Internship (3 cr. hours)
Prerequisites: Junior standing, 3.5 cumulative GPA, and permission of the Internship Coordinator
Offered Fall, Spring
Under faculty guidance and reporting to an agent of a selected firm, the individual student works in some aspect for the sports industry (e.g., intercollegiate, professional, municipal, interscholastic, or retail sports). This real-world work experience contributes directly and substantially to the student’s major area of sport management and must align with the scope of his or her concentration in either sport marketing or athletic administration. Work assignments are arranged on an individual student/company basis.

SOC: SOCIOLOGY

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)
Prerequisites: PSY101 or SOC101; Education students: EDU250 or EDU260
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 reconciliations 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)
Prerequisite: SOC101
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.
### SOC: SOCIOLOGY (continued)

**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 & Extended Learning 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:** SOC101; 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)  
**Prerequisite:** SOC101  
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:** SOC101  
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:** SOC101  
Offered Fall odd numbered years  
Historical review of the major theoretical contributions and a critical examination of the development of sociological theory.

### SPA: SPANISH

**SPA101**  
Elementary Spanish I (3 cr. hours)  
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 interpretative. 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:** SPA101 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.

**SPA202**  
Advanced Spanish Language and Literature: The Novel (3 cr. hours)  
**Prerequisite:** SPA201 or equivalent as determined by instructor. There will be a lab fee 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.

### 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.
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, clichés, 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 artisans 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 conduct research as an initial 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.

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 BCJ/FBI background check
- Overall GPA of 3.0 or higher
- Education majors must receive a grade of “C” or better in EDU100/EDU101, EDU230, and EDU250
- Passing scores for Praxis Core Academic Skills tests for Educators (Reading 166, Writing 162, Math 150) or ACT or SAT subscores for Reading >24/35, English >18/30, and Math >22/30
- Completion of 20 hours of approved service learning
- Successful review of Teacher Candidate Development Portfolio
- Satisfactory disposition 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.

EDA210
Teaching Adolescents and Young Adults (3 cr. hours)
Prerequisites/Co-requisite: EDU50
Offered Fall, Year 2
Provides students with opportunities to examine the developmental needs and unique aspects of educating adolescents and young adults and how schools and teachers effectively respond to such needs. Students will not only examine the history and philosophy of adolescent education but will also explore the latest theories regarding learning and effective instructional practices.

EDA235
Adolescent to Young Adult Curriculum, Instruction & Assessment (3 cr. hours)
Prerequisites: EDA210 Co-requisite: EDA130
Offered Spring, Year 2
Building on the general concepts presented in EDA210, Teaching Adolescents and Young Adults, this course begins to bridge the gap between content and practice. The course examines adolescent to young adult curriculum and provides an in-depth review of the Ohio Learning Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to create and analyze effective lesson plans that are developmentally appropriate and inclusive for adolescents and young adults. This course provides clinical observation opportunities for candidates to apply course content to appropriate practices, guidelines, and standards.

EDA250
General Teaching Methods and Field Experience I (3 cr. hours)
Prerequisite: EDA235; There will be a lab fee associated with this course.
Offered Fall, Year 3
Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the adolescence to young adult level. This course will examine various instructional methods used to teach adolescents and young adults. The course includes a field experience in an adolescent to young adult setting.
EDA351
Social Studies Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
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 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.

EDA352
Language Arts 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.

EDA353
Language Arts Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Adolescence to Young Adult 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 to Young Adult language arts setting.

EDA460
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: EDM250 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: EDMD250 Co-requisite: EDM250
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.

EDA351
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.

EDA352
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.

EDA353
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.

EDA354
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.

EDA355
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: EDM450
Offered Full, 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 reflective 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, EDU319
Offered Full, 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 reflective 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 Full, 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.

EDU101
Foundations of Education Bridge Course (1 cr. hour)
This course is intended for students transferring in EDU100 from other colleges and universities. EDU101 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 (3 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.

EDU152
Reading Comprehension Skills and Strategies (3 cr. hours)
Prerequisite: EDM235 or EDA235
Offered Spring, Year 2
Examines the development and teaching of reading skills and strategies for both of your licensure areas. 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.

EDU220
Survey of Special Needs Education (3 cr. hours)
Prerequisite: EDU100
Offered Full, 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
Multicultural and Social Issues in Education (3 cr. hours)
Prerequisite: EDM235 or EDA235
Offered Spring, Year 1
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.

EDU221
Content Area Reading (3 cr. hours)
Prerequisite: EDM225 or EDA225, or EDM235
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
Classroom Management for Middle Childhood and Adolescence to Young Adult Education (3 cr. hours)
Prerequisite: EDU100
Offered Full, 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
Mathematics and Social Studies Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM250 or EDA250
Offered Spring, Year 4
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.

EDU19
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.
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 three 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 also 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 in ENG095 or ENG101 and other credit courses. Graduate students will take the integrated essay and a plagiarism/citation 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 plagiarism test and/or below a 4.5 in the interview will enter the graduate bridge program. The graduate bridge program includes MGT505/506/507 (MBA 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 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/citation quiz to confirm their ability to research, cite, and respond in writing to questions concerning plagiarism and APA style.

Placement levels in the English as a Second Language Program:
- Level 3: ESL105/114/130/132/137, no regular classes
- Level 2: ESL102/104/106/112/117, no regular classes
- Level 1: ESL101/103/105/110/170, no regular classes
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 courses, they must pass those courses in order to earn permission to be retested at the end of the semester. Students who do not pass all of the ESL classes in their level will not be allowed to retest 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 (MGT 505/506/507). 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 week of 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 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 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. 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
   99 - 90 = Level 3
   89 - 80 = Level 2
   79 - 00 = Level 1

   *RS = Reading Skills; LU = Language Usage; SM = Sentence Meaning

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
   99 - 90 = Level 3
   89 - 80 = Level 2
   79 - 00 = Level 1

   *RS = Reading Skills; LU = Language Usage; SM = Sentence Meaning

   • Integrated essay is graded on a scale of 0 - 6 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.

Graded 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 at Tiffin University to determine their English language proficiency. The results will determine their enrollment in ESL courses or credit courses.

Certificate: English as a Second Language (ESL)

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<thead>
<tr>
<th>Level 1 (One)</th>
<th>Level 2 (Two)</th>
<th>Level 3 (Three)</th>
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<tbody>
<tr>
<td>ESL101 Reading Comprehension for ESL Learners I</td>
<td>ESL103 Reading Comprehension for ESL Learners II</td>
<td>ESL109 Academic Reading Skills</td>
</tr>
<tr>
<td>ESL105 Writing in English</td>
<td>ESL104 Conversational English II</td>
<td>ESL110 Foundational English Grammar</td>
</tr>
<tr>
<td>ESL170 Community Partnership Program for Level I</td>
<td>ESL106 Academic Writing</td>
<td>ESL130 Foundational English Grammar III</td>
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Late Arrival Policy
Late arrivals: International students must arrive by the last day to add classes to an existing schedule (as stated in the Academic Bulletin). Students 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.
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 FYS 100 for undergraduate students entering a degree program.
Offered Fall, Spring
The purpose of this course is to help each new 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.
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.
Offered Fall, Spring
Designed for high-intermediate to advanced students, this course focuses on developing skills and proficiency in reading authentic materials on various topics. Emphasis is placed on using reading strategies to increase speed and comprehension, reading for different purposes, and developing vocabulary in authentic contexts. The topics will include politics, history, popular culture and general fiction. Many of the articles that the students will read and review will be current events. Reading for pleasure is encouraged.

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.
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 idea and thought. The course aims to increase fluency in spoken English and to expand vocabulary.

ESL104
Conversational English II (3 cr. hours)
Prerequisite: ESL101 or performance on the University assessment instruments; Students must pass with a “C” or better.
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.
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.
Offered Fall, Spring
This is a course in written communication in an academic environment. Emphasis is placed on development, structure, and writing of summaries, reactions and critiques in paragraph and essay formats. The elements of academic research and writing are introduced.

ESL109
Academic Reading Skills (3 cr. hours)
Prerequisite: ESL105 or performance on the University assessment instruments; Students must pass with a “C” or better.
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.
Offered Fall, Spring
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: ESL101 or performance on the University assessment instruments; Students must pass with a “C” or better.
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.

ESL114
English Grammar III (3 cr. hours)
Prerequisite: ESL102 or performance on the University assessment instruments; Students must pass with a “C” or better.
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.

ESL130
College Communication (3 cr. hours)
Prerequisite: ESL105 or performance on the University assessment instrument; Students must pass with a “C” or better.
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.
ESL: ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS (continued)

ESL132
Advanced Academic Writing (3 cr. hours)
Prerequisite: ESL106 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.

ESL710
Community Partnership for Level 1 (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 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.

ESL711
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.

ESL712
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.

ESL508*
Fundamentals of Professional Communication for Graduate Students (3 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 (pro/con, cause/effect, 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. Students must receive a grade of “C” or better to enroll in ENG142. This section offers special emphasis on the needs of ESL students.

ENG141
Rhetoric and Introduction to Research Writing (ESL emphasis) (3 cr. hours)
Prerequisite: ENG095 or performance on the University assessment Instruments; 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 (pro/con, cause/effect, 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. 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” or better to move on in graduate program. 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 MGT505/506 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats). Graduate students must pass all of the courses in the bridge program (MGT505/506) 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.
3. Graduate students who do not successfully complete Level IV must continue in the ESL program. If they do not successfully complete all of their ESL requirements, they will be dismissed from the program.
4. Students enrolled in the ESL program will be assigned to an adviser from the ESL program until they have successfully completed all of their ESL requirements.
Graduate Program Information

CAMPUS AND PROGRAM LOCATIONS

Graduate academic programs are offered by Tiffin University at the following locations:

TIFFIN CAMPUS (MBA, MS)

The Tiffin Campus offers Master’s degree programs in a seated, classroom format. On-campus housing and food services are provided in addition to student and university services, intercollegiate athletics, and extracurricular activities.

INTERNATIONAL LOCATIONS (MBA)

Tiffin University offers its MBA degree, taught in English, in Bucharest, Romania and Taipei, Taiwan.

TIFFIN UNIVERSITY ONLINE (MBA, MEd, MH, MS)

Tiffin University offers the MBA, MEd, MH, and MS programs in an online format. The online programs offer students nationwide and around the world an opportunity to obtain accredited degrees from Tiffin University.

Tiffin University offers four graduate degrees: Master of Business Administration (MBA), Master of Education (MEd), Master of Humanities (MH) and the Master of Science (MS). Tiffin University seeks highly motivated students with strong intellect and a desire to learn and apply knowledge from their graduate education to their personal, academic, and professional lives. Possession of such attributes is demonstrated by past academic performance, professional success and achievement, a written statement of interest, and other supporting materials that may be submitted as part of an application, including a professional résumé. Candidates are reviewed for admission by the Graduate Admissions Committee in accordance with established university policy.

GRADUATE CERTIFICATES

Graduate certificates are designed for working professionals who wish to take additional courses in a particular area of study. Graduate certificates are made up of courses in a specific concentration and are completely online, except for the Addictions Counseling Program. The Addictions Counseling certificate is only offered in a seated format on the Tiffin Campus.

GRADUATE ADMISSION POLICIES

1. A Bachelor’s degree from a regionally accredited U.S. college or university, or its equivalent, is required to be considered for admission.
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 3.00 is required.
   b. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE. Generally, a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
   c. If the applicant has a bachelor’s degree but a 3.00 GPA, the application will be reviewed and considered for admission on a probationary status.
3. A completed online application, including a 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 educational and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant. This is also a requirement for Graduate Certificates.
4. 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 to support the candidate’s application.

GUARDIAN 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)
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 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).

* 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)

NON-DEGREE ADMISSIONS

Non-degree status is also available for students who choose to take graduate level courses outside of a degree program. Students seeking admission outside of the degree track will be required to fulfill the admission process requirements (résumé, transcripts, and application) in time for enrollment. Successful graduate course completion, while considered in any admission decision, is no guarantee for admission. Students admitted as non-degree are not eligible for federal financial aid. Student must declare a major if more than three classes will be completed.

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 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE. Generally, a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected. b. If applicant has below a 3.00 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 meaning, 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 iTEP score of 5.5, ACT score of 18, and SAT score of 800.

Applicants who have not provided an English language test score or at 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), Dominica, 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, iTEP, ACT, or SAT score
4. Personal Statement
5. Current Résumé
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.

SEMMESTERS FOR ADMISSIONS

Spring Semester (mid-January - early May)
Fall Semester (late August - mid-December)

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 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.

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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) ..................................... $200
Technology Fee (per Summer semester) ............................................. $100
Supplemental Course Material Fee* .................................................. Varies

*Some courses may include a supplemental course material fee, which will support and enhance the student’s learning.

Health Insurance*
International students (required) ....................................................... Varies by year

Transcript Fee, Official .................................................................. $8
Transcript Fee, Unofficial ................................................................. $6

Returned Check Fee ....................................................................... $40

Language lab fee for ESL courses .................................................. $25

*Tuition fees for preparatory coursework

Tuition fees for preparatory courses are billed separately from degree coursework and are due at the time of registration. These fees are nonrefundable and do not apply to graduate degree coursework.

GRADUATE 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.

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 courses.

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-FP. If, 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 readmission 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 Bulletin is subject to change. Check with the Office of Online and Graduate Enrollment Management for the latest Academic Bulletin 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 lifelong 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 699.

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 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 such courses 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 half-time student.

GRADING SYSTEM

Tiffin University awards credit based on semester hours.

### Quality

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
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<td>B</td>
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<td>C</td>
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<tr>
<th>Grade</th>
<th>Remarks</th>
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<tr>
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<td>Withdraw before deadline, notifying the Registrar</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw 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 transcribing it. 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 of “I”) 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 “F” in any course in a graduate program 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.

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, Graduate Admissions Committee, the student’s former graduate faculty instructor, and other necessary parties. If the student does not begin courses during that semester, he or she will have to begin the readmission process again. Any failing 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 dishonesty and 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. Students are expected to adhere to the highest standards of ethics and are held accountable for their actions. Any act of academic dishonesty, including plagiarism, will result in a grade of “F” for the assignment, or for the course in question.

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member will submit a report to the Dean of the appropriate discipline school with documentation of the circumstances surrounding the occurrence. If an “F” is reported for the course grade, the Dean will advise the Registrar, Provost, and Graduate Admissions Committee of same.

2. In the case of individual instances of academic dishonesty, the faculty member will report the incident to the Dean of the appropriate discipline school with documentation of the circumstances surrounding the occurrence. If an “F” is reported for the course grade, the Dean will advise the Registrar, Provost, and Graduate Admissions Committee of same.

3. Any course grade of “F” will result in the student being dismissed permanently without any opportunity to enroll at Tiffin University. An “F” will stand in the course and on the transcript, but “F” 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.

Academic dishonesty and plagiarism are prohibited and will result in a grade of “F” for the assignment, or for the course in question, at the discretion of the instructor. Students are expected to adhere to the highest standards of ethics and are held accountable for their actions. Any act of academic dishonesty, including plagiarism, will result in a grade of “F” for the assignment, or for the course in question.

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member will submit a report to the Dean of the appropriate discipline school with documentation of the circumstances surrounding the occurrence. If an “F” is reported for the course grade, the Dean will advise the Registrar, Provost, and Graduate Admissions Committee of same.

2. In the case of individual instances of academic dishonesty, the faculty member will report the incident to the Dean of the appropriate discipline school with documentation of the circumstances surrounding the occurrence. If an “F” is reported for the course grade, the Dean will advise the Registrar, Provost, and Graduate Admissions Committee of same.

3. Any course grade of “F” will result in the student being dismissed permanently without any opportunity to enroll at Tiffin University. An “F” will stand in the course and on the transcript, but “F” 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.
ACADEMIC HONESTY POLICY (continued)

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 course work 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 3.0. 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.

SPECIAL ACADEMIC OPPORTUNITIES

INTERNSHIPS

Internships may be available for MBA General Management or Sport Management students only. 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 and 200 hours of fieldwork. For more information, see the course description for MG7670 Business Administration Internship, SRM670 Sport Mentorship or contact Graduate Admissions and Student Services.

WASHINGTON CENTER INTERNSHIPS

Graduate students interested in internships, may take advantage of The Washington Center Internship program in Washington, D.C. A participating student works full time in his or her chosen field in a placement placement that matches the student’s individual interests and skills. In some cases, the student may receive Tiffin University credit as determined by the Department Chair and the Dean(s) of the appropriate discipline school(s). Housing arrangements can be made through the Center. There are non-credit bearing options available to graduate students. Contact the Washington Center Internship liaison on Tiffin University’s campus. Financial aid in the form of loans may be available if the student is receiving academic credit. Additional information can be found at the Washington Center website twc.edu

BUCHAREST, ROMANIA OR TAIPEI, TAIWAN

MBA students have the option of participating in Tiffin University’s hybrid program in Bucharest, Romania or Taipei, Taiwan for either one or two terms. Housing is available in exchange for internship service hours (Option A: Minimum 80 hours for 4 weeks / Option B: Minimum 200 Hours for 10 weeks). Affordable public transportation and meal options are available. Tuition will be paid directly to Tiffin University at the U.S. rate for credit hours. Qualified students in good academic standing may intern with either the Department of Commerce at the U.S. Embassy or with Sievco, a local software company partnering with worldwide companies to offer solutions for commercial and industrial corporations such as the European Aviation Safety Agency and the EduTubePlus consortium.

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.

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.

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.)

GRADUATE ACADEMIC SUPPORT SERVICES / GRADUATE ACADEMIC SUPPORT SERVICES

ACADEMIC HONESTY / TIME LIMIT TO COMPLETE THE DEGREE / GRADUATION REQUIREMENTS / GRADUATION APPLICATION / SPECIAL ACADEMIC OPPORTUNITIES / INTERNSHIPS / WASHINGTON CENTER INTERNSHIPS / BUCHAREST, ROMANIA OR TAIPEI, TAIWAN / STUDY ABROAD / GRADUATE ACADEMIC SUPPORT SERVICES / ACADEMIC ADVISING / ONLINE TUTORING / ORIENTATION FOR ONLINE STUDENTS

GRADUATE ACADEMIC SUPPORT SERVICES / GRADUATE ACADEMIC SUPPORT SERVICES

ACADEMIC HONESTY / TIME LIMIT TO COMPLETE THE DEGREE / GRADUATION REQUIREMENTS / GRADUATION APPLICATION / SPECIAL ACADEMIC OPPORTUNITIES / INTERNSHIPS / WASHINGTON CENTER INTERNSHIPS / BUCHAREST, ROMANIA OR TAIPEI, TAIWAN / STUDY ABROAD / GRADUATE ACADEMIC SUPPORT SERVICES / ACADEMIC ADVISING / ONLINE TUTORING / ORIENTATION FOR ONLINE STUDENTS

200

201
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 the 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
### MBA CORE CURRICULUM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT522</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT522</td>
<td>Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MGT526</td>
<td>Quantitative Business Analysis and Research</td>
<td>2</td>
</tr>
<tr>
<td>MGT614</td>
<td>Global &amp; Transnational Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT622</td>
<td>Strategic Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT623</td>
<td>Legal and Ethical Issues in Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT624</td>
<td>Marketing Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT625</td>
<td>Organization Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>MGT630</td>
<td>Innovative Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MGT631</td>
<td>Strategic Analysis in Global Industry</td>
<td>3</td>
</tr>
<tr>
<td>MGT632</td>
<td>Strategic Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT635</td>
<td>Innovative Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MGT640</td>
<td>Managerial &amp; Organizational Decision Making</td>
<td>2</td>
</tr>
<tr>
<td>MGT641</td>
<td>Human Resource Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT642</td>
<td>Strategic Human Resource Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT643</td>
<td>Or other elective per approval</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

**MBA pre-requisite courses required of non-business undergraduate majors.

In addition to the MBA core curriculum, each candidate must also complete one of the concentrations listed below.

### MASTERS OF BUSINESS ADMINISTRATION (MBA) DEGREE

**Grades**: Grades of **C-** or higher are required for all graduate courses.

**Electives**: OR electives per approval.

**Hours**: Hours must total 12 hours.

### CORE MBA CONCENTRATION: LEADERSHIP & CHANGE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR531</td>
<td>Individual Leadership &amp; Influence</td>
<td>3</td>
</tr>
<tr>
<td>LDR610</td>
<td>Leadership Behavior &amp; Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>LDR611</td>
<td>Systems Thinking &amp; Innovative Teamwork</td>
<td>3</td>
</tr>
<tr>
<td>LDR670</td>
<td>MBA Leadership Internship</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>- Or other elective per approval</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** : 12 hours

### MBA CONCENTRATION: HEALTHCARE ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>HCA541</td>
<td>Managing Healthcare Systems</td>
<td>3</td>
</tr>
<tr>
<td>HCA553</td>
<td>Current Issues in Healthcare Administration</td>
<td>3</td>
</tr>
<tr>
<td>HCA564</td>
<td>Healthcare Policy, Law, and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HCA641</td>
<td>Healthcare Finance and Process Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** : 12 hours

### MBA CONCENTRATION: DATA ANALYTICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAX511</td>
<td>Data Mining Beneficial</td>
<td>3</td>
</tr>
<tr>
<td>DAX521</td>
<td>Descriptive and Inferential Statistics</td>
<td>3</td>
</tr>
<tr>
<td>DAX631</td>
<td>Advanced Inferential Techniques</td>
<td>3</td>
</tr>
<tr>
<td>DAX641</td>
<td>Data Visualization &amp; Presentation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** : 12 hours

### MBA CONCENTRATION: HUMAN RESOURCE MANAGEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM610</td>
<td>Negotiations and Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td>HRM631</td>
<td>Human Resource Planning &amp; Talent Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>HRM632</td>
<td>Talent Development &amp; Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM633</td>
<td>Strategic Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** : 12 hours

### MBA CONCENTRATION: FINANCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN517</td>
<td>International Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN622</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
</tr>
<tr>
<td>FIN623</td>
<td>Investment Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FIN627</td>
<td>Emerging Markets Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** : 12 hours

### MBA CONCENTRATION: GLOBAL & LOCAL STRATEGIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT515</td>
<td>Managerial Business Foundations**</td>
<td>3</td>
</tr>
<tr>
<td>MGT521</td>
<td>Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MGT611</td>
<td>Systems Thinking &amp; Innovative Teamwork</td>
<td>3</td>
</tr>
<tr>
<td>MGT612</td>
<td>MBA Core Curriculum</td>
<td>24</td>
</tr>
<tr>
<td>MGT613</td>
<td>Innovative Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MGT621</td>
<td>Strategic Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT622</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT624</td>
<td>Legal and Ethical Issues in Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT625</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT626</td>
<td>Organization Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** : 12 hours

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**MBA DEGREE**: The MBA degree requires a total of 12 hours in each concentration.

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**MBA CORE CURRICULUM**: The MBA degree focuses on developing competencies in communication, leadership, and teamwork. The program is designed to provide students with a broad understanding of business principles and the skills needed to succeed in today’s business environment.

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**MBA CONCENTRATION: LEADERSHIP & CHANGE**: This concentration is designed to develop students’ leadership and change management skills, focusing on the development of managerial competencies related to communication, leadership, and teamwork. The program also emphasizes the application of these skills in the context of global and local strategies.

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**MBA CONCENTRATION: DATA ANALYTICS**: This concentration focuses on the development of managerial competencies related to data analysis, accounting, economics, finance, computer information, policy, ethics, law, globalization, and marketing. The program emphasizes the self-actualization of a higher level of learning.

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**MBA CONCENTRATION: FINANCE**: This concentration enables students to build upon the solid foundation from the core coursework 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 problems 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 in an investment agency.

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**MBA CONCENTRATION: HEALTHCARE ADMINISTRATION**: This concentration is designed for working professionals employed in the areas of education, child care, 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.

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**MBA 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.
MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE (continued)

CONCENTRATION: INTERNATIONAL BUSINESS MANAGEMENT

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 18-hour 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.

ECO627 International Trade and Investment .................................................. 3 hours
FIN617 International Financial Management ........................................... 3 hours
MG601 Strategic Analysis in Global Industry ............................................. 3 hours
MKT627 Global Marketing Management ................................................. 3 hours
Total ........................................................................................................... 12 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.

MKT616 Information Systems for Marketing ........................................... 3 hours
MKT631 Strategic Brand Management ................................................. 3 hours
MKT632 Global Marketing Management ................................................. 3 hours
MKT633 Marketing Field Analysis .......................................................... 3 hours
Total ........................................................................................................... 12 hours

CONCENTRATION: SPORTS MANAGEMENT

The Sports Management concentration is one of a few programs in the U.S. offered entirely online. TU’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.

SMG632 Communication and Fund Raising in Sports ............................... 3 hours
SMG634 Business Strategies in Sports .................................................... 3 hours
SMG637 Personnel Management in Sport ............................................... 3 hours
SMG636 Sport Mentorship ................................................................. 3 hours
Total ........................................................................................................... 12 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 in 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 hours of discipline curriculum. This program does not lead to licensure.

CORE CURRICULUM

EDU514 Higher Education Administration Writing and Processes .......................... 2 hours
EDU522 Diversity in Education .............................................................. 2 hours
EDU543 Educational Research ............................................................. 2 hours
EDU551 Ethical & Legal Issues in Education ......................................... 2 hours
EDU666 Connecting Research, Theory, and Practice through Philosophy, Psychology, and Sociology .......... 2 hours
EDU680 Capstone Project ..................................................................... 2 hours
Total ........................................................................................................... 12 hours

CONCENTRATION: EDUCATIONAL TECHNOLOGY MANAGEMENT

EDU545 Technology for Educators .......................................................... 2 hours
EDU552 Educational Leadership ............................................................ 2 hours
EDU571 World History of Education ..................................................... 2 hours
EDU586 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
EDU626 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

EDU510 Issues in Student Affairs ............................................................. 2 hours
EDU552 Educational Leadership ............................................................ 2 hours
EDU571 World History of Education ..................................................... 2 hours
EDU580 Student Enrollment and Retention ............................................ 2 hours
EDU590 Assessment and Student Learning ............................................. 2 hours
EDU624 Crisis Prevention and Intervention in Education ....................... 2 hours
EDU675 Human Resource Management in Educational Organizations ....... 2 hours
EDU680 Higher Education Finance and Budgeting ................................. 2 hours
EDU682 Higher Education Athletic and Sports Management .................. 2 hours
Total ........................................................................................................... 18 hours

CONCENTRATION: TEACHING ART

ART515 Teaching College Art ................................................................. 3 hours
ART525 Creativity and Its Development .................................................. 3 hours
One of the following .............................................................................. 3 hours
ART561 History of Western Art .............................................................. 3 hours
ART610 Topics in Non-Western Art ....................................................... 3 hours
ART524 Women in Art .......................................................................... 3 hours
ART631 The Context of Digital Media ..................................................... 3 hours
ART623 Digital Media Production .......................................................... 3 hours
Total ........................................................................................................... 18 hours
**MASTER OF EDUCATION (MEd) DEGREE** (continued)

**CONCENTRATION: TEACHING COMMUNICATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM631 Teaching College Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM520 Philosophy of Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM522 Logic, Reasoning, and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>COM580 Politics and the News</td>
<td>3</td>
</tr>
<tr>
<td>COM660 Issues in Cyberspace</td>
<td>3</td>
</tr>
<tr>
<td>COM661 New Media</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**GRADUATE**

**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 concentration 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.

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**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 Films. 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 |
| Total Semester hours for the Concentration                           | 18 hours |
| Capstone or Exam                                                    | 3 hours |
| **Total**                                                           | **30** hours |

**MASTER OF HUMANITIES: INTERDISCIPLINARY CORE**

| ART525 Aesthetics                                             | 3 hours |
| ENG664 Literary Theory                                      | 3 hours |
| HUM510 Introduction to Graduate Humanities                 | 3 hours |
| **Total**                                                   | **9** hours |

**CAPSTONE OR EXAM OPTION**

HUM680 Capstone Project or HUM681 Comprehensive Exam

| **Total**                                                   | **3** hours |

**CONCENTRATION: ART AND VISUAL MEDIA**

Choose six of the following 3-credit courses

| ART515 Teaching College Art                                   | 3 hours |
| ART524 Creativity and Its Development                        | 3 hours |
| ART525 History of Photography                                | 3 hours |
| ART530 Cult and Independent Film                             | 3 hours |
| ART533 Film Censorship                                       | 3 hours |
| ART534 Third Cinema                                           | 3 hours |
| ART535 Classic Hollywood Cinema                              | 3 hours |
| ART561 Survey of Western Art History                         | 3 hours |
| ART562 Film Theory                                           | 3 hours |
| ART563 Art and Culture of the Graphic Novel                  | 3 hours |
| ART564 Women in Art                                          | 3 hours |
| COM532 Documentary Film                                      | 3 hours |

| **Total**                                                   | **18** hours |

**CONCENTRATION: COMMUNICATION**

Choose six of the following 3-credit courses

| COM520 Philosophy of Communication                           | 3 hours |
| COM522 Logic, Reasoning, and Persuasion                       | 3 hours |
| COM531 Transmedia Storytelling                                | 3 hours |
| COM532 Documentary Film                                      | 3 hours |
| COM580 Politics and the News                                 | 3 hours |
| COM652 Philosophers and Philosophies of the Axial Age         | 3 hours |
| COM660 Issues in Cyberspace                                  | 3 hours |

| **Total**                                                   | **18** hours |
### MASTER OF HUMANITIES (MH) DEGREE (continued)

#### CONCENTRATION: CREATIVE WRITING

Capstone project HUM680 is required for the Creative Writing Concentration. There is no Comprehensive Exam option for Creative Writing.

Choose six of the following 3-credit courses. At least three must be selected from ENG541, ENG542, ENG543, ENG544, and ENG545:
- ENG515 Teaching College English
- ENG541 Creative Writing: Short Story
- ENG542 Creative Writing: The Novel
- ENG543 Creative Writing: Poetry
- ENG544 Creative Writing: Genre Writing
- ENG545 Creative Writing: Performance Writing
- ART524 Creativity and Its Development
- ENG531 Studies in Genre Fiction
- ENG570 Ethnic Voices: Poetry
- ENG583 Poetics of Western Drama

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

#### CONCENTRATION: ENGLISH

Choose six of the following 3-credit courses:
- ENG515 Teaching College English
- ENG530 The Culture and Literature of Modernity
- ENG531 Studies in Genre Fiction
- ENG541 Creative Writing: Short Story
- ENG542 Creative Writing: The Novel
- ENG543 Creative Writing: Poetry
- ENG544 Creative Writing: Genre Writing
- ENG545 Creative Writing: Performance Writing
- ENG570 Ethnic Voices, Poetry
- ENG571 Women in Literature
- ENG583 Poetics of Western Drama

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

#### CONCENTRATION: FILM STUDIES

- ART562 Film Theory ................................................................. 3 hours
- ART515 Teaching College Art
- ART530 Cult and Independent Film
- COM532 Documentary Film
- ART533 Film Censorship
- ART534 Film and History
- ART535 Classic Hollywood Cinema

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

#### CONCENTRATION: HUMANITIES

- HUM531 Studies in History .................................................. 3 hours
- HUM532 Studies in Philosophy ............................................ 3 hours
- HUM533 Studies in Human, Political, and Social Sciences .... 3 hours
- One ART course ...................................................................... 3 hours
- One COM course .................................................................... 3 hours
- One ENG course ..................................................................... 3 hours

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

#### CONCENTRATION: INDIVIDUALIZED STUDIES

The student will develop a proposed program of study while enrolled in HUM510. The proposal must be approved by the Chair of Graduate Humanities and the Dean of Arts and Sciences.

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

### MASTER OF SCIENCE (MS) DEGREE

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 Pro-seminar (1 credit each) .............................................................................. 3 hours
- ENF532 Theories of Crime Analysis ......................................................................................... 3 hours
- ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigation .... 3 hours
- JUS521 Criminal Intelligence ....................................................................................................... 3 hours
- ENF622 Geographic Information Systems: Applications in Criminal Justice ......................... 3 hours
- JUS527 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 Pro-seminar (1 credit each) .............................................................................. 3 hours
- PSY512 Introduction to Forensic Psychology ............................................................................. 3 hours
- PSY548 Mental Health Law ........................................................................................................ 3 hours
- PSY552 Criminogenic Psychopathology .................................................................................... 3 hours
- PSY615 Drug Abuse and Society ................................................................................................. 3 hours
- PSY646 Advanced Psych Assessment: Theory ......................................................................... 3 hours
- PSY590 Cultural Competence in Professional Practice ............................................................ 3 hours

**Total** .................................................................................................................................................................................. 33 hours

### MASTER OF SCIENCE (MS) DEGREE (continued)
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 general Homeland Security concentration is to provide students with a broad overview of all of the sectors of the homeland security field. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials from which these skills will be provided 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
JUS526 Legal and Ethical Issues in Homeland Security ............................................... 3 hours
ENF520 The Intelligence Community .......................................................................... 3 hours
ENF530 Emergency Management .............................................................................. 3 hours
ENF540 Terrorism and Emerging Threats ................................................................... 3 hours
ENF565 Cyber Security and Technology in Homeland Security ................................. 3 hours
ENF570 Homeland Security Sectors ............................................................................ 3 hours
ENF630 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 from which these skills will be provided to them.

JUS510 Contemporary Criminal Justice: Issues and Trends ........................................... 3 hours
JUS515 Research Design and Analysis ........................................................................ 3 hours
JUS526 Legal and Ethical Issues in Homeland Security ............................................... 3 hours
JUS612 Strategic Planning, Cooperation & Coordination ............................................. 3 hours
ENF520 The Intelligence Community .......................................................................... 3 hours
ENF570 Focus Areas in Homeland Security Administration ..................................... 3 hours
ENF630 Policy Formulation & Analysis in Homeland Security .................................. 3 hours
ENF655 Federal Budgeting for Homeland Security Administrators ......................... 3 hours
ENF665 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
JUS530 Human Resource & Personnel Management in Criminal Justice - Law & Theory ................................................................................................................. 3 hours
JUS515 Research Design and Analysis ........................................................................ 3 hours
JUS526 Legal and Ethical Issues in Criminal Justice ..................................................... 3 hours
JUS528 Human Resource & Personnel Management in Criminal Justice - Application ................................................................................................................. 3 hours
JUS610 Justice Administration Policy Formulation & Analysis .................................... 3 hours
JUS622 Strategic Planning, Cooperation & Coordination ............................................. 3 hours
JUS630 Budget & Finance for Criminal Justice Administrators ................................ 3 hours
JUS635 Leadership & Practical Application in Criminal Justice .................................. 3 hours
Total ................................................................................................................................. 30 hours

CONCENTRATION: FORENSIC PSYCHOLOGY

The Forensic Psychology concentration requires 42-43 credits and is offered in a 4-semester format with a thesis or Internession 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.

PSY511 Psychology and Law ....................................................................................... 3 hours
PSY515 Research Design and Analysis in Forensic Psychology ..................................... 4 hours
PSY530 Statistical Applications in Forensic Psychology ............................................. 4 hours
PSY525 Victimization .................................................................................................. 3 hours
PSY530 Legal and Ethical Issues in Forensic Psychology ............................................. 3 hours
PSY540 Mental Health in Forensic Psychology ......................................................... 3 hours
PSY551 Psychopathology and Criminal Behavior ...................................................... 3 hours
PSY610 Professional Seminar in Advanced Clinical and Experimental Forensic Psychology ................................................................................................................. 3 hours
PSY616 Substance Abuse ............................................................................................ 3 hours
PSY620 Sex Crimes and Paraphilias .......................................................................... 3 hours
PSY625 Applied Advanced Psychological Assessment ............................................. 4 hours
PSY630 Forensic Counseling ...................................................................................... 3 hours
One of the following: Internession
PSY630 Lifestyles and Career Development
OR
PSY635 Cultural Competence in Professional Practice
OR
Thesis: PSY640 Thesis ................................................................................................. 3 hours
PSY640-1 Thesis Extension (if needed) ....................................................................... 1 hour
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.

PSY521 Statistical Procedures I ................................................................. 2 hours
PSY522 Statistical Procedures II ............................................................... 2 hours
PSY531 Research Design and Analysis I .................................................. 2 hours
PSY534 Research Design and Analysis II ............................................... 2 hours
PSY541 History and Systems of Psychology .......................................... 3 hours
PSY545 Developmental Psychology ...................................................... 3 hours
PSY546 Advanced Theories of Personality ............................................. 3 hours
PSY547 Psychopathology ................................................................. 3 hours
PSY548 Professional Issues I: Law and Ethics ........................................ 2 hours
PSY549 Professional Issues II: Cross Cultural Issues in Psychology ........ 2 hours
PSY560 Social Psychology ............................................................... 3 hours
PSY561 Cognitive Psychology ............................................................ 3 hours
PSY562 Neuropsychology .............................................................. 3 hours
PSY564 Capstone Research I ................................................................. 2 hours
PSY565 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
- Completing 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.

ENFS31 Theories of Crime Analysis ...................................................... 3 hours
ENFS32 Computer Applications in Crime Analysis ............................... 3 hours
ENPF10 Criminal Intelligence ............................................................... 3 hours
ENPF22 Geographic Information Systems: Applications in CJ .......... 3 hours
ENPF27 Crime Analysis Field Project .................................................. 3 hours
Total ........................................................................................................... 15 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
PSY527 Mental Health Law ................................................................. 3 hours
PSY528 Criminogenic Psychopathology ............................................... 3 hours
PSY615 Drug Abuse & Society ......................................................... 3 hours
PSY616 Advanced Psych Assessment Behavior .................................. 3 hours
PSY616 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.

MGT202 Management of Human Resource ....................................... 2 hours
HCA4010 Managing Healthcare Systems ........................................... 3 hours
HCA552 Current Issues in Healthcare Administration ....................... 3 hours
MGT615 Operations Management ..................................................... 2 hours
HCA563 Healthcare Finance and Process Management ...................... 2 hours
HCA612 Healthcare Policy, Law and Ethics ......................................... 2 hours
Total ........................................................................................................... 12 hours

HOMELAND SECURITY ADMINISTRATION CERTIFICATE

This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for homeland security administrators.

ENFS20 The Intelligence Community .................................................. 3 hours
JUS612 Strategic Planning, Cooperation & Coordination ..................... 3 hours
ENFS25 Focus Areas in Homeland Security Administration .......... 3 hours
ENFS60 Policy Formulation & Analysis in Homeland Security ......... 3 hours
ENFS65 Federal Budgeting for Homeland Security Administrators ...... 3 hours
ENFS65 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.

JUS532 Human Resource & Personnel Management in Criminal Justice - Law & Theory ......................................................... 3 hours
JUS532 Human Resource & Personnel Management in Criminal Justice - Application ................................................................. 3 hours
JUS610 Justice Administration Policy Formulation & Analysis ............. 3 hours
JUS621 Strategic Planning, Cooperation & Coordination ..................... 3 hours
JUS618 Budget & Finance for Criminal Justice Administrators .......... 3 hours
JUS607 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
MGT601 Negotiations & Conflict Resolution ........................................... 2 hours
MGT608 Organizational Leadership and Group Performance ................... 2 hours
MGT620 Leading Organizational Change .................................................. 2 hours
MGT621 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
CIS511 Information & Decision Support ................................................. 2 hours
MGT520 Management of Human Resource .............................................. 2 hours
MGT521 Marketing Management ............................................................. 2 hours
MGT621 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.

MGT531 Individual & Teamwork ............................................................... 2 hours
MGT621 Legal and Ethical Issues in Management ....................................... 2 hours
SMG532 Communication and Fundraising in Sport ................................... 2 hours
SMG533 Business Strategies in Sport ....................................................... 2 hours
SMG537 Personnel Management in Sport ............................................... 2 hours
SMG600 Sport Mentorship ....................................................................... 2 hours
Total ........................................................................................................ 12 hours

ADDITIONS COUNSELING: POST-LICENSURE 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-LICENSURE 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
CSL530 Counseling Procedures: Strategies with Addicted & Disordered Populations ......................................................... 3 hours
CSL531 Group Process & Techniques: Working with Addicted and Disordered Population ............................................. 3 hours
CSL535 Assessment & Diagnosis of Addictive & Behavioral Health Problems ................................................................. 3 hours
CSL560 Prevention, Intervention, and Treatment Planning in Addictions ............................................................... 3 hours
CSL554 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health ................................... 3 hours
Total ........................................................................................................ 18 hours
Graduate Course Descriptions

ENG501
Introduction to Graduate Writing (3 cr. hours)
Prerequisite: Bachelor's Degree and University placement
This course emphasizes writing style and academic tone appropriate for graduate level writing, skills such as thesis development and argumentation, and documentation in the MLA and APA formats.

DAX631
Data Visualization & Presentation (3 cr. hours)
Prerequisite: DAX631
This course will conclude concepts in data analytics and statistics to allow students to complete the process of answering a question through statistical analysis. Students will discuss how to build an appropriate model; what data to include in the model; how to interpret and make predictions from the model; and finally how to present your results to people who are unfamiliar with data analytics in a clear and concise manner.

ECO524
Managerial Economics (2 cr. hours)
Prerequisite: MGT526
This course builds on basic concepts of microeconomics, and places an emphasis on the firm's use of limited information in an uncertain environment. A global perspective is stressed.

FIN612
Managerial Finance (2 cr. hours)
Prerequisite: MGT526
Financial decision making addressing the structure of capital, its cost, availability, and selection, along with management of cash flows and distributions are the focus of this course.

FIN617
International Financial Management (3 cr. hours)
Prerequisite: FIN612
Structure and operation of global financial markets: The international monetary system, global banking, eurocurrency markets, global securities markets, foreign exchange markets, emerging capital markets, and global portfolio management. Financial skills are required for effective management of companies engaged in international business with an emphasis on international financial management, expansion of closed economy financial management techniques to the global market environment. Topics include balance of payments and exchange rate determination, the hedging of exchange rate risk, multinational capital budgeting, political risk management, taxation, the corporate management of short-term and long-term assets and liabilities and financing the global operations of firms.
MBA Course Descriptions: Master of Business Administration (MBA)

FIN622
Financial Markets and Institutions (3 cr. hours)
Prerequisites: ECON6 and FIN602
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.

FIN623
Investment Analysis (3 cr. hours)
Prerequisite: FIN622
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.

FIN627
Emerging Markets Finance (3 cr. hours)
Prerequisites: ECON6 and FIN602
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.

HCA541
Managing Healthcare Systems (3 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.

HCA553
Current Issues in Healthcare Administration (3 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.

HCA634
Healthcare Finance and Process Management (3 cr. hours)
Prerequisite: FIN602
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 information, managing capital, and fee-for-service reimbursement, healthcare reform regulatory requirements related to reimbursement for all sectors in the industry, capital and financial budgeting and forecasting, 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 breaking 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.

HCA643
Healthcare Policy, Law, and Ethics (3 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.

HRM610
Negotiations and Conflict Resolution (3 cr. hours)
This 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.

HRM611
Human Resource Planning & Talent Acquisition (3 cr. hours)
Prerequisite: MGT572
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/exit/socialization.

HRM613
Strategic Human Resource Management (3 cr. hours)
Prerequisite: MGT572
This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include: measurement of human resource outcomes and the impact on the bottom line: human resource and organizational strategy; human resource and globalization; and human resource role in other strategic management decisions.

LDRS31
Individual Leadership & Influence (3 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 practices 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.

LDR610
Leadership Behavior and Change Dynamics (3 cr. hours)
Prerequisite: LDR631
This course utilizes organizational theory to develop understanding of how individual and group behavior develops leadership and transforms change. This course will include an exploration of the technical, economic, and social dynamics associated with the change process; and, the role of the leader as a change agent. Students will build skills to alter behaviors through negotiation, assessment and diagnosis, action-planning, implementation and evaluation.
LDR611
Systems Thinking & Innovative Teamwork (3 cr. hours)
Prerequisite: LDR610
This course will focus on an analysis or organizational leadership and the practice of leading and managing teams. An analysis of systems thinking will explore different organizational structures through intellectual, psychological, political and social sources of leadership. Utilizing the theoretical foundation and practical applications of nonprofit, government and corporate organizations will provide a strategic understanding of leadership elements. The concepts of transformational, transactional and other leadership styles are continually examined in global organizations. Students are encouraged to develop their leadership skills through strong communication, negotiations, role development, and research projects.

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.

MGT515
Managerial Business Foundations (2 cr. hours)
This course is a foundational MBA course for non-business undergraduates. The course will focus on critical thinking and reasoning skills by building knowledge in the qualitative areas of business. Students will be exposed to common professional components within the Tiffin University MBA program in the areas of business, including problem solving, communication, ethics, globalization marketing and leadership.

MGT516
Foundations of Quantitative Business Methods (2 cr. hours)
This class is for the 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 foundational skills in the quantitative areas of Accounting, Economics, Finance, Information Systems, and Operations management.

MGT518
Organizational Leadership and Group Performance (2 cr. hours)
This course focuses on the practice of leading and managing corporations and small businesses. Nonprofit associations or governmental agencies. The intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical applications. 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.

MGT521
Organizational Analysis and Design (2 cr. hours)
Prerequisite: 12 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.

MGT526
Quantitative Business Analysis and Research (2 cr. hours)
This course focuses on developing the use of statistical analysis necessary to develop managerial problem solving techniques. Additionally, students will learn how to apply this analysis to research methods and tools used by decision makers in organizations.

MGT610
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.

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)
This course focuses on the practice of leading and managing corporations and small businesses. Nonprofit associations or governmental agencies. The intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical applications. 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.

MAT510
Matrices (2 cr. hours)
This course provides an introduction to matrices and their use in solving problems. Topics include systems of linear equations, matrix algebra, determinants, and matrix inverses.

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.

MGT610
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.

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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: 12 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.
MKT622 Strategic Management (2 cr. hours)
Prerequisite: This course to be taken in final semester of MBA program
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 include internal organizational analysis, external environment, and directing a successful fit between the organization and its environment.

MKT623 Legal and Ethical Issues in Management (2 cr. hours)
The ethical and legal issues facing managers in the public and private sectors are the focus of this course. Current issues, regulations, trade practices, and liability will be discussed.

MKT630 Innovative Decision Making (2 cr. hours)
Prerequisite: This course to be taken in final semester of MBA program
This course explores the various aspects of decision making in business organizations. Primary attention is given to the processes that surround and shape the decision making process. Information processing, attention allocation and preference processing are also examined. Attentional biases and other decision making pathologies are examined in the hopes of improving the decision making process. A power-based model of decision making is also addressed.

MKT631 Strategic Analysis in Global Industry (3 cr. hours)
Prerequisite: Course to be taken last semester of program
This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on the marketing decisions that affect the global operations of the firm. The course will cover the global, cultural, economic, legal, and competitive environment of business.

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.

MKT523 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 the marketing decisions that affect the global operations of the firm. The course will cover the global, cultural, economic, legal, and competitive environment of business.

MKT525 Marketing Field Analysis (3 cr. hours)
The objective of this course is to develop critical thinking 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.

MKT627 Global Marketing Management (3 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 threats.
EDU514 Higher Education Administration Writing and Processes (2 cr. hours)
Students will be able to effectively communicate their knowledge to others inside or outside their organization through writing, editing documents in a variety of genres pertaining to their profession. Documents examined include, but are not limited to: proposals, reports, and presentations.

EDU520 Issues in Student Affairs (2 cr. hours)
All colleges and universities center around students. 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.

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. Information issues and their effects on society and education will also be discussed.

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 fitting the goals of the school and the needs of exceptional learners in special and regular classrooms; emphasizes 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 curriculum 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.

EDU572 World History of Education (2 cr. hours)
Surveys education from ancient Judaic 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 insure 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 management systems inside and outside the classroom, using learning management systems for students with special needs 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)
Digital 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.

EDU606 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)
This course focuses on the organization 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 crisis models of response, but also identify models of prevention. Identification of risk 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.

EDU617 Current Practices in Classroom Behavior & Management (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.

EDU619 Challenges in the Use of Technology 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.

EDU635 Human Resource Management in Educational Organizations (2 cr. hours)
This course examines ways in which special needs students may be better integrated into the inclusion setting. 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.

EDU637 Current Practices in Classroom Behavior & Management (2 cr. hours)
This course 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.

EDU638 Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)
This course 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.

EDU640 Higher Education Finance and Budgeting (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.

EDU642 Higher Education Athletic and Sports Management (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.

EDU643 Educational Measurements (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.

EDU646 Connecting Research, Theory, and Practice through Philosophy, Psychology, and Sociology (2 cr. hours)
This 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.

EDU654 Analysis of Common Core Standards (2 cr. hours)
This course 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.

EDU680 Capstone Seminar (2 cr. hours)
This 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.
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 US, 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 US. By the 1920s, concurrent with the flood of mass consumer 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 psychiatric operations. Special attention will be paid to the interrelationships 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 films, 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 Censorship (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) from these regions and countries; and/or a type of cinema from these 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 provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART535
Classic Hollywood Cinema (3 cr. hours)
This course explores the popular reception, historical and technological advents, and narrative, aesthetic and cultural aspects of the “Golden Age” of cinema as it developed in the United States. The time period is roughly 1929-1965, 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 provided by 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.

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 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. 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 trend 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 arts 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 time 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 examine 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.
MASTER OF HUMANITIES (MH) (continued)

COM520
Philosophy of Communication (3 cr. hours)
This course is a survey of the genealogy of communication and how communication creates shared experiences between people. Through a collection of readings, students will examine how and why society thinks about communication and how it does. Philosophy of Communication is generally concerned with analytical, theoretical and political issues that cross different discipline boundaries. It explores how people live their lives and deal with the conflicts that are inevitable whenever communication occurs in a society, whether in person, in groups, electronically or through the mass media. Throughout the course, students are exposed to the broader study of the field and how it relates to contemporary philosophical arguments, positions and concerns. By studying the historical and social contexts for communication, students will come to understand and appreciate how meaning is created through human interaction, more about themselves and how they relate to others.

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 associative 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 influence 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 in 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 monothemitism 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 ages 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 information 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.

COM631
New Media (3 cr. hours)
This course examines the origins and evolution of new media and its social, cultural, legal, and political implications. From social media such as Facebook and Twitter, to blogging, Wikipedia, YouTube, smart phones and tablets, online and new media are changing our culture and society in significant ways. As media technologies evolve, they are producing new contexts for engagement and raising important questions related to issues such as identity, community, communication, privacy, and freedom of expression. How people relate to each other in this electronic environment is changing our culture and society in ways we are just now beginning to understand. Through a series of readings, online explorations, discussions, interactions and writing assignments, students will come to understand the characteristics and implications of new media and their impact on our society.

ENG515
Teaching College English (3 cr. hours)
This course will investigate both theoretical and practical issues related to teaching First-Year composition. Topics will include developing effective syllabi, identifying and articulating learning objectives, designing effective writing assignments, assessing college writing, understanding and creating rubrics, and developing an effective critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. The final assignment will be the development of a syllabus with a paper explaining the rationale for that syllabus in terms of pedagogical goals for the course and best teaching practices.

ENG530
The Culture and Literature of Modernity (3 cr. hours)
Readings in cultural and literary identity: 1880-1920. Coming after Karl Marx, Charles Darwin, and Sigmund Freud, the style and traditions of literature, music, dance, and art took on a new reality that shattered old artistic conventions. The course will examine the novels of Virginia Woolf and James Joyce, the music of Igor Stravinsky and American jazz artists, the art of the Cubist, the dance forms of Isadora Duncan and the evolution of modernism.

ENG531
Studies in Genre Fiction (3 cr. hours)
Prerequisite: HUM530
This course critically examines a variety of genres of fiction, including but not limited to science fiction and fantasy literature, gothic and horror fiction, young adult fiction, children’s literature, romance and western literature. The characteristics, limits, and boundaries of genres will be explored along with a consideration of these literatures from theoretical and sociological perspectives.
GRADUATE

MAJOR OF HUMANITIES (MH) (continued)

ENG541 Creative Writing Workshop: Short Story (3 cr. hours) The Creative Writing Workshops are writing courses in the tradition of the classic writer’s workshop with the advantage of being online. Students will write and criticize their own and each other’s material in light of critical study of the writing of short fiction.

ENG542 Creative Writing Workshop: The Novel (3 cr. hours) The Creative Writing Workshops are writing courses in the tradition of the classic writer’s workshop with the advantage of being online. Students will write and criticize their own and each other’s material in light of critical study of the writing of a novel.

ENG543 Creative Writing Workshop: Poetry (3 cr. hours) The Creative Writing Workshops are writing courses in the tradition of the classic writer’s workshop with the advantage of being online. Students will write and criticize their own and each other’s material in light of critical study of the writing of poetry.

ENG544 Creative Writing: Genre Writing (3 cr. hours) This creative writing course guides students through the methods of writing a variety of genre fictions, including but not limited to young adult fiction, children’s literature, and creative nonfiction. The structure and conventions of a variety of forms of genre fiction will be studied along with mood, tone, point of view, and setting. This course will emphasize publication conventions and the writing of marketable work.

ENG545 Creative Writing: Performance Writing (3 cr. hours) This course develops skills in the art and craft of telling stories through performance media such as films and plays. Through writing scenes, scripts for short films, and tightly focused writing exercises, students will learn correct screenplay format, develop a "feel" for screenwriting style, enhance their powers of description, their skills in writing dialogue and action, and in constructing scenes and plot. The overarching emphasis is on learning how to translate mental moving images (the film or play that the writer sees in his or her head and all it encompasses or evokes), to words on the page in a way that those words create approximately the same moving images in the reader’s mind.

ENG561 British Literature (3 cr. hours) This course surveys canonical texts in British literature from Beowulf to the twentieth century in a variety of genres, including but not limited to poetry, drama, short stories, novels, utopian literature, and manifestos. Authors and works may include, but are not limited to, Beowulf, Sir Gawain and the Green Knight, Chaucer, Sydney, Shakespeare, Dryden, Milton, Pope, Swift, Wollstonecraft, the Romantics, Austen, Dickens, the Brontës, the Brownings, the Rossettis, Wilde, and the Modernists.

ENG562 American Literature (3 cr. hours) This course studies canonical texts in American literature from the Native American period to the present in a variety of genres, including but not limited to poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, early Native American literature, literature from the period of Spanish colonization, British colonial-era literature, nineteenth-century literature, American modernism, sixties literature, and contemporary American literature. Authors and movements may include Bradstreet, Freneau, Emerson, Thoreau, Whitman, Twain, Cooper, Hawthorne, Melville, Eliot, Pound, H.D., Diana Barnes, Salinger, Updike, Pynchon, Oates, Erdrich, Dillard, literature of the Puritan era, transcendentalism, realism, the Harlem Renaissance, Modernism, the Beat Poets, and 60s literature.

ENG563 World Literature (3 cr. hours) This course focuses primarily on significant texts in World Literature from antiquity to the twentieth century in a variety of genres, including but not limited to mythology, creation stories, poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, Gilgamesh, continental European literature, literature from the Spanish Americas, Caribbean literature, Middle Eastern and Indian literature, African literature, Chican@ literature, and Asian literature. Authors may include but are not limited to Homer, Voltaire, Dante, Ibsen, Beckett, Dostoevsky, Tolstoy, Chekov, Pia, Borges, Marquez, Allende, Rushdie, V.S. Naipaul, Derek Walcott, Shani Mootz, Sushalam Endo, Murakami, Amy Tan, Chinua Achebe, and others.

ENG564 Literary Theory (3 cr. hours) Prerequisite: HUM510, ART623 This course studies selected texts and figures important to the history of textual interpretation from the classical era to the twentieth century, including works by Plato, Aristotle, Dante, Dryden, Wordsworth, Arnold, Nietzsche, and others, and contemporary approaches such as Marxist, psychological, structuralist, post-structuralist and postmodernist, feminist, postcolonial, and cultural studies. Contemporary theorists such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michael Foucault, and Jean-François Lyotard will be studied and their central concepts applied to literary texts. Students will learn to consider multiple interpretations of a text and learn to examine the assumptions underlying a variety of interpretive strategies. Students will also explore the interrelationships between writer, reader, and text.

ENG570 Ethnic Voices: Poetry (3 cr. hours) Ethnic Voices: Poetry will examine the contributions of ethnic poets in the United States by closely analyzing various texts written by Asian Americans, African and Caribbean Americans, and Hispanic Americans. The course will focus upon a variety of issues and themes such as immigration, migration, exile, oppression, spirituality, storytelling, identity, self-representation, culture, and history. Major voices will be studied along with emerging writers. Multicultural literary theory and cultural criticism will be used to analyze the texts.

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 or 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 chats, Turnitin.com, etc.
MASTER OF HUMANITIES (MH) (continued)

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 for 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 (Ivey). 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.

ENFS512
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.

ENFS520
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 see 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 concept 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. During 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 protective 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 course 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 federal, state and local 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 fee 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 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 federal, state and local 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.

ENF665
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.
GRADUATE

COURSE DESCRIPTIONS: MASTER OF SCIENCE (MS) (continued)

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, as well as evaluate the impact of policy development and program administration on the reality of homeland security operational and management decisions. Through a case study approach, course participants will analyze how homeland security authorities, risk assessment, strategic planning, management and evaluations, and the potential for and current decision making by homeland security managers have shaped past and present homeland security management at all levels of government on a variety of issues, including counterterrorism, intelligence gathering, incident response, critical infrastructure protection, and border security. Through such analysis, students will understand the critical role that policy and management play in decision making, the requirements of managers for policy development and public administration when they are making 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 administration issues, and then synthesize a proposal for a programmatic solution for a leader to adopt.

ENF685
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 with 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 policy proposal related to the policy issue, 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, students will also gain an appreciation for how such open questions of homeland security policy development can be addressed through innovation, collaboration, and persistence.

JUS510
Contemporary Criminal Justice: Issues and Trends (3 cr. hours)
Provides a contemporary overview of the criminal justice system with a focus on current trends, major crime problems and statistics, crime control issues, the nature and causes of crime, justice agencies and personnel, key decision-making by justice agents, and the changing features of the American legal system and criminal justice management which impact the quality of service to community residents.

JUS515
Research Design and Analysis (3 cr. hours)
Prerequisite: JUS530
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 research 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, phonographic analysis, geographic information systems, program evaluation, evaluation, survey research, and other designs and methods. Students will also read and practice policy decisions from research reports.

JUS520
Statistical Applications in Criminal Justice (3 cr. hours)
Explores and applies practical statistical techniques to the relevant work of criminal justice agents, managers, and executives. The 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.

JUS525
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/veneiles/white collar criminals, authority, power, discretion, duty, discrimination, gratuities, on-duty use of drugs/alcohol, graft, sexual harassment, excessive/deadly force, undercover work, media, investigation/interrogation, loyalty/whistle blowing, professionalism, and corruption.

JUS526
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 realities and ethics relevant to organizing for counterterrorism, investigating terrorists 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.

JUS531
Human Resource & Personnel Management in Criminal Justice - Law & Theory (3 cr. hours)
Provides a background of law and theory 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.

JUS532
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.

JUS610
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.

JUS612
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-focused collaboration 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.
Graduate and skills needed for the advanced study of psychology. 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.

JUS618
Budget and Finance for Criminal Justice Administrators (3 cr. hours)
This course is designed to provide graduate students in criminal justice the opportunity to heat, 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.

JUS630
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.

JUS631
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 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.

JUS635
Leadership & Practical Application in Justice Administration (3 cr. hours)
This course is intended to provide students the opportunity to expand their ability to enact the knowledge and learning acquired in the courses leading up to this course. The purpose is to demonstrate critical thinking, research, and inquiry skills to produce a capstone project. The capstone project will synthesize and integrate previous Justice Administration course content to complete a capstone practical application as related to the student’s professional experience. The capstone project will require a proposed way-forward recommendation that reflects the policy interests and needs of the criminal justice community. The goal is to support the degree objectives of the graduate program. In addition, course content will include a strong leadership focus in criminal justice that practitioners require to promote criminal justice initiatives and direction.

*PSY501
Professional Practices in Psychology (3 cr. hours)
Cannot be used to fulfill graduation requirements. This course will introduce students to professional socialization into the field of psychology. Students will critically examine the methods, problems, critical thinking styles, as well as the career opportunities, in the field of psychology. Students will participate in the debates on topics of current concern in contemporary psychology. Students will also practice the writing style of the American Psychological Association with the development of the required knowledge and skills needed for the advanced study of psychology.

PSY511
Psychology and Law (3 cr. hours)
This course examines the theoretical and empirical bases for the field of forensic psychology. Students will explore how psychologist interacts with offenders, victims, and criminal justice agencies. Topics will also include the role of psychologist in mental health law and family law.

PSY532
Introduction to Forensic Psychology (3 cr. hours)
The course is designed to present students with a broad overview of the field of Forensic Psychology. The course will explore various applications of theories and research in psychology to aspects of the criminal justice system.

PSY515
Research Design and Analysis in Forensic Psychology (4 cr. hours)
Prerequisite: PSY511 or PSY520
Students in this course will receive an in-depth examination of the application, construction and design of research as it applies to Forensic Psychology. Content includes discussion of philosophy of science, reliability, validity, questionnaire construction, sampling, and a variety of research designs commonly found in Forensic Psychology research. Each student would be responsible for designing and implementing an original, empirical research project.

PSY520
Statistical Applications in Forensic Psychology (4 cr. hours)
Students in this course explore the principles and application of statistical models and techniques that are of value in the criminal justice system. All types of social science statistical uses will be explored from descriptive to inferential, to sophisticated statistical measurement. Particular emphasis will be placed on the application of statistical techniques to research in Forensic Psychology and criminal justice.

PSY521
Statistical Procedures I (2 cr. hours)
This course provides a foundation on the basic principles of statistics. Students will focus on methods of summarizing and describing data and will be introduced to the concepts of inferential statistics and hypothesis testing. The course provides an introduction to the use of electronic statistical software such as Microsoft Excel and SPSS.

PSY522
Statistical Procedures II (2 cr. hours)
Prerequisite: PSY521
This course explores and applies practical statistical methods to the relevant work of psychologists as well as social service and mental health professionals, managers, and executives. We will focus on statistical methods to prepare you to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report agency performance results, and to identify and use various statistical data sources in print and electronic form.

PSY525
Victimology (3 cr. hours)
This course provides an introduction to the study of victims at the individual, community, organizational, and policy levels.

PSY530
Legal and Ethical Issues in Forensic Psychology (3 cr. hours)
Prerequisite: PSY511
Forensic Psychologists encounter ethical conflicts when called upon to function in the criminal justice system. This course will focus on various ethical, legal, and professional considerations associated with these controversies and dilemmas. Analysis and resolution of these controversies and dilemmas will be explored. Topics include the psychologist-examinee relationship, the retaining party-examiner relationship, legal limits on confidentiality, the psychologist as expert witness, forensic psychology records, etc.
COURSE DESCRIPTIONS: MASTER OF SCIENCE (MS) (continued)

PSY533
Research Design and Analysis I (2 cr. hours)
This graduate level course will provide an introduction to research. The student will learn the basics of research methods and the language by which research is conducted in various disciplines around the world. Students will be introduced to basic concepts in research and learn the conceptual basis for the application of statistical techniques (the joining of statistics to research concept). Students will develop a research hypothesis derived from empirical theory to create their own original research design. Students will learn ethical guidelines and measurement construction for their research. Students will write an IRB proposal and submit it for approval.

Prerequisite:

PSY534
Research Design and Analysis II (2 cr. hours)
Prerequisite: PSY533
This graduate level course is meant to continue from PSY 533, Research Design and Analysis I. Upon IRB approval of the proposal written in PSY533, students are to conduct, analyze, write, and present their own original research. Students should be able to apply correct statistical techniques to their data and draw scientifically valid findings. Students will be encouraged to present their research at regional or national conferences, or to seek publication in scholarly journals. Finally, students should be able to create additional research that will answer questions empirically in the field, at their place of employment, or to create professional programming.

PSY541
History and Systems of Psychology (3 cr. hours)
This course takes a life span approach in studying human development from conception through death. Students will examine the physical, cognitive, social, and emotional growth in the human being. Emphasis will be on exploring views from other cultures and how the history of psychology continues to influence the field today. Students will engage in online debates, conduct historical research, and present findings in a manner supported by the American Psychological Association's Publication Manual.

PSY543
Developmental Psychology (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.

PSY545
Advanced Theories of Personality (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 well as 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.

PSY546
Psychopathology (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.

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 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.

Prerequisite: PSY531

PSY551
Psychophysiology and Criminal Behavior (3 cr. hours)
Prerequisite: PSY531
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 and emotional disorder. Disorders from DSM-IV will be covered. Psychological assessment using the DSM-IV and intensive case material will be used.

Prerequisite:

PSY552
Criminogenic Psychopathology (3 cr. hours)
Prerequisite: PSY532
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.

Prerequisite:

PSY611
Professional Issues I: Law and Ethics (2 cr. hours)
This graduate level course will explore and describe how legal and ethical considerations develop in psychology and the helping professions; how practitioners respond to these issues; and consequences of such decisions. Emphasis will be placed on the American Psychological Association's Code of Ethics, the Ohio Revised Code, and best practices in the helping professions as supported by peer reviewed data.

Prerequisite:

PSY612
Professional Issues II: Cross Cultural Issues in Psychology (3 cr. hours)
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 in addition, identity development, mental health, wellness, and pathology, and help-seeking practices and access to barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

Prerequisite:

PSY613
Professional Seminar in Advanced Clinical and Experimental Forensic Psychology (3 cr. hours)
Prerequisites: PSY544 and PSY530
This course 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.

Prerequisite:

PSY614
Substance Abuse (3 cr. hours)
Prerequisite: PSY530
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.
PSY620

Sex Crimes and Paraphilias (3 cr. hours)
Prerequisite: PSY547
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.

PSY625

Applied Advanced Psychological Assessment (4 cr. hours)
Prerequisite: PSY530
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: PSY522
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: PSY625
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: PSY625
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, create a culturally competent agency.

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: PSY530; Students must register for this course in their 4th semester. In order to register for the Thesis, students must have received a final grade lower than a “B” in any of their courses. Students who have received a final grade in any course lower than a “B” should register for the Intervention. Thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association the Tiffin University School of Criminal Justice and Social Sciences. Students must register for this course in their 4th semester.

PSY640-1

Thesis Extension (1 cr. hour)
Prerequisite: PSY640
This course is the final semester that a student is given to complete their thesis. The thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association and the Tiffin University School of Criminal Justice and Social Sciences.
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. Capstone I: 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 I. 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.
Faculty

Jonathan Appel, LIMFT, LCDC, NCC, LPC,  
Professor of Psychology and Criminal Justice  
B.A., Kent State University  
M.Ed., Kent State University  
M.S.C.J., Tiffin University  
Ph.D., University of Akron

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B.A., Anna Maria College  
M.A., Middle Tennessee State University  
Ph.D., University of Toledo

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M.C.J., University of South Carolina  
Ph.D., University of South Carolina

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M.S., Kettering University  
Ph.D., University of Cincinnati

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M.A., Jawaharlal Nehru University, India  
M.A., University of Pittsburgh  
Ph.D., University of Pittsburgh

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M.S., Calcutta University, India  
Ph.D., Southern Illinois University

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D.B.A., University of Sarasota

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M.Ed., National Changhua University of Education, Taiwan  
M.Ed., University of Wisconsin - River Falls  
Ph.D., Mississippi State University

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B.A., Beijing Normal University, China  
M.A., Beijing Normal University China  
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M.A., Miami University  
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B.A., University of South Florida  
Ph.D., Michigan State University

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M.S., Radford University  
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M.O.D., Bowling Green State University

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M.A., Heidelberg University  
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Emeritus Trustees (continued)

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M.A., Winnehrennert Theological Seminary

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Ph.D., Walden University

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M.B.A., Tiffin University

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Ph.D., Kent State University

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M.B.A., Tiffin University

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M.A., The University of Findlay

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M.B.A., University of Findlay
M.S., South University
D.B.A., Argosy University

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M.A., University of California, Santa Barbara
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M.S., Bogaziçi University, Istanbul
Ph.D., Bogaziçi University, Istanbul

Rebecca Abraham, Instructor of Management
B.B.A, Tiffin University
M.B.A., Tiffin University
ACADEMIC AFFAIRS (continued)

Pfeiffer Library
Catherine Carlson, Director
Clare Keating, Reference Librarian
LuAnn Edwards, Librarian

Registration and Records
Melissa Weininger, Associate Provost, Student Success and Registrar
Andrea Draper, Assistant Registrar
Julie McGinnis, Assistant Registrar
Melissa Hoffman, Coordinator of Advising and Academic Scheduling
Judy Harley, Records Specialist
Brooklyn Kitchener, Registration and Records Coordinator
Krista Swangan, Academic Services Coordinator

ENROLLMENT MANAGEMENT
Dr. Jeremy Martin, Executive Vice President for Enrollment Management and Student Affairs
Dr. Amy Wood, Assistant Vice President for Enrollment Management

Enrollment Operations
Justin Baler, Director of Admissions Operations
Savannah Root, Coordinator of Admissions Operations
Yow Mampehay, Coordinator of Enrollment Operations

Undergraduate Admissions
Sarah Johnson, Director, Undergraduate Admissions
Kylie Stocker, Assistant Director of Undergraduate Admissions
Emily Ohman, Senior Admissions Counselor
Hannah Saunders, Senior Admissions Counselor
Daniel Abedala, Undergraduate Admissions Counselor
Kabrella Clark, Undergraduate Admissions Counselor
Steven Gonzalez, Undergraduate Admissions Counselor
Kim Grogg, Undergraduate Admissions Counselor
Caitlyn Bass, Undergraduate Admissions Operations Coordinator

Transfer & CCP Admissions
Jay Feuerstein, College Credit Plus Counselor
Kylie Stocker, Transfer Admissions Counselor
Kelly Petrosino, Manager, Northwest Ohio Academic Centers
Bill Schumacher, Manager, Northeast Ohio Academic Centers

Graduate Enrollment Management
Nikki Hintze, Director for Graduate Enrollment Management
Deanna Stutts, Graduate Academic Advisor
Erim Elbashir, Graduate Academic Advisor
Alison Havilla, Graduate Academic Advisor
Austin Bentz, Graduate Admissions Counselor
Grant Miller, Graduate Admissions Counselor
Sharon McIntosh, 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
Tiffany Kline, Online Undergraduate Admissions Counselor
Debra Kaya, Coordinator of Online and Extended Learning Bachelor Degree Programs

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Cindy Little, Assistant Director of Financial Aid
Tangi Ritchie, Assistant Director of Financial Aid
Beth Leary, Financial Aid Counselor
Krista Swangan, Financial Aid Counselor
Diane Vassalle, Financial Aid Counselor
Julie Allen, Financial Aid Operations Coordinator

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Elizabeth Herman, Assistant Director of International Affairs
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Junxia “Tina” Kong, Regional Advisor for East Asia
Palavi Sharma, Regional Advisor for Southeast Asia
Talita Russo-Alves, Public Relations Specialist for Latin America

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Jennifer Saam, Web Presence Coordinator
Ben Sandrock, Social Media Specialist
Russ Snyder, WTVU Operations Manager
Mary Ann Stearns, Creative Director/Graphic Designer

Performing Arts Program
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Angela Sosebee Shearn, Director of Arts Operations
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Alexandra Manfredo, Director, Commercial Music (Vocal)
Nathan Santos, Director, Commercial Music (Instrumental)

Student Affairs
Mike Herduck, Dean of Students
Jacob Simon, Assistant Dean of Students
Cooper Conrad, Area Coordinator
Nicholas LaTore, Area Coordinator
Megan Somodi, Area Coordinator
Hannah Tyson, Director, Student Engagement
Cassie Eschweiler, Coordinator, Student Engagement
Julie Richards, Director, Wellness and Counseling Services
Lea Frank, Counselor (PT)
Amy Spell, Counselor (PT)
Jill Earl, Coordinator of Student Union

Veterans & Military Resource Center
Denise Burkin, Director of Veteran & Military Services

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Mitch Blonde, CFRE
President of Institutional Advancement and Public Affairs / Chief Advancement Officer
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Lisa Williams, Executive Director of University Relations
Lori Bentz, Director of Annual Giving
Vickie Wilkins, Director of Alumni Relations
Rahat Ahmad, Director of Donor Relations
Vacant, Assistant Director of Development
Katha Pancake, Director of Advancement Services
Linda Good, Grant Writer
Sandy Koehles, Director of Event Services
Sarah Porter, Event Services Coordinator

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Dr. Teresa Shafer, Vice President for Institutional Planning and Effectiveness
Holly Allgood, Director of Special Projects
Professor Tiffany Goff, Director, Study Abroad Program
Noah Fox, Director of Enterprise Imaging

Office of Career Services
Amanda Hummel, Executive Director of Career Services
Celinda Scherger, Director of Career Development

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Charles Andret, Assistant Vice President for Finance
Joel Wilkins, Controller
Jean Thomas, Financial Management Analyst
Julie Starkweather, Director of Student Accounts
Elton Carter, Staff Accountant
Fahad Al Farwani, Accountant and SAGM Billing Specialist
Rebecca Brose, Student Account Specialist
Deborah Fowler, Payroll Manager
Paudete Heyman, Payroll Clerk

Campus Safety and Security
Jennifer Boucher, Director, Campus Safety and Security
Sean Droucher, Assistant Director of Campus Safety and Security

Human Resources
Nadia Lewis, Assistant Vice President for Human Resources and Equal Opportunity Officer
Deidre Herduck, Director of Human Resources
Roshani Dogra, Human Resources Generalist

AVI Service
Bryan White, Catering Director
Pete Cleveland, Resident Director
Katelyn Hunter, Pub General Manager
Todd Maxson, Executive Chef
Stephanie Myers, Catering Supervisor

Bookstore
Wes Kroger, Bookstore Manager
Heather Hamilton, Assistant Manager

Facilities Department
Orion Jones, Director of Physical Plant
Pete Reinhart, Assistant Director of Facilities
Jennifer Laibe, Administrative Assistant
Jerry Adams, Grounds Maintenance Supervisor
Dennis Elise, Grounds Maintenance
Kevin Rohn, Grounds Maintenance
Dennis Welly, Grounds Maintenance
Debbie Lanier, Housekeeping Supervisor
Jamie Baum, Assistant Housekeeper Supervisor/Trainer
Margie Daniel, Housekeeper
Vickie Daniel, Housekeeper
Jolellen Davis, Housekeeper
Shari Depinet, Housekeeper
Tammy Dewald, Housekeeper
Kim Feasel, Housekeeper
Mary Frisch, Housekeeper
Thomas Harple, Housekeeper
Kathleen Jackson, Housekeeper

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Celinda Scherger, Director of Career Development

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Jolellen Davis, Housekeeper
Shari Depinet, Housekeeper
Tammy Dewald, Housekeeper
Kim Feasel, Housekeeper
Mary Frisch, Housekeeper
Thomas Harple, Housekeeper
Kathleen Jackson, Housekeeper
ADMINISTRATIVE AND FULL-TIME STAFF POSITIONS

Chalin Cahlik, Head Coach for esports
Jessie Ivey, Head Women’s Basketball Coach
Guy Hensley, Assistant Basketball Coach

Assistant Athletic Director
Administrator, Director of Compliance

Kelly Daniel, Assistant Athletic Director, Senior Women’s Administrator, Director of Compliance
Shane O’Donnell, Sports Information Director and Assistant Athletic Director
Matt Kibler, Assistant Sports Information Director
Joe Wilkins, Head Baseball Coach
Brandon Carrell, Assistant Baseball Coach
Thomas Church, Head Men’s Basketball Coach
Guy Hensley, Assistant Basketball Coach
Jessie Ivey, Head Women’s Basketball Coach
Miriam Justinger, Assistant Women’s Basketball Coach
Chalin Cahlik, Head Coach for esports
Brett Ybarra, esports Coach

2018-2019 Calendar

UNDERGRADUATE – TIFFIN CAMPUS

SUMMER 2018
Summer Term I – 6 week session
Classes Begin: Monday, May 7
Memorial Day Break: May 28
Last day “WD” Without Failing Grade: June 11
Final Examination: June 13-14
Final Grades Due: July 3

SUMMER Term II – 6 week session
Classes Begin: Monday, July 9
Last day “WD” Without Failing Grade: July 31
Final Examination: August 15-16
Final Grades Due: August 21

FALL SEMESTER 2018
New Student Orientation: August 23-26
Convocation: Friday, August 24
Classes Begin: Monday, August 27
Labor Day (No classes): September 3
Athletic Progress Reports: September 19
Last Day to Add a Class to an Existing Schedule: August 29
Midterm: Week of October 8
Midterm Break: October 15-16
Midterm Grades Due: October 17
Last Day to Withdraw Without a Failing Grade: October 30
Registration for Spring 2019:
Seniors: October 29
Juniors: October 31
Sophomores: November 5
Freshmen: November 7
Athletic Progress reports: November 14
Thanksgiving Recess: November 21-23
Last Day of Class: December 7
Final Examination Period: December 10-13
Final Grades Due: December 18

SPRING SEMESTER 2019
Classes Begin: Monday, January 14
Last Day to Add a Class to an Existing Schedule: January 16
Midterm: Week of February 25
Midterm Grades Due: March 11
Spring Break: March 8-Spring Break
Classes Resume: March 11
Last Day to Withdraw Without a Failing Grade: March 25
Registration for Summer and Fall 2019 Begins:
Seniors: March 25
Juniors: March 27
Sophomores: April 1
Freshmen: April 3
Athletic Progress Reports: April 3
Good Friday (No classes): April 19
Last Day of Class: April 26
Final Examination Period: April 29-May 2
Commencement: Saturday, May 4, 2019
Final Grades Due: May 7

ATHLETICS

Lonny Allen, Director of Athletics
Holly Rigg, Athletics Event Coordinator/NLI Administrator
Kelly Daniel, Assistant Athletic Director, Senior Women’s Administrator, Director of Compliance
Shane O’Donnell, Sports Information Director and Assistant Athletic Director
Matt Kibler, Assistant Sports Information Director
Joe Wilkins, Head Baseball Coach
Brandon Carrell, Assistant Baseball Coach
Thomas Church, Head Men’s Basketball Coach
Guy Hensley, Assistant Basketball Coach
Jessie Ivey, Head Women’s Basketball Coach
Miriam Justinger, Assistant Women’s Basketball Coach
Chalin Cahlik, Head Coach for esports
Brett Ybarra, esports Coach

Academic Calendar

2018-2019 Calendar - Undergraduate | Tiffin Campus
2018-2019 Calendar

UNDERGRADUATE – ONLINE BACHELOR PROGRAMS

SUMMER SEMESTER 2018
May Classes (7 Weeks): May 14 to July 1
Last Day to Withdraw Without a Failing Grade: June 11
Final Grades Due: July 3

July Classes (7 Weeks): July 2 to August 19
Last Day to Withdraw Without a Failing Grade: August 2
Final Grades Due: August 21

FALL SEMESTER 2018
August Classes (7 Weeks): August 27 to October 14
Last Day to Withdraw Without a Failing Grade: September 27
Final Grades Due: October 16

October Classes (7 Weeks): October 22 to December 9
Last Day to Withdraw Without a Failing Grade: November 21
Final Grades Due: December 11

SPRING SEMESTER 2019
January Classes (7 Weeks): January 14 to March 3
Last Day to Withdraw Without a Failing Grade: February 12
Final Grades Due: March 5

March Classes (7 Weeks): March 11 to April 28
Last Day to Withdraw Without a Failing Grade: April 9
Final Grades Due: April 30

Commencement: Saturday, May 4, 2019

2018-2019 Calendar

GRADUATE – MBA TIFFIN CAMPUS

SUMMER SEMESTER 2018
May Classes (7 Weeks): May 14 to June 28
Last Day to Withdraw Without a Failing Grade: June 11
Final Grades Due: July 3

FALL SEMESTER 2018
August Classes (7 Weeks): August 27 to October 11
Last Day to Withdraw Without a Failing Grade: September 27
Final Grades Due: October 17

October Classes (7 Weeks): October 22 to December 6
Last Day to Withdraw Without a Failing Grade: November 22
Thanksgiving Recess: November 22
Final Grades Due: December 11

SPRING SEMESTER 2019
January Classes (7 Weeks): January 14 to February 28
Last Day to Withdraw Without a Failing Grade: February 12
Final Grades Due: March 5

March Classes (7 Weeks): March 11 to April 25
Last Day to Withdraw Without a Failing Grade: April 9
Final Grades Due: April 30

Commencement: Saturday, May 4, 2019
2018-2019 Calendar

GRADUATE – MS/CRIMINAL JUSTICE: FORENSIC PSYCHOLOGY
TIFFIN CAMPUS

SUMMER SEMESTER 2018
Summer Intersession: .......................................................... May 7-11
Summer Semester Classes: ....................................................... May 12 to August 18
Independence Day Recess: ....................................................... July 7
Last Day to Withdraw Without a Failing Grade: ......................... July 14
Final Grades Due: ................................................................. August 21

FALL SEMESTER 2018
August Classes: ................................................................. September 1 to December 15
Fall Break (No classes): ......................................................... October 3
Last Day to Withdraw Without a Failing Grade: ......................... November 3
Thanksgiving Recess: ........................................................... November 24
Final Grades Due: ................................................................. December 18

SPRING SEMESTER 2019
January Classes: ................................................................. January 12 to April 27
Spring Break (No Classes): ....................................................... March 19
Last Day to Withdraw Without a Failing Grade: ......................... March 20
Easter Recess: ................................................................. March 20
Final Grades Due: ................................................................. April 30
Commencement: .................................................................. Saturday, May 4, 2019

SUMMER SEMESTER 2018
TIFFIN CAMPUS
GRADUATE – MS/CRIMINAL JUSTICE: FORENSIC PSYCHOLOGY

FALL SEMESTER 2018
August Classes: ................................................................. September 1 to December 15
Fall Break (No classes): ......................................................... October 3
Last Day to Withdraw Without a Failing Grade: ......................... November 3
Thanksgiving Recess: ........................................................... November 24
Final Grades Due: ................................................................. December 18

SPRING SEMESTER 2019
January Classes: ................................................................. January 12 to April 27
Spring Break (No Classes): ....................................................... March 19
Last Day to Withdraw Without a Failing Grade: ......................... March 20
Easter Recess: ................................................................. March 20
Final Grades Due: ................................................................. April 30
Commencement: .................................................................. Saturday, May 4, 2019

SUMMER SEMESTER 2018
GRADUATE – ONLINE MBA, MEd, MS ONLINE

FALL SEMESTER 2018
August Classes: ................................................................. September 1 to December 15
Fall Break (No classes): ......................................................... October 3
Last Day to Withdraw Without a Failing Grade: ......................... November 3
Thanksgiving Recess: ........................................................... November 24
Final Grades Due: ................................................................. December 18

SPRING SEMESTER 2019
January Classes: ................................................................. January 12 to April 27
Spring Break (No Classes): ....................................................... March 19
Last Day to Withdraw Without a Failing Grade: ......................... March 20
Easter Recess: ................................................................. March 20
Final Grades Due: ................................................................. April 30
Commencement: .................................................................. Saturday, May 4, 2019

SUMMER SEMESTER 2018
GRADUATE – MH ONLINE

FALL SEMESTER 2018
August Classes: ................................................................. September 1 to December 15
Fall Break (No classes): ......................................................... October 3
Last Day to Withdraw Without a Failing Grade: ......................... November 3
Thanksgiving Recess: ........................................................... November 24
Final Grades Due: ................................................................. December 18

SPRING SEMESTER 2019
January Classes: ................................................................. January 12 to April 27
Spring Break (No Classes): ....................................................... March 19
Last Day to Withdraw Without a Failing Grade: ......................... March 20
Easter Recess: ................................................................. March 20
Final Grades Due: ................................................................. April 30
Commencement: .................................................................. Saturday, May 4, 2019

2018-2019 Calendar

GRADUATE – ONLINE MBA, MEd, MS ONLINE

SUMMER SEMESTER 2018
May Classes (7 Week): .......................................................................................................................... May 14 to July 11
Last Day to Withdraw Without a Failing Grade: ......................................................... May 23
Final Grades Due: ................................................................. July 3

July Classes (7 Week): ......................................................................................................................... July 2 to August 19
Last Day to Withdraw Without a Failing Grade: ......................................................... August 2
Final Grades Due: ................................................................. August 24

FALL SEMESTER 2018
August Classes (7 Week): .................................................................................................................. August 27 to October 14
Last Day to Withdraw Without a Failing Grade: ..................................................... September 27
Final Grades Due: ................................................................. October 16

October Classes (7 Week): .............................................................................................................. October 22 to December 9
Last Day to Withdraw Without a Failing Grade: ..................................................... November 21
Final Grades Due: ................................................................. December 11

SPRING SEMESTER 2019
January Classes (7 Week): ........................................................................................................... January 14 to March 3
Last Day to Withdraw Without a Failing Grade: ..................................................... February 12
Final Grades Due: ................................................................. March 5

March Classes (7 Week): .............................................................................................................. March 11 to April 28
Last Day to Withdraw Without a Failing Grade: ..................................................... April 9
Final Grades Due: ................................................................. April 30
Commencement: .......................................................................................................................... Saturday, May 4, 2019

GRADUATE – MH ONLINE

SUMMER SEMESTER 2018
May Classes: ................................................................................................................................. May 14 to August 19
Last Day to Withdraw Without a Failing Grade: ..................................................... July 19
Final Grades Due: ................................................................. August 21

FALL SEMESTER 2018
August Classes: ............................................................................................................................... August 27 to December 9
Last Day to Withdraw Without a Failing Grade: ..................................................... November 1
Final Grades Due: ................................................................. December 11

SPRING SEMESTER 2019
January Classes: ........................................................................................................................... January 14 to March 28
Last Day to Withdraw Without a Failing Grade: ..................................................... March 28
Final Grades Due: ................................................................. April 30
Commencement: .......................................................................................................................... Saturday, May 4, 2019
### Academic Bulletin 2018-2019

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TIFFIN UNIVERSITY

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