SAINT LEO UNIVERSITY
Academic Catalog
2022-2023

GRADUATE

Saint Leo University ■ Graduate ■ 2022-2023

Contents

Catalog Home

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

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

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

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

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

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

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

The Title IX coordinator, Beverley DiGiacobbe, can be reached at titleixcoordinator@saintleo.edu.

Archived graduate catalogs are available in pdf format from the 2006-2007 academic year to the present year in Academic Catalogs in PDF Version. The academic affairs office handles requests for older catalogs and has access to the paper and electronic version. For older catalogs, students can contact Academic Affairs at catalog.academic@saintleo.edu.

President's Message

We are so pleased you are pursuing a Saint Leo University degree or program. Your decision to improve your knowledge, experience, values, and skills by completing one is a significant decision. The university catalog details the curriculum and academic policies and procedures developed over many years to ensure that our degree programs meet the standards of quality, integrity, fairness, and completeness that assure you a university degree that meets the highest standards of academic excellence.

I want to emphasize; however, Saint Leo University is not just about policies and procedures. While these are necessary, our university is—most of all—about people. We have a mission to educate and prepare people so they can make a good living and a better life for themselves and their communities. So please do not hesitate to speak with your advisor, faculty, department chairs or deans if you have a creative academic idea or plan. I am certain they will do their best to help you achieve your goals.

Benedictine monks and sisters founded Saint Leo University more than 130 years ago. We continue to emphasize the Benedictine core values of community, respect for all, and responsible stewardship, along with the values of excellence, personal development, and integrity. My colleagues and I work diligently at our University Campus, education centers and in our online delivery to fulfill our mission and to make certain these values are upheld.

Saint Leo University is a larger and more complicated university than people generally realize. Indeed, enrollment ranks us as one of the largest Catholic universities in the United States in unduplicated student head counts. In addition, we rank near the top in the nation for the number of African Americans graduating with bachelor's degrees in business, management, or marketing. We serve more than 15,800 students at University Campus, online throughout the nation and the world, and at 16 locations in Florida, Georgia, South Carolina, Mississippi, and Texas. We do so with the same commitment to our Catholic heritage; to the liberal arts as the basis of all learning; to student learning and development; and to our core values. The university —your university—and my colleagues work to put students first in all of our considerations. You have my assurance that the university promises a commitment to quality in all of its programs. We fully expect students to embrace our university values and commitment to our learning community.

Lastly, I know you will find that the catalog details many of the opportunities available to students within and outside the classroom that will make your experiences with us more impactful and enriching. Please review this catalog carefully with your faculty or academic advisors, who are critical components of our student-first practices.

Welcome to Saint Leo University! We are so very pleased you are here. May God bless you.

Ed Dadez, Ph.D.

President, Saint Leo University

The University

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Mission Statement

Saint Leo University is a Catholic, liberal arts-based university serving people of all faiths. Rooted in the 1,500-year-old Benedictine tradition, the university seeks balanced growth in mind, body, and spirit for all members of its community. At University Campus, at education centers, and through the Center for Online Learning, Saint Leo University offers a practical, effective model for life and leadership in a challenging world; a model based on a steadfast moral consciousness that recognizes the dignity, value, and gifts of all people.

To accomplish its mission, the university community creates a student-centered environment in which the love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives, and care for all of God's creations.

Value Statements

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

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

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

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

Responsible Stewardship - Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources for University and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals. Integrity—The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

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

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

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

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

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

In 1920 the college was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929 and continued as such until 1964. Reaching for a larger mission, Saint Leo opened as a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate level, the college moved quickly to a four-year program and began to again confer bachelor's degrees on April 23, 1967. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter bachelor of arts class. In 1969 the University was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

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

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

Accreditation and Affiliation Statement

Saint Leo University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate, bachelor's, master's, specialist, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Saint Leo University.

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

The following programs at Saint Leo University's Tapia College of Business are accredited by ACBSP: Associate of Arts: Business Administration, (AA.BA), Business Administration: Logistics (BA.BUSAD.LOG), Business Administration: Management (BA.BUSAD.MGT), Business Administration: Marketing (BA.BUSAD.MKT), Business Administration: Project Management (BA.BUSAD.PM), Business Administration: Technology Management (BA.BUSAD.TEC), Accounting (BA.ACC), Communication Management (BA.CMM), Human Resource Management (BA.HRA), International Hospitality, Event and Hotel Management: Event Management (BA.IH.EM), International Hospitality, Event and Hotel Management: Hotel and Resort Management (BA.IH.HRM), Management (BA.MGT), Marketing (BA.MKT), Sport Business (BA.SPB), Computer Information System (BS.CIS), Health Care Administration (BS.HCA), Master of Business Administration (MBA), MBA: Accounting Concentration, MBA: Health Care Management Concentration, MBA: Human Resource Management Concentration, MBA: Cybersecurity Management Concentration, MBA: Marketing Concentration, MBA: Project Management Concentration, and MBA: Sport Business Concentration. Saint Leo's undergraduate Sport Business program is accredited by the Commission on Sport Management Accreditation (COSMA).

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

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

Saint Leo University North Charleston and Sumter Education Centers, South Carolina, are licensed by the South Carolina Commission on Higher Education. Address: 1122 Lady Street, Suite 300, Columbia, SC 29201; telephone 803/737-2260. (Licensure indicates only that minimum standards have been met; it is not equal

to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.) If a complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link.
http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

The State Council of Higher Education in Virginia (SCHEV) has certified Saint Leo University (33701 State Road 52, P.O. Box 6665, Saint Leo, FL 33574-6665) to operate in Virginia (Chesapeake Education Center, 1434 Crossways Boulevard, Chesapeake, VA 23320, Fort Eustis Education Center, U.S. Army Education Center, 1500 Madison Avenue, P.O. Box 4326, Fort Eustis, VA 23604; Fort Lee Education Center, 700 Quarters Road, Bldg 12400, P.O. Box 5220, Fort Lee, VA 23801-0220; Langley Education Center, 450 Weyland Road, Bldg 1027, Langley AFB, VA 23665; Newport News, Education Center, One BayPort Way, Suite 160, Newport News, VA 23606 and South Hampton Roads Education Center, 1481 D. Street, Bldg. 3016, JEB Little Creek-Ft Story, Virginia Beach, VA 23459).

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

California

Saint Leo University Worldwide 2022-2023 Academic Year

Summer II: July 5 - August 27
Fall I: August 28 - October 22
Fall II: October 23 - December 17
Spring I: January 15 - March 10
Spring II: March 11 - May 5
Summer I: May 6 - June 30

Saint Leo University offers classrooms that are ventilated and well lit. Classrooms are equipped with video teaching and teleconferencing, internet and Wi-Fi capabilities. Faculty and students are provided convenient digital access to the Saint Leo University Daniel A. Cannon Memorial Library. Faculty and students also have access to LionsShare. LionsShare is a learning ecosystem, which includes access to a variety educational platform combined with a social environment allowing students and faculty to connect across the University.

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be

directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited Sections 94803, 94877 and 94923, Education Code.

Reference: Section 94923, 94924 and 94925, Education Code Saint Leo University is a Private Institution. Saint Leo University is not pending a petition in bankruptcy or operating as a debtor in possession. Saint Leo University has not filed a petition with the preceding five years nor has a petition in bankruptcy filed against Saint Leo University within the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

As a prospective student, you are encouraged to review this catalog prior to signing an enrolment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at:

Bureau of Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 98533
P.O. Bo 98018, West Sacramento, CA 95978-0818
Web site: www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 431-6959
Fax: (916) 263-1897 or (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling: Toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov

The Statement of Expected Pedagogy outlines the university's expectations for developing and delivering courses. Guidelines pertaining to all delivery modes are included here:

- Understand who your students are (e.g., adult learners who may not have taken courses for many years, adult learners earning a second degree, traditional-aged students, etc.)
- Communicate high expectations. Describe for your students the knowledge, skills, and values they will master during the course.
- Provide students with clear grading requirements during your first class. Describe your expectations for class attendance and discussion participation in the course syllabus.
- Discuss with your students the Academic Honor Code in its entirety during the first class period. Report all incidences of suspected plagiarism following the process described in Undergraduate and Graduate Academic Catalogs.
- State clear goals and objectives for each class or instructional session
- Use multiple methods to deliver content (e.g., visual, textual, kinesthetic, and/or auditory). For online courses this is covered as a design standard.
- Augment assigned readings with your experience and expertise during class, rather than repeat material you assign from the textbook.
- Ensure that discussions and assignments require critical thinking, core values, and decision making on the part of your students.
- Implement activities that encourage your students to apply, analyze, synthesize, and evaluate course material.
- Use assessment methods that measure students' progress in applying, analyzing, synthesizing, and evaluating course material.
- Formal writing assignments should be submitted to Turnitin.com.
- Encourage active reading, reading to write, and writing across the curriculum activities in your class.
- Summarize the main points of your lesson at the close of each class or instructional session.
- Provide timely and substantive feedback to your students and require their feedback as well
- Respond to all student messages within 36 hours both during the workweek and on weekends.
- Offer extra credit opportunities sparingly and if offered to the entire class.
- Replace missed presentations with only comparable alternative assignments and only in the event of a documented emergency.
- Record all grades in eLion no later than three days after the last day of the term

Assign Incomplete as a grade only in accordance with university policy as written in the academic catalog.

Early Admission - California residents: California Education Code (CEC) §94811 mandates that early admission applicants shall take an independently administered ability-to-benefit (ABT) examination. California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently

administered examination from the list of examinations prescribed by the United States Department of Education (USDE). A list of approved ATB examinations can be found here https://www.bppe.ca.gov/schools/usde_tests.pdf.

Degree Programs
Tapia College of Business

Master of Business Administration (MBA)
- MBA - Project Management Specialization
- MBA - Human Resource Management - Concentration
- MBA - Health Care Management - Concentration
- MBA - Data Analytics - Concentration
- MBA - Cybersecurity Management - Concentration
- MBA - Accounting - Concentration
- MBA - Social Media Marketing - Concentration
- MBA - Marketing - Concentration
- MBA - Master of Business Administration
- Master of Accounting (MAcc)
    - o Master of Accounting - MAcc - Online
  - Master of Science (M.S.) in Cybersecurity
    - o Master of Science in Cyber Security

Course Levels

Graduate course work is considered advanced level course work. The characteristics below represent general and minimal standards for all graduate courses. The diversity of programs and courses may necessitate specific criteria outside of the general attributes below due to the unique standards of a specific discipline.

Level 500-599:

- Requires students to demonstrate an increased depth of knowledge beyond the undergraduate degree;
- Requires students to demonstrate advanced methodology/application of new skills and information to significant tasks or issues in the discipline;
- Requires students to demonstrate higher-order synthesis and analysis in the discipline;
- Maintains a strong emphasis on the literature of the discipline and/or active engagement with the latest research and scholarly activity of the discipline.

Level 600-699:

- Focuses on theory, intellectual rigor, and a high level of critical thinking;
- Requires integration of information;
- Requires sustained, independent inquiry and analysis;
- Requires advanced scholarly writing skills;
- Requires thorough knowledge of major research methodologies of the discipline;
- Builds on the most important historical and current research available in the discipline.

Level 700-801:

- ▪ Graduate courses limited to doctoral students;
- ▪ Requires advanced scholarly writing skills needed to complete a dissertation;
- ▪ Requires advanced oral communication skills;
- ▪ Requires thorough knowledge of major research methodologies of the discipline;
- ▪ Requires students to apply advanced or specialized knowledge and theoretical concepts.

Educational and Learning Goals

1. We expect students to demonstrate intellectual growth:
   - Think critically and independently
   - Make informed decisions
   - Commit to lifelong learning
   - Engage in problem solving
   - Exercise reasoned judgment
   - Develop quantitative skills
   - Learn experientially
   - Understand how living things and physical systems operate
   - Prepare for graduate study

2. We expect students to demonstrate effective communication skills:
   - Speak thoughtfully and respectfully
   - Listen carefully
   - Read critically
   - Write clearly
   - Present information well

3. We expect students to demonstrate deepened spiritual values)
   - Understand Catholic and Benedictine values and traditions
   - Commit to act in concert with one's values
   - Respect differences in belief systems and values
   - Show compassion and empathy
   - Understand the relationships among humans, living things, the universe, and God
   - Balance one's life

4. We expect students to respond aesthetically:
   - Appreciate the beauty and balance in nature
   - Develop creativity
   - Demonstrate sensitivity
   - Visualize creative potential

5. 5.We expect students to prepare for an occupation:
   - Strive for excellence
   - Develop an international perspective
   - Become competent in managing people/tasks, responding to change, planning innovation, collaborating, applying technology, and acting fiscally responsible

6. We expect students to demonstrate social responsibility:

- Act with integrity
- Exercise personal responsibility
- Respect all living things
- Work for diversity both locally and globally
- Build community
- Commit to resource stewardship

7. We expect students to demonstrate personal growth and development:
   - Develop self-understanding
   - Learn to manage self
   - Deal with ambiguity
   - Exercise flexibility
   - Strengthen confidence and self-esteem
   - Learn persistence
   - Care for self and physical and spiritual wellbeing
   - Develop leadership
   - Foster a work ethic

8. We expect students to demonstrate effective interpersonal skills:
   - Value successful relationships
   - Participate effectively in group work
   - Cooperate
   - Engage in philanthropy
   - Volunteer

Academic Freedom Policy for Students

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

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

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

Academic Honor Code

ACADEMIC MISCONDUCT

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

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

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

C. Complicity:
- Helping another student commit an act of academic dishonesty.

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

ADJUDICATION

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

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

REPORTING PROCESS

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

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

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

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

REQUIRED DOCUMENTATION FOR A HEARING

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

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

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

SANCTIONS

The sanction for a first violation of the Academic Honor Code could range from zero for the assignment to dismissal from the university, depending on the nature of the violation, but the usual sanction is failure of the course. The minimum sanction for a subsequent offense is failure of the course, but the usual sanction is suspension or dismissal from the university. For additional information, faculty members should contact either the Committee Chair or the appropriate Center or OL Director/Assistant Director.

Appellate Process

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

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

Center offices, the Office of Student Affairs, or the Office of Finance and Accounting. Students attending Education Centers make their initial contact with their Student Advisor or the Center Director, who will provide any needed coordination with the Assistant/Associate Vice President and/or University Campus offices.

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

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

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

Grade Point Average

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

Course	Hours Attempted	Grade	Quality Points	Total Quality Points	
FAS 101 3	3	A	(4.00)	12.00	(3 x 4)
SPA 111 3	3	B-	(2.67)	8.01	(3 x 2.67)
CHE 121 3	3	D	(1.00)	3.00	(3 x 1)
HTY 121 3	3	F	(0.00)	0.00	(3 x 0)
ENG 121 3	3	C+	(2.33)	6.99	(3 x 2.33)
	15			30.00	

Grade Point Average: 30.00/15 = 2.0 GPA.

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

Grade Changes

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

Grade Appeal Procedures

The following procedures shall be adhered to reference grade appeals:

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

External Complaint Procedures by State

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

Grade Reports and Permanent Records

All official grade reports are available on the University's online student information system, known as eLion. Permanent academic records of all students are maintained by the Registrar. Disciplinary records of are maintained by Student Affairs. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

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

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

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

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

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

Students are notified of their rights under the act by accessing the FERPA information on the eLion online system. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is

not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to review their educational records must make written requests to the Registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records, with charges being assessed at the prevailing rate set by the Registrar. Educational records do not include records of instructional, administrative, and staff personnel, which are the sole possession of the maker and are not accessible or revealed to any individual; records of the security department as they pertain to law enforcement; student health or psychological records; and employment records or alumni records that do not relate to the person as a student. A licensed physician selected by the student may review health records. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Division for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted by persons of his or her choice, including attorneys, but at his or her own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he or she may place a statement in his or her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's Social Security number, number of transcripts required, and the complete mailing address to which each transcript is to be sent. The University will provide a transcript upon request and upon completion of at least one course with Saint Leo University.

Transcripts should not be requested until the grade report for the preceding term has been received. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. There is a $15.00 fee for each paper transcript requested. eTranscript service is available providing a secure certified PDF transcript. Electronic transcript requests are $10.00 for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. All transcript paper requests

should be ordered directly from the Registrar, MC 2278, P.O. Box 6665, Saint Leo, FL 33574. Transcripts can also be ordered on eLion.

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

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

Academic Residence Requirements

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

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

Accessibility Services

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

Equal Employment Opportunity (EEO) Statement

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

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992. The Title IX coordinator, Beverley DiGiacobbe, may be contacted at titleixcoordinator@saintleo.edu

or beverley.digiacobbe@saintleo.edu The Director of Accessibility Services and the Section 504 Coordinator, Michael Bailey, may be contacted at michael.bailey02@saintleo.edu

University Library Services

University Library Services provides instruction, information resources, and services needed by students pursuing their education and seeking an understanding of themselves, their world, and their Creator. The Daniel A. Cannon Memorial Library faculty and support staff offer direct personal assistance to all our students and faculty, at all locations and online. Library acquisitions are carefully selected to support the curriculum and to provide information resources in a variety of formats.

Located on the University Campus and overlooking Lake Jovita, the Daniel A. Cannon Memorial Library provides a welcoming environment for individual and group study and research. The three-level library building houses book print collections, eBook, electronic, audiovisual, and instructional materials collections, as well as an extensive periodicals collection. The electronic resources complement and enhance traditional print and non-print information resources. Computer workstations for accessing the library's online catalog and multiple research databases are located throughout the building. Additionally, the library houses a student computer lab with a full suite of software for courses, a small makerspace; and The Hugh Culverhouse Computer Instruction Center classrooms (CCIC1 and CCIC2), which are equipped with computers and resources that can be used for group projects or as computer labs when not being used for instruction. The library also houses three other flexible classroom spaces with video teleconferencing capabilities, and several group study rooms with glass white boards. The University Archives and Special Collections are also housed in the library building.

Library faculty regularly conduct classes in information retrieval and library research skills to promote Information Literacy and lifelong learning. Because many students will use the library's resources from a distance, an online orientation to the library and its resources, as well as a large selection of help videos is available to all students wherever they are located. The online orientation includes tutorials on the use of OCLC discovery search, research databases, Internet search engines, and other selected reference sources, as well as general information literacy issues.

The library web page offers remote access to the library's resources and services no matter your location. For off- campus students enrolled at Saint Leo University WorldWide Education Centers. This resource provides easy access to the library's resources and services, including reference and research help, writing assistance, the information retrieval system, approximately 500,000 eBooks, and multiple research databases that include many thousands of full-text journal, newspaper, and magazine articles.

In addition to serving as the gateway to academic research for both distance learners and University Campus students, the library website also includes a calendar students can use to schedule on-site, online, or telephone writing support, the ability to call, email or text using for research assistance, and the website also features course specific LibGuides and links to selected reference sources available on the Internet. Online request forms are available to further aid students with document delivery and interlibrary loan services, while a toll-free number to the reference desk (800) 359-5945 affords direct person-to-person communication with a librarian concerning reference, database research, bibliographic search, circulation, interlibrary loan, document delivery, and course reserve services.

Besides the personnel and resources of the Daniel A. Cannon Memorial Library, University Library Services also provides regional librarians for the Saint Leo University WorldWide Education Centers students and faculty not located at University Campus, serving students in all of the University's undergraduate and

graduate online programs. Even if you are taking courses at a distance, the library can support your research, writing, and information needs.

The library is dedicated to serving all students and faculty, at all locations. There are even two faculty writing instructors available in the library and they work with the regional librarians as well as other writing support personnel to providing assistance with all aspects of the writing process, from the first idea to the bibliography support for students as well. Additionally, the Daniel A. Cannon Memorial Library establishes cooperative agreements with local libraries and host institutions for use of library resources by students enrolled in Saint Leo University Education Centers; students can also get reimbursed for obtaining a local library card at another academic library that does not have a cooperative agreement with the University.

University Library Services is further strengthened by participation in networks and cooperatives for interlibrary loan exchanges throughout the United States and globally. The Cannon Memorial Library is a charter member of the Tampa Bay Library Consortium and a participant in Ask-A-Librarian, Florida's largest collaborative online reference service. The library is also an active member of the Florida Library Information Network, ICUF Libraries, OCLC, and LYRASIS.

Computer Usage Guidelines

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

1. Computing resources and accounts are owned by the University and are to be used for University-related activities. All access to computer systems managed by University Technology Services, including the issuing of passwords, must have prior approval.
2. Computing resources and accounts are to be used only for the purpose for which they were assigned and are not to be used for commercial purposes or non-University related activities. The continued use of an account after the student enrollment or faculty/staff/associate employment ends is considered a non-University related activity, except for e-mail accounts used by alumni.
3. Individuals must not use an account assigned to another individual, including student accounts, without written permission from either University Technology Services or the division that granted the account. Faculty, students, staff, and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends or non- authorized individuals to use accounts, either locally or through the Internet, is a violation of these guidelines. It is recommended that account holder change the account password at least once per semester.
4. Data files are confidential. Computing Services or departmental staff may access others' files when necessary for the maintenance of University records, the maintenance of computing systems, validation of online coursework, or during investigation of serious incidents. The latter would require the approval by the appropriate institutional official, or as required by local, state, or federal law.
5. University computing resources may not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene e- mail or graphical displays used to harass or intimidate others are prohibited. Chain letters, mass mailings, and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of University electronic communications resources. Users will abide by applicable federal and state laws.

6. No one should deliberately attempt to degrade the
    performance of a computer system, including network resources, or to deprive authorized users of
    resources or access to any University computer system in any way, including the intentional
    distribution of spam or malware.
7. It is a violation of these guidelines to use unauthorized knowledge of a password to damage any
    computing systems, obtain extra computing resources, take resources from another user, gain
    access to computing systems, or use computing systems for which proper authorization has not
    been given—either on campus or off campus.
8. Software use must conform to copyright laws and licensing agreements.
9. For the protection of all Saint Leo University computer users, an individual's computer use
    privileges may be suspended or restricted immediately upon the discovery of a possible violation of
    these guidelines or other campus policies. Whenever possible, users whose computer access has
    been restricted or suspended will be notified of the restrictions and the means for resolving the
    matter. Individuals who violate these guidelines will be subject to sanctions as outlined in the
    University's Employee Handbook, Student Handbook, or Academic Honor Code. All such cases will
    be forwarded to the appropriate officer of the University for action.

Computer Specifications

Saint Leo University highly recommends that all students have:

Hardware Requirements

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

Software Requirements

•   Microsoft Word 2010, Excel 2010, Access 2010, and PowerPoint 2010
•   Adobe PDF 9.0
•   Adobe Flash Player 10.0
•   Java

Alternate web browser in addition to Internet Explorer such as Firefox Please note that there may be
software components accompanying textbook materials that are not MAC compatible. Students may
experience problems using these tools as a result. Saint Leo University cannot be held responsible for
students experiencing difficulty with software components that are not MAC compatible.

Application for Graduation

Students must make formal application for graduation through the Degree Conferral application system
located in the student portal eLion. A fee is required for graduation, even if the student chooses not to
participate in the Commencement exercises.

In order to provide time for a thorough research of the applicant's record, the application must be
submitted two semesters/terms prior to the anticipated graduation date in order to allow a degree audit.

The conferral date is determined upon completion of all requirements listed under **degree requirements**, including the completion of all incomplete work and receipt and posting of all transfer credit. The conferral date will be the day after the last day that all requirements are completed.

Commencement Exercises

Each year at the completion of the spring semester, the University holds commencement ceremonies with academic regalia at the University Campus and at the Education Centers.

University College, Graduate Programs, Online Learning Center, and Adult Education Program students who have met all the requirements of Saint Leo University for receipt of the master's or bachelor's degree and have met all financial obligations may participate in commencement ceremonies on University Campus. Students who have a maximum of two courses left for degree completion at the end of the spring semester may request permission from their College Dean or Center Director to participate in the commencement ceremonies if they can provide evidence that all remaining coursework will be completed by September 1 following graduation exercises.

The Education Centers have separate commencement ceremonies. Applications must be submitted through the student portal - eForm - Commencement Application system. The system displays the dates of the commencement events and the deadlines to apply to be able to participate.

Admissions Policies and Procedures

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

Students with disabilities requiring special services should identify themselves and their needs to the Office of Accessibility Services, the Office of Admissions, Education Center, or the Graduate Studies Office as soon as possible after receiving notification of their admission to the University.

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

Appeal of Admission Decision

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

Student Affairs

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

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

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

Code of Conduct

Students' Rights and Responsibilities

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

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

For the full text of the Code of Conduct, please go to https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/Safety/code_of_conduct_2017-2018.pdf?t=1529511255717.

Admission to Class

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

Student Misconduct

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

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

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

Personal Abuse

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

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

Office of University Ministry

Mission and Purpose

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

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

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

This spirit of community building and cooperation leads University Ministry, Student Services, and Residence Life to share programs and to support one another's endeavors. University Ministry works with the President's Office and Academic Affairs in introducing new faculty and staff to our Catholic and Benedictine heritage. In terms of outreach to the larger community, University Ministry works very closely

with our own Center for Catholic-Jewish Studies and with University Advancement and Alumni Relations to involve our friends and neighbors in the mission and activities of Saint Leo University.

Alumni Association

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

Graduate Policies and Procedures

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Graduate Admission Requirements

Applicants wishing to pursue graduate studies at Saint Leo University must have a bachelor's degree from a regionally accredited institution. Admission decisions are competitive and based on consideration of all criteria. Candidates who, in the judgment of the University, clearly show the potential for success in graduate work will be accepted for admission. Each graduate program has special admission requirements. Applicants are evaluated individually. The candidate's motivation, maturity, work experience, and leadership qualities are carefully considered along with academic records and test scores. Applications should be submitted 60 days prior to the beginning of the term in which the applicant wishes to enroll.

Master of Accounting

Applicants must submit the following documents:

1. Application form.
2. Official transcripts from all postsecondary institutions previously attended. Graduates or former students of Saint Leo University do not need to submit transcripts if they have been previously submitted and are on file at the University.

Applicants must meet the following requirements:

1. A bachelor's degree in Accounting from a regionally accredited college or university with a minimum 3.0/4.0 GPA
2. Students with a 3.0/4.0 GPA and a non-accounting undergraduate degree will be required to take the appropriate undergraduate courses.

Master of Business Administration

Applicants must submit the following documents:

1. Application form
2. Official transcripts from all postsecondary institutions previously attended, foreign and/or U.S. institutions, Graduates or former students of Saint Leo University do not need to submit transcripts if they have been previously submitted and are on file at the University.

Applicants must meet the following requirements:

1. A bachelor's degree from a regionally accredited college or university.
2. A minimum 3.0/4.0 GPA in last 60 hours of coursework from a regionally accredited college or university.

Master of Science in Cybersecurity

Applicants must submit the following documents:
1. Application form
2. Official transcripts from all postsecondary institutions previously attended, foreign and/or U.S. institutions, directly to the Graduate Admissions Office. Graduates or former students of Saint Leo University do not need to submit transcripts of they have been previously submitted and are on file at the University.

Applicants must meet the following requirements:)

1. A bachelor's degree in Computer Science (CS), Computer Information Systems (CIS), Management Information Systems (MIS), or related area from a regionally accredited college or university
2. A minimum 3.0/4.0 GPA from a regionally accredited college or university in USA, or an equivalent degree from overseas
   Students with undergraduate degrees not related to Computer Science (CS), Computer Information Systems (CIS), Management Information Systems (MIS), will be required to take the appropriate undergraduate courses.

Readmission Policy

(If it has been more than five years since your last registration at Saint Leo University, you must be readmitted.

Graduate Degree Requirements

Students come under the academic requirements of the University catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years from the date of first attendance. A student may choose to fulfill graduation requirements of a newer catalog but may not revert to the original catalog once the change is made.

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

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

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

In order to earn a second master's degree or specialization a minimum of 15 additional credit hours in residence are required.

If the student returns and pursues a new major under his or her existing degree program, he or she does not earn another degree and is not degree-seeking. Financial Aid is only available to students that are active in a degree-seeking program.

The following are the requirements that students must complete to earn a degree in their discipline.

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

Master of Accounting

1. Complete a minimum of 30 graduate semester hours
2. Successfully complete all courses in the MAcc core curriculum
3. Maintain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework
4. Demonstrate competence in reading, writing, oral communication, and computational skills

5. Fulfill the academic residency requirement of 24 graduate semester hours
6. Apply for graduation

Master of Business Administration

1. Complete a minimum of 33 graduate semester hours;
2. Successfully complete all courses in the MBA core curriculum
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework
4. Demonstrate competence in reading, writing, oral communication, and computational skills
5. Fulfill the academic residency requirement of 30 graduate semester hours
6. Apply for graduation:

Master of Science in Cybersecurity

1. Complete a minimum of 36 graduate semester hours in the MS program
2. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in required coursework
3. Fulfill the academic residency requirement of 30 graduate semester hours
4. Apply for graduation

Graduate Academic Policies

Academic Advising

All graduate students are assigned an academic advisor who will assist in course scheduling. Although the advisor will assist, the student is personally responsible for meeting all degree requirements for graduation.

Registration

Students register for courses during the registration period before the beginning of each semester or term. online.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the University catalog or other relevant University documents.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the University catalog or other relevant University documents.

Pre-assignments

Most graduate courses have a pre-assignment that must be completed before the first-class session.

Graduate Studies in Business Orientation

Those students enrolled in a Graduate Studies in Business degree program are required to satisfactorily complete a mandatory student orientation program. The required, not-for-credit course must be completed by the end of the first term. Tuition fees will not be assessed. The orientation course information will be provided by Graduate Admissions upon acceptance into the program.

Grading

Course grades are assigned based on the degree to which the student fulfilled the objectives of the course and are evaluated as follows:

	Quality Points per Semester Hour	
A	95%-100% Exceptional	4.0
A-	90%-94% Excellent	3.67
B+	86%-89% Very Good	3.33
B	83%-85% Good	3.0
B-	80%-82% Fair	2.67
C	75%-79% Marginal	2.0
F	Below 75% Failure	0.0
FA*	Failure - Absences	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
WE	Withdrawal Excused	0.0
AU	Audit	0.0

Unless approved by the appropriate school Dean, incomplete work (I) is counted as a failure (F) if the work is not completed by the end of the following term. An incomplete grade (I), once completed, will reflect the same term date the course was originally taken; however, a degree conferral date will be determined by the actual date the incomplete work was completed.

The grade of C is marginally acceptable for graduate work. Students may earn a C in only two courses during their graduate career at Saint Leo University. Any additional graduate course in which a student earns a grade of C or lower must be retaken, and a grade higher than a C must be earned before the end of the program. It is the student's responsibility to have a minimum GPA of 3.0 at the time of graduation and to ensure that no more than two classes are passed with only a grade of C. Students who do not meet these requirements will not be eligible for graduation.

A student who receives a grade of F in a class for any reason and wishes to continue in the program must retake that course in the next term in which the student is enrolled and the course is available, unless otherwise approved by the director of that particular program. The course should be the only class in which the student is enrolled. Transferring credit into Saint Leo University from another school to replace the F grade is not permitted. An additional F grade for any reason shall result in the student being suspended from the respective program due to academic deficiencies.

Students in the Doctorate of Business Administration program may earn a C in only one course during their graduate career at Saint Leo University. Any additional graduate course in which a student earns a grade of C or lower must be retaken, and a grade higher than a C must be earned before the end of the program. It is the student's responsibility to have a minimum GPA of 3.25 at the time of graduation and to ensure that no more than one class is passed with only a grade of C. Students who do not meet these requirements will not be eligible for graduation.

Students in the Master of Social Work program must maintain a cumulative GPA of 3.0 each semester to remain in the program, will be terminated if three grades of "C" are earned during the program, and will be terminated for any grade of F earned during the program.

Students in the Master of Science in Psychology program must maintain a cumulative GPA of 3.25 with no more than one grade of a C in required coursework

Students in the Master of Science in Human Services Administration program will be terminated from the program if three F grades are earned during the program.

Students in the Master of Science in Criminal Justice program, Master of Science in Emergency and Disaster Management Program will be terminated from the program if three F grades are earned during the program.

Students in the Doctor of Criminal Justice program may earn a C in only one course during their graduate career at Saint Leo University. Any additional graduate course in which a student earns a grade of C or lower must be retaken, and a grade higher than a C must be earned before the end of the program. It is the student's responsibility to have a minimum GPA of 3.00 at the time of graduation and to ensure that they have no more than grade of C. Students who receive two (2) F grades will be terminated from the program. Students who do not meet these requirements will not be eligible for graduation.

If a student is terminated or suspended from a degree program and wishes to apply to a different degree program, it will be the decision of the graduate director of the new degree program whether he or she can be conditionally admitted into the program and what the conditional requirements would be. Re-admission applications would be handled on a case- by-case basis. Options for the student may include repeating the course/s prior to starting the new program as a non- degree seeking student, or, if the course/s is not available for the student to repeat, the student may be provisionally admitted into the new program and given a certain number of terms to raise the GPA to the minimum 3.0.

Students who wish to request an incomplete (I) grade in any graduate course must do so in writing. The written request must be sent to the course instructor before the end of the term. If the instructor believes that the request is justified, the written request shall be forwarded with the instructor's approval to the appropriate graduate program director. This documentation will be kept in the student's permanent record. It is recommended that the student keep a hard copy of the request and the instructor's agreement.

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

Readmission

Suspended students may apply for readmission after one year. The petition for reinstatement must be submitted to the director of the relevant graduate program at least one month before the intended date of reentry to the University. The petition must include a written statement from the student identifying the factors that led to the suspension and the actions that have been or will be taken to improve future academic performance. In addition to this statement, with the exception of the Master of Science in Criminal Justice and Master of Science Emergency and Disaster Management, the student must obtain a written recommendation from at least one faculty member teaching in the graduate program.

The director of the graduate program will approve or disapprove the petition for reinstatement and will determine the conditions of reinstatement. Such conditions may include remedial courses at the undergraduate level and/or enrollment in only one graduate course per term.

Academic Dismissal

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

Library

Extensive information resources are available in the Daniel A. Cannon Memorial Library. Call 352/588-8258 for library hours, or visit the library website at www.saintleo.edu/library. The Hugh Culverhouse Computer Instruction Center has three large, state-of-the-art microcomputer classrooms for use by graduate students. They are located on the lower level of the library, as is also a Video Teleconferencing Classroom. For University Campus and online graduate students, the library is designed to aid academic research through remote access at www.saintleo.edu/library.

Computer Specifications

Saint Leo University highly recommends that all students have:)

Hardware Requirements

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

Software Requirements

- Microsoft Word 2010, Excel 2010, Access 2010, and PowerPoint 2010
- Adobe PDF 9.0
- Adobe Flash Player 10.0
- Java

Alternate web browser in addition to Internet Explorer such as Firefox Please note that there may be software components accompanying textbook materials that are not MAC compatible. Students may experience problems using these tools as a result. Saint Leo University cannot be held responsible for students experiencing difficulty with software components that are not MAC compatible.

Transfer Credit

Saint Leo University recognizes credit only from regionally accredited institutions. Up to six credit hours of graduate, post-graduate, or doctoral coursework completed at other institutions may be accepted toward

the graduate, post- graduate or doctoral degree requirements if such coursework is determined to be content equivalent to one or two of the required courses in the curriculum. Only graduate work in which the student earned a grade of B or higher will be transferred to fulfill degree requirements. No quality points are awarded for transfer credit. Credit that was earned five or more years ago will be considered on a course-by-course, case-by-case basis at the time the transfer evaluation is prepared. The student must make a written request for the evaluation of transfer credits and must provide official transcripts and other supporting information requested. Evaluation of transfer credits will be made only after the student has applied for admission and paid the application fee.

The MSW Program will accept up to nine credit hours of foundation social work courses from a CSWE-accredited MSW program as transfer credit for the two- or three-year programs.

No transfer credits from another institution will be accepted once the student has been accepted unless approved in writing by the director of the relevant program.

Independent and Directed Study

No independent study coursework will be accepted for transfer credit. However, students are strongly encouraged to conduct and publish scholarly work while enrolled in the program. Students may request a faculty member to serve as their research mentor.

Online Classes

Classes are offered in eight-week terms. The course sequencing is relatively flexible, with the exception of a few prerequisites. Check the individual course descriptions for those prerequisites. There is some choice in course selection, and students should consult with their assigned academic advisor to best select the courses to fit their career goals. Students must complete the program within five years of their initial enrollment. The MSW program is offered in sixteen week terms. Students need to take the required courses per semester to progress successfully through the program.

> Masters in Accounting
>
> Masters in Business Administration
> - Accounting specialization
> - Cybersecurity specialization
> - Data Analytics specialization
> - Healthcare Management specialization
> - Human Resources Management specialization
> - Marketing specialization
> - Project Management specialization
> - Social Media Marketing specialization

Masters of Science in Cybersecurity

> The Master of Science in Cybersecurity classes are offered in eight-week terms. The Master of Science in Cybersecurity offers a required sequence of courses. Check the individual course descriptions for course prerequisites)

Course Load

- Masters in Accounting
- Masters in Business Administration

- Masters of Science in Cybersecurity

The online programs: The course load that a student may take and still be considered full time is three semester credit hours per eight-week term. An absolute maximum of three courses per term is allowed with the director's permission. Following a two-per-term pattern, the students can complete the Master of Business Administration, Master of Education, or Master of Science in Cybersecurity program in one year or six terms. The course load for a full-time student in the MSW program is six credit hours per sixteen-week semester. Students need to take and pass all required courses per semester to progress successfully through the program.

Fees and Costs

Tuition per course	$759 USD

Conditional charges

Cost of graduation (regardless of participation in commencement)

Official Transcripts – Electronic	$10 USD
Official Transcripts – Paper	$15
Replacement Diploma	$30 USD

Withdrawing from Classes

Each student has the prerogative of dropping a course(s) during the drop/add period as published for each term. After the drop/add period and until the published last date for withdrawal, a letter grade of W will be assigned for each course that is dropped. Caution: Students who fall below full-time status, as defined by their program and course of study, will be considered part time and may cause their financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of FA. Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Refunds of Tuition and Course Fees

Refunds for Saint Leo University students who withdraw before 25 percent of the term/semester has been completed shall be calculated as follows:

Refunds of tuition for withdrawal from courses are given according to the following schedule. Note that if you are enrolled at Saint Leo University WorldWide Education Centers and/or Online Program in Georgia, Maryland, South Carolina, or Wisconsin, please proceed to the applicable schedule.

Tuition

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

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two. No refund for any course with withdrawal after the end of week two. *

*Policy does not apply to students enrolled at Saint Leo University WorldWide Education Centers and/or Online Program in Georgia, Maryland, South Carolina, or Wisconsin

Laboratory and special course fees are 100% refundable if course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Graduate Programs

MBA - Master of Business Administration

Saint Leo University offers a Master of Business Administration degree program to meet the needs of graduate students and working professionals. The program encourages students to expand their professional competencies within and beyond the classroom. In the Saint Leo University MBA program, students will gain an in-depth understanding of the key functional areas of business. Courses focus on managing complex interactions while defining and solving real-world business challenges. In addition to mastering analytical tools and technology necessary to solving complex management problems, emphasis is placed on leadership skills and technologies within the rich values and traditions of the University.

Expected Program Outcomes

As a result of successfully completing a course of study within Graduate Business Studies, the graduate will be expected to:

1. Exhibit key knowledge of core business management functions;
2. Be proficient in analyzing and resolving complex business problems so as to enable an organization to thrive in a dynamic marketplace;
3. Demonstrate facility in oral and written business communication;
4. Serve as an effective team member and leader in work partnerships and cross-functional collaborative efforts;
5. Make ethical business decisions within the context of a diverse set of stakeholders and in an economically responsible manner;
6. Understand the business implications of the new economy and apply widely used Internet and PC based computer technologies to management issues. **Note the following**:
    i. For the master's degree, students may pursue up to two concentrations concurrently. A student must receive prior approval from the program director.
    ii. After conferral of a master's degree, a student may take courses as a nondegree seeking student to earn an additional concentration under his or her existing degree program. A student does not earn the same degree twice.
    iii. If a student wishes to return to pursue a different degree program, he or she must reapply for admission to that program.
    iv. A student may not use courses for which credit has been given within their program towards a certificate. Students pursuing a master's degree are not eligible to receive a certificate if those courses are part of their degree program.

MBA - Accounting - Concentration

The curriculum is designed to provide an understanding of business fundamentals, the ability to use decision processes, knowledge of accounting concepts, and the ability to work effectively in today's fast-changing business environment.

Expected Program Outcomes

As a result of successfully completing the Accounting Specialization program of study, the graduate will be expected to:

1. Apply knowledge of relevant professional standards to resolve financial reporting issues of both U.S. and multinational business entities, governmental agencies, and not-for-profit organizations
2. Apply knowledge of tax laws for planning and compliance purposes
3. Interpret areas of potential legal concern in the business environment.
4. Analyze relevant professional standards to complex accounting-related issues, and arrive at well-thought-out conclusions.
5. Apply substantive quantitative and analytical techniques to analyze financial statements within the context of firm valuation.
6. Identify ethical issues and decision alternatives by incorporating appropriate professional codes of conduct and social responsibility.
7. Articulate knowledge of the functional areas of accounting into a comprehensive capstone project using financial statement analysis.

Program Components

MBA 501	Management Essentials	3 Credits
MBA 525	Professional Development	3 Credits
MBA 531	Human Capital for Organizational Performance	3 Credits
MBA 540	Managerial Economics	3 Credits
MBA 565	Marketing	3 Credits
MBA 599	Strategic Management	3 Credits
ACC 504	Govt & Not-For-Profit Accounting	3 Credits
ACC 505	Fraud Examination	3 Credits
ACC 532	Advanced Cost Accounting	3 Credits
ACC 535	Forensic Accounting	3 Credits
ACC 540	Accounting Theory	3 Credits
ACC 549	Using Financial Accounting Information	3 Credits
Optional Elective		
MBA 625	Internship	3 Credits

Total Credit Hours: 33 – 36

MBA - Cybersecurity Management - Concentration

The importance of information systems security and the need to protect the resources in a company's information system are the basis for the Master of Business Administration with a specialization in Cybersecurity management. This degree will ensure that graduates have sound technical skills and business knowledge.

Managers who have knowledge in both the technical areas and management are needed to lead the technically qualified individuals who are in the forefront of the war against those who would prey upon us via electronic media. This is where the need arises for graduate information security management

education. Information security management educates managers to locate the information resources and knowledge in a company and find ways to protect that knowledge as it is acquired, distributed, and stored.

Expected Program Outcomes:
As a result of successfully completing the Cybersecurity Management Specialization, the graduate will be expected to:

1. Assess information security needs of an organization.
2. Develop a tactical and strategic information security plan.

Program Components

MBA 501	Management Essentials		3 Credits
MBA 525	Professional Development		3 Credits
MBA 531	Human Capital for Organizational Performance		3 Credits
MBA 540	Managerial Economics		3 Credits
MBA 560	Financial and Managerial Accounting		3 Credits
MBA 565	Marketing		3 Credits
MBA 599	Strategic Management		3 Credits
COM 510	Principles of Cybersecurity Management		3 Credits
COM 520	Systems Security Management		3 Credits
COM 530	Network Security Management		3 Credits
COM 590	Strategic Planning for Cybersecurity		3 Credits
Select one of the following two courses			
COM 540	Disaster Recovery Management		3 Credits
COM 545	Web Services Security		3 Credits
Optional Elective			
MBA 625	Internship		3 Credits

Total Credit Hours: 33 - 36

Prerequisite Knowledge Requirements

The requirement for technical knowledge and skills in order to be successful in an information security management curriculum dictates that students should have some prior knowledge of computer operations, networking, and other areas in the computer field. Students who do not have such experience may experience difficulty in being successful in the concentration. Students may have taken the requisite academic credits at the undergraduate level, demonstrate the knowledge through comprehensive testing or previous experience in the field, or take courses that are offered by Saint Leo University or another accredited institution.

Recommended Background Classes (these classes or equivalent would be taken at the undergraduate level):

Network Theory and Design - COM 309
An introduction to the theory, design, and application of networks, the course will include the creation or simulation of a computer network.

Information Technology and Project Management - COM 424

The rapidly changing field of information technology requires a solid knowledge foundation. This course reviews contemporary information technology management and the relevant issues of effective management of the information service activities.

Management Information Systems - MGT 327
A study of important uses of information technology in organizations. Issues studied include information requirements and flow, system design and analysis methodologies, the generation and accumulation of data for decision making, and the implementation and control of information systems.

MBA - Data Analytics - Concentration

The Data Analytics specialization will prepare students for placement in career-track jobs in the high-demand area of data analytics Students will be education in core subject areas of statistics, data analytics and business intelligence.

Program Components

MBA 501	Management Essentials)	3 Credits
MBA 525	Professional Development	3 Credits
MBA 531	Human Capital for Organizational Performance	3 Credits
MBA 540	Managerial Economics	3 Credits
MBA 560	Financial and Managerial Accounting	3 Credits
MBA 565	Marketing	3 Credits
MBA 599	Strategic Management	3 Credits
MBA 581	Data Analytics)	3 Credits
MBA 582	Advanced Data Analytics	3 Credits
MBA 586	Business Intelligence	3 Credits
MBA 598	Statistics	3 Credits
MKT 575	Web Analytics	3 Credits

Total Credit Hours: 33 – 36

MBA - Health Care Management - Concentration

The curriculum is designed to provide an understanding of business fundamentals, the ability to use decision processes, knowledge of functional operations specifically as they relate to health care management concepts, and the ability to work effectively in today's fast-changing health care business environment.

Expected Program Outcomes
As a result of successfully completing the Health Care Management Specialization, the graduate will be expected to:
1. Formulate an organizational action plan that exhibits knowledge of and readiness for leadership.
2. Propose health policy recommendations that evidence deep health industry knowledge and erudition.

Program Components

MBA 501	Management Essentials	3 Credits
MBA 525	Professional Development	3 Credits
MBA 531	Human Capital for Organizational Performance	3 Credits

MBA 540	Managerial Economics	3 Credits
MBA 560	Financial and Managerial Accounting	3 Credits
MBA 565	Marketing	3 Credits
MBA 599	Strategic Management	3 Credits
HCM 520	Health Care Organization/Managed Care	3 Credits
HCM 530	Community Health Evaluation/Epidemiology	3 Credits
HCM 540	Critical Issues in Healthcare	3 Credits
HCM 550	Healthcare Management	3 Credits
HCM 590	Health Policy and Evaluation	3 Credits
Optional Elective		
MBA 625	Internship	3 Credits

Total Credit Hours: 33 - 36

MBA - Human Resource Management - Concentration

The curriculum is designed to yield an understanding of business, the ability to use decision processes, knowledge of functional operations specifically as they relate to the management of human resources, and the ability to work effectively in today's ever-changing business environment. The main purpose of this concentration is to provide an opportunity for today's dynamic HR professional to study current issues and concerns.

Students will learn/review theories and applications involved with people management. Current topics such as training, selection, compensation, and legal issues will be studied in depth.

Expected Program Outcomes

As a result of successfully completing the Human Resource Management Specialization, the graduate will be expected to:

1. Appraise HR strategy and explain the importance of strategic support for the organization through analysis of current literature and case studies.
2. Justify core Human Resource Management functions and their importance in a practical and ethical manner.
3. Explain the importance of expert knowledge of Employment Laws, particularly as they relate to core Human Resource Functions.

Program Components

MBA 501	Management Essentials	3 Credits
MBA 525	Professional Development	3 Credits
MBA 531	Human Capital for Organizational Performance	3 Credits
MBA 540	Managerial Economics	3 Credits
MBA 560	Financial and Managerial Accounting	3 Credits
MBA 565	Marketing	3 Credits
MBA 599	Strategic Management	3 Credits
HRA 539	Human Resource Development	3 Credits
HRA 545	Personnel Law and Ethics	3 Credits
HRA 549	Recruitment, Selection, Placement	3 Credits
HRA 562	Compensation: Strategic Perspective	3 Credits
HRA 596	Strategic Issues Human Res Mgm	3 Credits
Optional Elective		

MBA 625	Internship	3 Credits

Total Credit Hours: 33 - 36

MBA - Marketing - Concentration

The curriculum is designed to support students who are either working or would like to pursue careers in marketing-related fields such as sales, promotions, brand management, marketing research, and e-marketing. The concentration is designed to provide an understanding of business fundamentals as well as a complete set of marketing concepts and theories used in business.

Expected Program Outcomes

As a result of successfully completing the Marketing Specialization, the graduate will be expected to:

1. Analyze the economic, cultural and legal environment, and select the best product, promotion, price, and distribution decisions as part of the entry strategy onto a new market.
2. Assess the threats and opportunities that originate from competitors, and apply strategies that lead to a sustainable competitive advantage.

Program Components

MBA 501	Management Essentials	3 Credits
MBA 525	Professional Development	3 Credits
MBA 531	Human Capital for Organizational Performance	3 Credits
MBA 540	Managerial Economics	3 Credits
MBA 560	Financial and Managerial Accounting	3 Credits
MBA 565	Marketing	3 Credits
MBA 599	Strategic Management	3 Credits
MKT 564	Global Marketing	3 Credits
MKT 566	Sales Management	3 Credits
MKT 568	Advertising and Promotion	3 Credits
MKT 569	Marketing Innovations and New Product Development	3 Credits
Plus, select one of the following three courses:		
MKT 569	Marketing Innovations and New Product Development	3 Credits
MKT 562	Brand Management	3 Credits
MKT 563	E-Marketing	3 Credits
MKT 567	Marketing Research	3 Credits
Optional Elective		
MBA 625	Internship	3 Credits

Total Credit Hours: 33 - 36

MBA - Project Management Specialization

Corporations across the globe in industries such as telecommunications, construction, information technology, entertainment, healthcare, and defense are becoming increasingly project-based and project team oriented. An MBA with a concentration in Project Management provides students with the skills necessary to lead complex projects for mid to large-size corporations. The program focuses on best practices for selecting, initiating, planning, executing, monitoring/controlling, and closing projects. Students

engage in the practical application of project principles through team exercises and the use of current industry software. All project management courses at the MBA level follow the Project Management Body of Knowledge (PMBOK®) Fifth Edition standards set by the Project Management Institute (PMI®).

Expected Program Outcomes

As a result of successfully completing the Project Management Specialization, the graduate will be expected to:

- Attain comprehensive knowledge in the principles, practices and procedures of project management that are applicable in any domain and/or industry and will be prepared to successfully complete the Project Management Institute's Project Management Professional (PMP®) Certification Exam.
- Acquire the knowledge and abilities required to manage the Project Management Body of Knowledge's (PMBOK®s) ten key project management knowledge areas of integration, scope, time, cost, quality, human resources, communications, risk, stakeholders, and procurement while integrating a global perspective throughout the five project management process groups.
- Develop a solid foundation of project theory and methods and through problem solving, critical and systems thinking, communication and team building. Manage a relevant project management with knowledge, practices, tools and methods to integrate project performance, project risks, change control, quality, and cost, scope, schedule baselines.
- Demonstrate the knowledge and abilities required to make complex business and project management decisions through Praxis using a real world project scenario and an existing project information system (PMIS) called Microsoft Project.
- Develop skills based on The Project Management Institute's Project Management Body Of Knowledge® which enables

Program Requirements

MBA 50	Management Essentials	3 credits
MBA 525	Professional Development	3 credits
MBA 531	Human Capital for Organizational Performance	3 credits
MBA 540	Managerial Economics	3 credits
MBA 560	Financial and Managerial Accounting	3 credits
MBA 565	Marketing	3 credits
MBA 599	Strategic Management	3 credits
PRM 516	Project Process Groups and Project/Product Life Cycles	3 credits
PRM 518	Initiating, Planning and Executing a Project;	3 credits
PRM 520	Monitoring, Controlling and Closing Projects	3 credits
PRM 522	Best Practices in Project Management	3 credits
PRM 524	Applied Project Management Case	3 credits

Total Credit Hours: 33 - 36

MBA - Social Media Marketing - Concentration

The Social Media Marketing MBA specialization offers marketing students an opportunity to improve their knowledge in a rapidly emerging field where marketing managers utilize traditional marketing research as well as cutting-edge web analytics techniques to understand their markets and to design marketing strategies. It focuses on how to apply analytical techniques correctly, how to assess the effectiveness of

social media and multichannel campaigns, how to optimize success by leveraging experimentation, and how to employ the proper tools and tactics for listening to your customers.

Expected Program Outcomes

1. As a result of successfully completing the Specialization, the graduate will be expected to:
2. Critique a company's social media and online marketing strategies.
3. Design online marketing strategies, including gamification, social media, and web design decision.
4. Select the appropriate web analytics metrics to measure variables critical to a brand's success.
5. Identify the appropriate web analytics tools and methods to capture online the appropriate metrics for assessing the effectiveness and efficiency of marketing activities.
6. Apply the appropriate traditional marketing research methods to measure variables critical to a brand's success.
7. Select the appropriate traditional marketing research methods to measure variables critical to a brand's success.

Program Requirements

MBA 501	Management Essentials	3 Credits
MBA 525	Professional Development	3 Credits
MBA 531	Human Capital for Organizational Performance	3 Credits
MBA 540	Managerial Economics	3 Credits
MBA 560	Financial and Managerial Accounting	3 Credits
MBA 565	Marketing	3 Credits
MBA 599	Strategic Management	3 Credits
MKT 567	Marketing Research	3 Credits
MKT 570	Gamification Applications in Marketing	3 Credits
MKT 571	Digital Storytelling and Crisis Management	3 credits
MKT 575	Web Analytics	3 Credits
MKT 580	Social Media Marketing	3 Credits

Total Credit Hours: 33 - 36

Master of Business Administration
Master of Business (MBA)

Saint Leo University offers a Master of Business Administration degree program to meet the needs of graduate students and working professionals. The program encourages students to expand their professional competencies within and beyond the classroom. In the Saint Leo University MBA program, students will gain an in-depth understanding of the key functional areas of business. Courses focus on managing complex interactions while defining and solving real-world business challenges. In addition to mastering analytical tools and technology necessary to solving complex management problems, emphasis is placed on leadership skills and technologies within the rich values and traditions of the University.

Expected Program Outcomes

As a result of successfully completing a course of study within Graduate Business Studies, the graduate will be expected to:

1. Apply key knowledge of core business management functions. Exhibit clear and concise oral and written business communication skills;
2. Demonstrate the ability to serve as an effective team member and leader in work partnerships and cross-functional collaborative efforts. Apply widely used technology to management issues
3. Analyze complex business problems using critical thinking skills. Demonstrate ethical business decisions within the context of a diverse set of stakeholders and in an economically responsible manner.
4. Analyze global forces that impact organizational success.

Note the following:)

1. For the master's degree, students may pursue up to two concentrations concurrently. A student must receive prior approval from the program director.
2. After conferral of a master's degree, a student may take courses as a non-degree seeking student to earn an additional concentration under his or her existing degree program. A student does not earn the same degree twice.
3. If a student wishes to return to pursue a different degree program, he or she must reapply for admission to that program.

The curriculum outlined below is designed to yield an understanding of business principles, the ability to use decision processes, knowledge of functional operations, and the ability to work effectively in today's ever-changing business environment.

Foundational Components 9-18 credit hours (Bridge Students only)

Program Components

MBA 501	Management Essentials)	3 Credits
MBA 525	Professional Development)	3 Credits
MBA 531	Human Capital for Organizational Performance)	3 Credits
MBA 540	Managerial Economics)	3 Credits
MBA 551 or	Business Analytics;	3 Credits
MBA 598	Statistics	3 Credits
MBA 560	Financial and Managerial Accounting	3 Credits
MBA 565	Marketing	3 Credits
MBA 570	Corporate Finance	3 Credits
MBA 575	Global Business Management	3 Credits
MBA 599	Strategic Management	3 Credits
Students must choose two courses from the following:		
MBA 594	Enterprise Resource Planning	3 Credits
MBA 595	Current Issues in Leadership	3 Credits
MBA 597	Entrepreneurship	3 Credits
Internship taken in two sections during fall and spring semesters for total of 6 credit hours.		
MBA 625	Internship	3 Credits

Total Credit hours: 36

Master of Accounting - MAcc - Online

Saint Leo University offers a Master of Accounting (MAcc) degree program to meet the needs of graduate students and working professionals. The program encourages students to expand their professional competencies, particularly in the field of accounting, within and beyond the classroom. In the Saint Leo University MAcc program, students will gain an in-depth understanding of accounting that is not possible in an undergraduate accounting program. The program is designed to meet the increasing needs of public accounting, corporations, government agencies, and not-for-profit organizations. The program is also designed to satisfy the additional requirements needed to sit for the CPA examinations.

Expected Program Outcomes:

As a result of successfully completing the Master of Accounting (MAcc) program of study, the graduate will be expected to:

1. Apply knowledge of relevant professional standards to resolve financial reporting issues of both U.S. and multinational business entities, governmental agencies, and not-for-profit organization
2. Apply knowledge of tax laws for planning and compliance purposes.
3. Recognize and evaluate areas of potential legal concern in the business environment.
4. Gather, evaluate, analyze, interpret, and apply relevant professional standards to complex accounting-related issues, and apply relevant professional standards to complex accounting-related issues, and arrive at well-thought-out conclusions.
5. Apply substantive quantitative and analytical techniques to analyze financial statements within the context of firm valuation.
6. Identify ethical issues and decision alternatives by incorporating appropriate professional codes of conduct and social responsibility.
7. Integrate knowledge of the functional areas of accounting into a comprehensive capstone project using financial statement analysis.

Online Master of Accounting

The curriculum outlined below is designed not only to prepare students for the CPA and CMA exams but also prepare them to enter careers in public accounting, corporations, governmental agencies, and not-for-profit organizations.

The need for accountants with CPA licenses is well-known. Corporations and individuals alike are always looking for the shortest route to satisfy the requirements to sit for the CPA exam. The Master in Accounting program will help graduates to:

1. Meet the requirement to sit for the CPA examination in those states where 150 semester hours is still required
2. Satisfy the need for those who have already passed the CPA examination and require 150 semester hours to become licensed
3. Gain employment, as many employers in the accounting profession prefer graduates who are CPA eligible; and
4. Gain knowledge and skills in the accounting areas that are generally not covered at the undergraduate level.

Note: The University will only award one of the following achievements: Master of Accounting or MBA with the Accounting concentration. Students cannot earn the Master of Accounting and the MBA with the accounting concentration. Students must choose which degree in accounting they wish to pursue and cannot return to earn either of the other two.

Prerequisite Courses

Students may be able to waive the prerequisite courses if they were taken as part of their undergraduate degree programs or as postbaccalaureate students. Students with non-business undergraduate degrees may be required to take additional undergraduate courses not identified below to satisfy the requirements for the MAcc and also satisfy the requirements of the CPA examination.

Courses	Course Title
ACC 201	Principles of Accounting I
ACC 202	Principles of Accounting II
ACC 301	Intermediate Accounting I
ACC 302	Intermediate Accounting II
ACC 303	Accounting Information Systems
ACC 331	Cost Accounting
ACC 411	Auditing
ACC 421	Individual Federal Income Taxes
GBA 231	Business Law I

Master of Accounting Requirements

MAC ORI	Master of Accounting Orientation	3 Credits
ACC 504	Govt & Not-For-Profit Accounting	3 Credits
ACC 505	Fraud Examination	3 Credits
ACC 512	Contemporary Issues Auditing	3 Credits
ACC 522	Federal Taxation for Business	3 Credits
ACC 532	Advanced Cost Accounting	3 Credits
ACC 535	Forensic Accounting	3 Credits
ACC 540	Accounting Theory	3 Credits
ACC 549	Using Financial Accounting Information	3 Credits
MBA 540	Managerial Economics	3 Credits
MBA 570	Corporate Finance	3 Credits

Note:
In order to continue in the program, students are required to maintain a minimum grade point average (GPA) of 3.00 with no more than two C's.

Total Credit Hours: 30

Master of Science in Cyber Security

The Master of Science in Cybersecurity is an advanced degree program that prepares graduates with knowledge, critical analysis, and application skills necessary to assume leadership roles in the fields of Information Assurance and Computer Security. The proposed program will prepare students for both initial placement and mid-level positions in career-track jobs in the emerging cyber security, information assurance/security fields. Students will be educated in the technical aspects of cyber security systems, and will be prepared to assume responsibility for the operation and oversight of these systems.

This program satisfies the dual needs of preparing graduates to (1) fill the need for information security and assurance professionals to work in a wide variety of capacities to protect the information systems of different types of organizations, and to support the nation's information infrastructure and (2) conducting

advanced research and in information security and assurance. Students develop core competencies in operating systems and networks. They focus on the technical aspects of information security, examining ways to provide secure information processing systems by utilizing operating systems security; distributed secure system architectures; database security; software applications security; security policies; applications security; network and distributed systems security; cryptography; and security protocols.

The MS Cybersecurity degree prepares its graduates for career-track jobs in the emerging cybersecurity, information assurance/security fields. Students will be educated in the technical aspects of cyber security systems, and will be prepared to assume responsibility for the management, operation and oversight of these systems. Graduates will be actively recruited by federal, state and local governments, private sector and academia.

Prerequisite undergraduate courses required are: COM-203 Computer Systems, COM-204 Programming Logic and Design, COM-309 Computer Networks or equivalent courses.

Expected Program Learning Outcomes

As a result of a successful completion of the Master of Science (MS) in Cybersecurity, the graduate will be expected to:

1. Demonstrate an understanding of the technical aspects of cybersecurity
2. Demonstrate an ability to assess the information security risks faced by an organization and develop a response plan
3. Demonstrate the ability to evaluate and recommend technological tools and protocols to mitigate risks to information resources in an organization
4. Demonstrate an understanding of methods used to mitigate system vulnerabilities and restore compromised services
5. Manage the development, acquisition and evolution of a secure information network
6. Demonstrate an ability to construct secure networks and distributed network systems
7. Critically evaluate and apply research and reports of threats to computers and cyber-systems
8. Integrate Saint Leo University's Core Values and ethical foundations into the dissertation process and critical thinking skills used throughout the program

Program Requirements

COM 504	Cybersecurity Compliance and Legal Issues	3 Credits
COM 506	Database Security	3 Credits
COM 508	Software Security	3 Credits
COM 510	Principles of Cybersecurity	3 Credits
COM 512	Cybersecurity Risk Management	3 Credits
COM520	Systems Security Management	3 Credits
COM 530	Network Security Management	3 Credits
COM 545	Web Services Security	3 Credits
COM 546	Advanced Penetration Testing	3 Credits
COM 590	Strategic Planning for Cybersecurity	3 Credits

Total Credit Hours: 30

Courses of Instruction

General Business Administration

GBA 231ES - Business Law I

The U.S. legal system (constitutional framework), the judicial system, the administrative agency system, the legal theory of the organization (agency law, forms of organization), an organization's legal obligations (torts, contracts, common law, and the Uniform Commercial Code), and public law (employment, securities, antitrust, consumer and environmental protection) are reviewed.

Prerequisites and Notes

ENG 122

Credits: 3

GBA 321ES - Essential Business Skills

This course will focus on the practical application of business skills needed by the emerging college graduate. Course contents include such topics as active listening, interpersonal communications, interviewing, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, written communications, barriers to effective management, office politics, PowerPoint applications, non-verbal communication, business etiquette, impromptu speaking, decision making, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, coaching/mentoring, conducting meetings, and self-assessment.

Prerequisites and Notes

ENG-122 and junior standing

Credits: 3

GBA 332ES - Business Law II

An advanced course in the legal aspects of the banking system, an in-depth analysis of the Uniform Commercial Code, financial instruments, bankruptcy, creditor-debtor relationships, and securities regulation.

Prerequisites and Notes

GBA-231

Credits: 3

GBA 334ES - Applied Decision Methods for Business

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

MAT-201

Credits: 3

GBA 335ES - Administrative and Personnel Law

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

Credits: 3

GBA 398ES - Integrated Perspectives on Business

This course is designed to integrate the common body of knowledge program components in the Donald R Tapia School of Business and focus its students on applying critical thinking techniques to solve real-world problems and issues. In addition, this class will serve as a review mechanism to prepare the student to take the Peregrine Test exam in Business. Additional examination fees may apply for this course.

Prerequisites and Notes

ACC-201, ACC-202, ECO-201, ECO-202, GBA-231, GBA-334, COM-327, MAT-201, MGT-301, MGT-325 y MKT-301

Credits: 3

GBA 440ES - International Business

A global perspective that educates students and professionals on the key issues facing international business managers as well as the strategies to operate and manage successfully multinational companies. It provides the tools and knowledge on how to use marketing, finance, operations, human resources, accounting, and logistics to create a sustainable competitive advantage. Basic theoretical principles are combined with real applications to demonstrate how they should be applied in the global business arena.

Prerequisites and Notes

MKT-301 and MGT-301

Credits: 3

GBA 498ES - Strategic Management

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

Prerequisites and Notes

ACC 202, MGT 325, MKT 301, GBA 334, and senior standing

Credits: 3

Health Care Management

HCA 302ES - Health Care Organization

A descriptive study of the U.S. health care system including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

Credits: 3

HCA 303ES - Health Care Management

This is a survey course that examines healthcare administration from an operational perspective. It serves as a foundation for higher level healthcare courses and includes, among other things, quality improvement, risk management, strategic planning, financial planning and control, medical terminology, and medical ethics.

Prerequisites and Notes

HCA-302

Credits: 3

HCA 402ES - Community Health Evaluation

A study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

Prerequisites and Notes

HCA-302

Credits: 3

HCA 410ES - Quality Improvement Methods Health Care

An in-depth study of quality improvement philosophy, methodologies, tools, and issues. Emphasis on quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship among quality improvement programs, risk management, and utilization review is closely examined.

Prerequisites and Notes

HCA 302

Credits: 3

HCA 425ES - Health Care Internship

Designed to provide the student the opportunity to integrate all previously learned health care management knowledge and skills. The management area of study and the practicum are mutually agreed upon by the student, the faculty member, and the health facility preceptor. This is a pass/fail course. Waivers may be granted for HCA 425 with the approval of the department chair. The student requesting the waiver must have significant health care management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case-by-case basis.

Prerequisites and Notes

GBA 231, HCA 302, MGT 301, and taken during the last 15 hours of residency

Credits: 3 - 12

HCA 430ES - Contemporary & Critical Issues Health Care

This course is an in-depth examination of contemporary and critical issues that are significantly impacting healthcare organizations, providers, and patients. Students examine legal, cultural, and ethical healthcare issues as they relate to organizational stability, quality of care, patient and community qualify of life, and moral and ethical healthcare delivery values.

Credits: 3

HCA 450ES - Health Information Tech Mgmt

This course provides an introduction to health information technology. It covers planning, selecting, implementing, using and managing health information technology applications. Students will become familiar with needs assessment, system selection, security and confidentiality issues and contract negotiations. This course examines the role of the healthcare manager in the health information technology process. Students will develop problem-solving skills when completing case study assignments and discussion questions regarding health information technology topics.

Prerequisites and Notes

HCA-302 and junior standing

Credits: 3

HCA 498ES - Health Planning Policy Mgmt

A capstone course that integrates health services planning, organization, management, and evaluation. Policy formulation and management are studied.

Prerequisites and Notes

MGT-301, HCA-402, and taken during the last 15 hours of residency

Credits: 3

Art/Art History

ART 110HMES - Curves Ahead: Women Artists

Through a women's studies lens, we will examine women as patrons, critics, and viewers of art. Visual language and art terminology will be used to examine a variety of artworks made by women from an assortment of historic, social, political, and personal contexts. The course will examine how images of women by women have functioned in the ongoing construction of identity. This course seeks to illuminate women's contributions to the visual cultures of their societies and to recognize the relevance of these contributions to today's global community.

Credits: 3

ART 330ES - Contemporary Humanities

This course offers an introduction to the thought, values, and arts of Western culture through an exploration of the fine and performing arts in the twentieth century.

Credits: 3

Fine Arts

FAS 110CLES - Living the Theatre

If "all the world is a stage," then everyone can benefit from the skills learned in the theatre. Theatre is a collaborative art form that calls on people with a wide range of skills and abilities to work together to create something special. Through active participation, students will learn the basic principles of performance, design, and operations alongside readings from selected works of noted playwrights and theatre practitioners. By working and studying in such an environment, students learn the applicability of theatre practitioners' skills to life in the theatre and beyond.

Credits: 3

Economics

ECO 110HAES - Economics for Life

With a focus on the fundamental economic problem of scarcity, this course will prepare students to be effective decision makers. The course focuses on the economic way of thinking that enables individuals to decide how to best allocate their time, to decide whether to spend their money or save it, and to understand the primary statistics used to measure the well-being of an economy. As a result of this course, students will acquire the critical thinking skills that are not only essential to making everyday choices but are also essential in making major life decisions such as choosing a career or choosing a life partner.

Prerequisites and Notes

Second semester freshman standing

Credits: 3

ECO 201ES - Principles of Macroeconomics

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

Credits: 3

ECO 202ES - Principles of Microeconomics

An introduction to the economic analysis of the market mechanism. Emphasis on supply and demand, elasticity, cost analysis, market structures, externalities, and contemporary microeconomic issues.

Credits: 3

Political Science

POL 110HAES - Democracy in Troubled Times

This course investigates the rise and spread of democracy. Democracy as a form of government and social movement will be traced from its ancient origins in Greece and Rome to the American and French Revolutions of the 18th Century, through its evolution and diffusion during the 19th and 20th Centuries to its position of global dominance at the beginning of the 21st Century. Democratic values, norms and behaviors will be examined through the use of historic video footage and core texts. Attention will be paid to governmental systems in the U.S., Western Europe, the BRIC countries, and our neighbors Canada and Mexico, and to the emerging democracies in the Middle East and Asia. Acquiring basic academic skills will be emphasized, as students are awakened to the significance of world historical events and the excitement of following current affairs.

Credits: 3

Social Science

GLO 210HMES - Feeding the Planet: Challenges and Opportunities

How can there be starvation in a world of plenty? Is our Western diet socially, economically, and environmentally sustainable? Is there a place for traditional food systems in a globalized world? To answer these questions (and more), this course examines the cultural, social, economic, and political aspects of food production, distribution, and consumption. Topics covered include local/indigenous food cultures and agricultural systems; globalized industrial agriculture; agricultural pollution; the disappearance of traditional varieties and knowledges; unequal access to food; health issues linked to industrial agriculture; and ways to redesign our food systems, such as: small-scale agriculture, organic farming, eating local products, or the slow food movement.

Prerequisites and Notes

ENG-122

Credits: 3

HTY 110HAES - Immigration: Face of America

An exploration of immigration to the United States centered on the nineteenth and twentieth centuries with reference to current issues related to immigration. This course also examines the countries from which immigrants have come to the United States and the social, political and economic factors that have contributed to immigrants' decisions to leave these countries.

Credits: 3

HTY 110HMES - Native American History

What do you know about Native Americans? When you think of Native Americans, do you visualize lightly clad warriors with bows and arrows or women sitting by tipis wearing feathers and beads? Do all Native Americans live on reservations? Do all reservations have casinos? Focusing on the lives of Native peoples prior to European contact, their interactions with Europeans and Africans, their removal to reservations, and their contemporary experiences, this course addresses the many myths and misconceptions associated with Native American history and culture within the United States.

Credits: 3

SSC 327ES - Cultural Anthropology

An introduction to cultural anthropology and an application of anthropological principles, data, and concepts, combined with the cross-cultural perspective, to a disciplined examination of other cultures and U.S. culture and its social problems. The course emphasizes that knowledge gained from an understanding of other cultures can contribute to the solution of those societal problems. Also, emphasis is placed on learning to appreciate cultural diversity.

Credits: 3

SSC 350ES - Foundations of Modern Social Sciences

This course is a study of the development of Western social science thought from the end of the 18th century to the beginning of the 20th century. In this course, we will explore the development of Western thinking and ways of knowing from the perspectives of the social sciences including anthropology, economics, history, political science, psychology and sociology. The course allows students to examine the major contributions to the intellectual ferment of ideas that helped reshape the western worlds concepts of human nature.

Prerequisites and Notes

Prerequisite: Junior Standing

Credits: 3

Accounting

ACC 201ES - Principles of Financial Accounting

An introduction to the preparation and use of accounting information found in financial statements. Topics include the analysis of transactions and accounting for assets, liabilities, revenues, and expenses. This course takes a user perspective in which interpretations of financial statements for measuring performance and making business decisions are emphasized.

Credits: 3

ACC 202ES - Principles of Managerial Accounting

This course is a continuation of ACC-201 and introduces cost accounting concepts, budgeting, cost-volume-profit analysis and managerial decision-making.

Prerequisites and Notes

ACC-201ES

Credits: 3

ACC 301ES - Intermediate Accounting I

A study of the development of generally accepted accounting principles and valuation models in their application to financial statement presentations.

Prerequisites and Notes

A grade of C or better in ACC-202ES

Credits: 3

ACC 302ES - Intermediate Accounting II

A continuation of generally accepted accounting principles development. The course covers valuation of liabilities and equity, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures.

Prerequisites and Notes

A grade of C or better in ACC-301ES

Credits: 3

ACC 303ES - Accounting Information Systems

Principles involved in establishing an accounting information system. Included are source documents, internal controls, and the interfaces needed for managerial control of the business. The integration of managerial accounting information needs with the design and implementation of systems is studied.

Prerequisites and Notes

A grade of C or better in ACC-202ES

Credits: 3

ACC 331ES - Cost Accounting

A study of relevant costs for managerial decision making. Includes cost accounting fundamentals used in managerial control functions.

Prerequisites and Notes

A grade of C or better in ACC-202ES

Credits: 3

ACC 401ES - Advanced Accounting

Accounting principles for partnership, mergers, acquisitions, and consolidations including the worksheet analysis of consolidation principles.

Prerequisites and Notes

A grade of C or better in ACC-302ES

Credits: 3

ACC 411ES - Auditing

Principles and procedures of internal and public auditing. Includes the ethics, responsibilities, standards, and reports of auditors.

Prerequisites and Notes

MAT-201ES and a grade of C or better in ACC-302ES

Credits: 3

ACC 421ES - Individual Federal Income Tax

An introduction to federal taxes with the emphasis on individual taxation. The concepts of business income in various forms of business are also introduced. It involves the practical application of the tax laws and concepts including tax return preparation and simple tax research. It also introduces the student to the multiple types of taxes beyond federal taxes.

Prerequisites and Notes

COM-140ES, a grade of C or better in ACC-202ES, and Junior Standing required.

Credits: 3

ACC 425ES - Accounting Internship 3-12 credits

Accounting Internship

Prerequisites and Notes

Permission of the Department Chair and Dean, and senior standing

Credits: 3 -12

ACC 430ES - International Accounting

This course provides students a working knowledge of International Financial Reporting Standards (IFRS). Through a comparison to US GAAP, students will learn the specific differences between the two standards, why there are differences, and how the standards were developed. In addition to international financial standards, other topics will be addressed including global auditing standards, international taxation, and corporate social responsibility reporting standards.

Prerequisites and Notes

A grade of C or better in ACC-202ES

Credits: 3

ACC 498ES - Financial Statement Analysis

A capstone course designed to integrate all previous courses in accounting by focusing on cash analysis, return on invested capital, asset utilization, operating performance, profitability, forecasting, liquidity, capital structure, and solvency.

Prerequisites and Notes

MGT-325ES and a grade of C or better in ACC-303ES, ACC-331ES, ACC-401ES, ACC-411ES, ACC-421ES

Credits: 3

MAC ORIES - Master of Accounting Orientation

This pass/fail course provides new Master of Accounting students with an overview of the programs. Topics include SLU history and core values; program information; expectations; academic honesty; and SLU Portal sign-on, including access to eLion, and Windows Live Student Email. The course provides students with information and resources to enhance their Knowledge in these areas. This is a required, not-for-credit course that must be completed by the end of the first term. Tuition fees will not be assessed.

Credits: 0

Liberal Studies

LBS 120HMES - Stories of Resistance: Power & Identity

Stories of resistance are at the core of our collective and individual cultural identities. This course will introduce students to cultural studies through analyzing a variety of experiences of individuals, communities, and movements that challenge various institutions of power and assert an independent identity. Modules will focus on written and visual representations of four themes: gender and sexuality, race and ethnicity, place and the environment, and military conflicts.

Credits: 3

LBS 201ES - Critical Thinking Lib Studies

This is an online course that develops critical and analytical skills necessary to engage in courses in the liberal studies major. Through readings reflecting representative disciplines included in the major, students will begin to improve their ability to think effectively and express themselves through clear, cogent writing.

Prerequisites and Notes

ENG 122

Credits: 3

LBS 330ES - Mathematical Inquiry

Topics include rigorous thought, number contemplation, geometry and contortions, meaning from data, and uncertainty.

Prerequisites and Notes

MAT-131

Credits: 3

LBS 498ES - Exploration Liberal Studies

Explorations in the Liberal Studies is the capstone course for the Liberal Studies major. This course will provide an in-depth study of a single text and its connections to the disciplines studied in the major. Students will base a senior research project on a theme or issue related to the text, taking a particular perspective from the social sciences, the natural sciences, the humanities/fine arts, or business, allowing students to apply and integrate their earlier learning in the liberal studies courses.

Prerequisites and Notes

Prerequisite - Senior Standing

Credits: 3

Management

MGT 301ES - Principles of Management

An introductory course in management as a discipline and a process. Major topics include the evolution and scope of management, decision-making, planning and strategy, organizing and staffing, leading, and control and change. The importance of management in the global environment and ethical considerations of management decisions are also included.

Prerequisites and Notes

ENG-122 and second-semester sophomore standing

Credits: 3

MGT 309ES - Intro to Logistics Management

An introduction to the field of logistics management, the management of products and services within the firm. Included will be a review of the entire field and its application in the business world. Included are purchasing, logistics throughput, manufacturing and quality management and improvement, demand management, packaging and materials handling, cargo transportation, distribution, warehousing and inventory management, logistics analysis, and international logistics within the global firm.

Prerequisites and Notes

MGT-301

Credits: 3

MGT 312ES - Intro Project Management

This course defines a project and assists project managers in accomplishing goals efficiently and effectively by applying knowledge, skills, tools, and techniques. Quantitative and qualitative skills are developed. Human behavior, organizational knowledge, and negotiation are qualitative skills, and Program Evaluation and Review Techniques (PERT), Critical Path Method (CPM), risk analysis, budgeting and cost estimation, event sequencing, and auditing are quantitative skills. Students are taught how to manage inputs and product outputs while gaining buy-in from stakeholders before commencement.

Prerequisites and Notes

GBA-334, MAT-201 y MGT-301

Credits: 3

MGT 315ES - Project Risk Management

This course is an in-depth analysis of the steps involved in identifying, analyzing, evaluating, and controlling project costs and risks, and making decisions to effect project completion. State-of-the-art tools and techniques for identifying, measuring, and monitoring costs and risks in the project management environment are examined. Cost estimating, cost budgeting, activity-based costing, and cost control techniques are emphasized. Decision analysis and decision tree techniques are studied to include expected value, minimax, and maximin criteria. Also, covered will be areas of flawed decision-making, including such topics as groupthink, the domain of losses, the domain of gains, the

Abilene paradox, the Milgram experiments, and the Asch effect. The course covers how a comprehensive risk management approach can enable a project team to make the correct decisions to manage issues proactively and costs that could adversely impact the success control and completion of a project.

Prerequisites and Notes

MGT-312

Credits: 3

MGT 320ES - Entrepreneurship I

This course introduces the student to the process used in the creation of an effective business plan. The economic, social, and cultural impact of entrepreneurship in the United States will be investigated. The analytical tools necessary to evaluate business strategies and creating a market-based competitive advantage will be stressed. Topics such as forms of ownership, franchising, and the analysis of purchasing an existing business will be covered. The students will be taught the basis of developing a financial plan, managing cash flow, and integrating the marketing plan with the financial and legal analysis to produce a business plan.

Prerequisites and Notes

ACC 201, ACC 202 and MGT 301

Credits: 3

MGT 322ES - Project Teamwork & Leadership

Project Teamwork and Leadership examines the human factors in project management. The primary goal of this course is to understand, predict, and manage human performance in a team environment. This course evaluates management styles, leadership skills, and conflict resolution, emphasizing the critical importance of positive, mutually beneficial interactions among the team and critical partners as they pursue a common goal. Topics include exerting influence beyond team boundaries, motivating a diverse workforce, facilitating team decisions, resolving interpersonal conflicts, managing difficult people, strengthening team accountability, and communications.

Prerequisites and Notes

MGT-312

Credits: 3

MGT 325ES - Finance for Managers

An introduction to the principles of corporate financial management. The principles apply also to other forms of business, governments, and non-profit organizations. The time value of money is emphasized in investments of real or financial assets. Planning for current assets and liabilities and long-range capital is covered. Risk and expected values (statistics) are used in the planning and assessment of investments. Also, the knowledge of different kinds of markets is described along with some financial theories.

Prerequisites and Notes

ACC-202

Credits: 3

MGT 331ES - Management of Human Resources

This course is designed to identify and explore the various human resource functions that create a cohesive framework leading to the achievement of organizational effectiveness through enlightened human resource systems management. This is a basic course for operating managers as well as human resource managers.

Prerequisites and Notes

ENG-122

Credits: 3

MGT 342ES - Transportation & Dist. Mgmt

An introduction to the field of transportation and distribution management, including logistics interfaces with transportation and distribution, distribution systems and cost and service optimization, packaging and materials handling, and the special characteristics, advantages, and limitations of the different modes of transportation.

Prerequisites and Notes

MGT-309 and GBA-334

Credits: 3

MGT 377ES - Procurement, Purchasing & Vendor Mgmt

This course is an introduction to the field of Procurement, Purchasing, and Vendor Management, including an overview of inbound logistics and its relationship to purchasing process and strategies, including cost and price considerations, vendor assessment, legal aspects of a purchasing contract, inbound quality issues, and materials management.

Prerequisites and Notes

MGT-309

Credits: 3

MGT 410ES - Quality Improvement & Management

This course is an extensive coverage of quality management, to include an understanding of quality principles; the integration of quality management, logistics management, and project management; knowledge of the effect of variation in manufacturing and service industries; quality assurance and acceptance management; the understanding and proficiency in the mechanics of statistical process control; and the follow-on statistical experimentation and testing to improve manufacturing and service processes.

Prerequisites and Notes

MGT-309 y GBA-334

Credits: 3

MGT 412ES - Organizational Behavior and Development

Organizational behavior is simply the study of human behavior in organizations. The overriding goal of this course is to understand, predict, and control human behavior. Therefore, it is necessary to study both individual and group behavior from a theoretical standpoint. Topics to be addressed include leadership, motivation, communication, decision making, and organizational culture.

Prerequisites and Notes

MGT-301

Credits: 3

MGT 417ES - Logistical Inventory Control

This course focuses on the role of materials management in modern organizations, the methods of forecasting demand, the assessment of economic lot sizes and the procedures for optimizing ordering systems and inventory levels.

Prerequisites and Notes

MGT-309 y GBA-334

Credits: 3

MGT 422ES - Project Management Implementation

This course will cover specific activities that integrate project management principles with project event management, taking project events from pre-award to closure. Students will investigate and evaluate different methods for measuring project performance, including Program Evaluation and Review Techniques (PERT) to ascertain probabilistic project completion times and Critical Path Method (CPM) approaches that investigate cost management and project acceleration techniques. The course will also cover team member selection and evaluation, project reporting processes, project event conflict and risk management, and coordinating project events across the enterprise and along the supply chain. This course exposes students to approaches, methods, and systems to ensure management success under demanding cost, schedule, and performance requirements.

Prerequisites and Notes

MGT-312

Credits: 3

MGT 430ES - Business, Government, and Society

This course is a study of interrelationships among business, government, and society. The complex, continuously evolving and closely linked business-government-society system will be studied. Academic theory and actual management concerns at the strategic, global, national, regional, and local levels are covered in the course.

Prerequisites and Notes

MGT-301

Credits: 3

MGT 441ES - Labor Relations

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

Prerequisites and Notes

MGT-331

Credits: 3

MGT 492ES - Logistics Specialization Portfolio

This course uses the case-study method to integrate the various subcomponents of effective logistics management: transportation, distribution, inventory management, warehouse management, quality management, project management, procurement, export/import documentation, export/import finance. The course culminates in a formal report and executive presentation. This course, as the logistics specialization capstone course, has also been tasked to participate in the Common Body of Knowledge (CBK) review materials process that will culminate in taking the National Education Testing Service (ETS) Test for Business.

Prerequisites and Notes

MGT-312, MGT-342, MGT-377, MGT-410 y MGT-417

Credits: 3

MGT 495ES - Project Management Applications

This course builds upon prior project management classes with an emphasis on practical application. Students must demonstrate the ability to apply successfully the project management process in two ways: first, with real data in case analysis representing a range of industries and a continuum of successful and poor implementation, and subsequently, with a specific project under the guidance of a faculty member.

Prerequisites and Notes

MGT 309, MGT 312, MGT 315, MGT 318, MGT 322, MGT 410, y MGT 422

Credits: 3

Human Resources Management

HRA 330ES - Occupational Safety, Health and Security

The course is designed to identify key occupational health, safety, and workplace security theory and concepts. Legal and regulatory issues affecting health-related programs and policies and employers' liabilities. Current practices are reviewed.

Prerequisites and Notes

MGT-331

Credits: 3

HRA 335ES - Recruitment, Selection & Placement

Focuses on people as strategic resources whose availability and capabilities influence organizational effectiveness. Strategies for attracting, assessing, acquiring, and withdrawing personnel are studied. Implications of planning and implementing staffing policies are discussed.

Prerequisites and Notes

MGT-331

Credits: 3

HRA 340ES - Organizational Training & Development

Theory and technology of organizational training and development are studied. Learning theory and its applications to training, methodology for training evaluation, and forces shaping future training and development needs are included.

Prerequisites and Notes

MGT-331

Credits: 3

HRA 360ES - Total Compensation

An examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation, wage surveys, incentives, pay equity, benefits, and compensation strategy.

Prerequisites and Notes

MGT-331

Credits: 3

HRA 425ES - Human Resource Internship

Provides students with an opportunity to work with professionals in the areas of human resource management. The faculty-supervised internship experience may take place in a wide variety of human resource settings where students will learn to address and overcome the many macro and micro obstacles that are a natural and integral part of the internship experience such as developing effective relationships and putting classroom theory into practice. Waivers may be granted for HRA 425 with the approval of the department chair. The student requesting the waiver must have significant human resource management or administrative experience. In addition, students who can demonstrate that completion of the internship would create a hardship may also request a waiver. An approved upper level business class must be substituted when internship is waived. Such requests will be considered determined on a case by-case basis.

Credits: 3 - 12

HRA 498ES - Human Resources Strategic Planning

A capstone course designed to integrate previous core courses through a review of the HR body of knowledge. Course content analyzes the basic understanding and practical tools that HR administrators commonly use to meet an organization's employees' challenges. In addition, this course prepares graduating seniors to sit for the Professional Human Resources (PHR) certification examination.

Prerequisites and Notes

HRA 335, HRA 340, HRA 360, and senior standing

Credits: 3

Computer Science & Information Systems

COM 140ES - Basic Computer Skills

An introduction to computer applications including basic computer concepts and terminology. Students gain hands-on experience in using the operating system and word processing, spreadsheet, presentation management, and database management software. All students are required to take this course if they cannot demonstrate proficiency by passing the Computer Skills Exam or by having taken a suitable substitute at another regionally accredited higher education institution. Course fee may apply.

Credits: 3

COM 203ES - Computer Systems

A technical introduction to computer hardware, software, and networking. Hardware includes processor technology, data representation, storage and I/O devices. Software includes both application and systems software.

Prerequisites and Notes

COM-140ES

Credits: 3

COM 207ES - Programming in C/C++

The use of C/C++ programming language for information processing and problem solving. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and program debugging. Course fee may apply.

Prerequisites and Notes

COM-203ES

Credits: 3

COM 209ES - Programming in Java

Java is a modern object-oriented programming language widely used to develop Web-based applications. This course will introduce the student to object-oriented programming using Java, and the development of interactive applications and applets. Course fee may apply.

Prerequisites and Notes

COM-204ES or COM-207ES

Credits: 3

COM 212ES - System Administration

This course provides a broad and detailed coverage of system administration from the basics of installing and configuring operating systems to managing and maintaining them by applying best practices in security. Many of the security aspects of successful system administration are covered including developing security policies, adopting access controls, managing user accounts, configuring password policies, using authentication methods, performing periodic updates, installing patches, securing file systems, following backup strategies, setting up secure network configuration, and maintaining security components such as IDPS and Firewalls.

Prerequisites and Notes

COM-140ES

Credits: 3

COM 215ES - Principles of Networking

This course will introduce the fundamental computer networking concepts. Students will gain knowledge in the following areas: network media, the Open System Interconnection (OSI) model, the TCP/IP protocol stack, the configurations of switches and routers, and networking protocols.

Prerequisites and Notes

COM-203ES

Credits: 3

COM 221ES - Fundamentals of Cybersecurity

The advent of global networks has provided communication capabilities for businesses and individuals unparalleled in the history of the world. This course provides an introduction to the field of information security that provides the necessary foundation in Cybersecurity.

Prerequisites and Notes

COM-215ES

Credits: 3

COM 225ES - Penetration Testing & Counter Measures

This course is designed for those studying to become security officers, auditors, security professionals, site administrators, and anyone who is concerned about or responsible for the integrity of the network infrastructure. By gaining a thorough understanding of how hackers operate, students will be able to set up strong countermeasures and defensive systems to protect their organization's critical infrastructure and information.

Prerequisites and Notes

COM-221ES

Credits: 3

COM 302ES - Python Programming

This course will introduce students to Python, a high level imperative and object-oriented language. Python offers a shorter and cleaner coding integration process while providing better programmer's productivity. Students learn Python's basic and advanced programming concepts.

Prerequisites and Notes

COM-209ES

Credits: 3

COM 309ES - Network Theory & Design

An introduction to the theory, design, and application of networks, the course will include the creation or simulation of a computer network. Course fee may apply.

Prerequisites and Notes

COM-203ES

Credits: 3

COM 312ES - Computer Architecture

Knowledge of the fundamental operations of computers is essential in a program in computer science. This course is designed to provide the student with an understanding of the structure and operations of the digital computer including its history, how their systems are organized, the logic used in the computer, the use of micro-technology in computers, a foundation in the functioning of the computer at various levels including the instruction set level, the operating machine level and assembly language programming, and parallel computing concepts.

Prerequisites and Notes

COM-203ES

Credits: 3

COM 315ES - Decision Support Systems

With better computer data analysis and the application of statistical concepts, decision making can be enhanced. This course provides the knowledge and skills to create these applications. Course fee may apply.

Prerequisites and Notes

COM-140ES

Credits: 3

COM 320ES - Systems Analysis and Design

Prerequisites and Notes

COM-203ES

Credits: 3

COM 327ES - Business Information Systems

This course in an introduction to management information systems, the five components of Business Information Systems, and their strategic role in supporting and transforming modern organizations and management activities. Topics include: role of information systems in business, fundamentals of information technology - hardware, software, communications and computer networks, databases and enterprise systems; ethical issues in the information age, as well as issues of globalization, social impact, privacy and security. The course also covers fundamentals of business intelligence tools and techniques used to analyze data as part of driving informed business decisions.

Prerequisites and Notes

COM-140ES, MAT-201ES and MGT-301ES

Credits: 3

COM 330ES - Database Concepts & Programming

This course introduces the student to the use of a database management system to provide the software and database necessary to upgrade a DBMS system. Database structures, applications, network, relational and hierarchical data models, application program development, query systems, file security, and the role of the database administrator will be studied. Course fee may apply.

Prerequisites and Notes

COM-204ES or COM-207ES

Credits: 3

COM 333ES - Web Design & Information Resources

An introduction to the World Wide Web and the creation of online content, Including: the creation of web pages using HTML, XHTML, and CSS; the creation, selection, and use of digital media; and the use of third party web sites for finding information and collaboration.

Prerequisites and Notes

COM-140ES or EDU-228ES, or equivalent.

Credits: 3

COM 340ES - Introduction to Internet Applications

Prerequisites and Notes

COM-203ES and a programming language course)

Credits: 3

COM 355ES - Systems Security

Securing the systems that run our computers is the key to ensuring that our essential information remains safe and available. This course provides the essentials to understanding the threats to systems security, the methods to counter those threats, and some practical work in systems security. A computer system with appropriate software will be required.

Prerequisites and Notes

COM-309ES and COM-416ES

Credits: 3

COM 405ES - Operating Systems

The use of operating systems to facilitate reliable and safe execution of software: process execution and scheduling; process synchronization and deadlock avoidance/resolution; memory management; file systems; I/O systems and device management; protection and security.

Prerequisites and Notes

COM-204ES or COM-207ES

Credits: 3

COM 416ES - Introduction to Information Security

The advent of global networks has provided individuals unparalleled in the history of the world. Attacks on the system that deny service, destroy systems, and purloin information through the use of worms, viruses, and other criminal attacks make it imperative that information security be a significant part of any business plan and that individuals

working in that or allied fields become knowledgeable in the principles of information security. This course provides an introduction to the field of information security that lays a necessary foundation for later courses.

Prerequisites and Notes

COM-309ES

Credits: 3

COM 430ES - Software Engineering

This course presents a variety of different views of the software development process, considering all important process models as well as system analysis and design methods with an emphasis on object-oriented

techniques. Concepts, procedures, techniques and methods that enable a software team to assess software quality and manage and control a software development project are also discussed.

Prerequisites and Notes

COM-209 or an equivalent programming language course

Credits: 3

COM 437ES - Mobile Application Development

This course provides the basics necessary to understand, design and develop Android mobile applications with real world examples. Students will learn structure, services, and activities of Android applications by using with the

Android Software Development Kit (SDK), the Java programming language and Android Studio Integrated

Development Environment (IDE) on a Windows or Mac computer. Course Fee may apply.

Prerequisites and Notes

COM-209

Credits: 3

COM 450ES - Network Defense and Security

Global and local networks provide capabilities for businesses and individuals that have become essential in the success of the world economy. Defending these systems against attacks through the use of worms, viruses, and other criminal acts is imperative. This course provides a solid foundation in the fundamentals of network security and some hands-on experience in the installation and use of firewalls and intrusion detection systems.

Prerequisites and Notes

COM-309 and COM-416

Credits: 3

COM 452ES - Computer Forensics

One of the tasks of computer professionals in the area of information security is to investigate to determine the manner and extent of damage or penetration of unauthorized persons into IT systems and to determine what data may have been compromised as well as authorized penetration of IT resources for legal purposes. This course provides an introduction to the methodology of computer forensics.

Prerequisites and Notes

COM 309 and COM 416

Credits: 3

COM 460ES - Internet/Intranet Security

Access to the Internet for multiple purposes is one of the major components of most business operations. Many businesses also have intranets, which provide internal communications. Security of these assets is imperative for a successful business. This course provides an introduction to the concepts and procedures of assessing and providing security for intranet/intranets.

Prerequisites and Notes

COM-309 and COM-416

Credits: 3

COM 470ES - Management of Information Security

It is imperative that information security be a significant part of any business plan and that managers working in that or allied fields are aware of the principles and methodology of managing information security. This course provides an in-depth view of the management of information security for government, corporations, and other institutions.

Prerequisites and Notes

COM-309 and COM-416

Credits: 3

COM 475ES - Penetration Testing

An introduction to simulating real world attacks to expose the vulnerabilities of an organization without damaging the available services or assets. This course covers computer security techniques required to prevent or mitigate attacks.

Prerequisites and Notes

COM-330, COM-340, COM-405, and COM-450

Credits: 3

COM 498ES - Advanced Computer Skills

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

Prerequisites and Notes

COM-309, COM-315, COM-330, MGT-301, MKT-301, and senior standing

Credits: 3

English

ENG 121ES - Academic Writing I

The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included.

Prerequisites and Notes

Satisfactory score on the English Placement Test

Credits: 3

ENG 122ES - Academic Writing II

Prerequisites and Notes

ENG-121ES

Credits: 3

ENG 210CLES - Love and Desire in Literature

A study of representations of love and desire in literature and their various manifestations in different time periods and cultures. Students will learn and apply basic tools of literary analysis while considering larger questions about the nature of love and desire.

Prerequisites and Notes

ENG-122

Credits: 3

ENG 215CLES - Monsters in Literature

Through reading about the monster and/or the monstrous in literature, students will question what it means to be human and understand how cultures create fictional monsters as ways to define what it means to be civilized.

Prerequisites and Notes

ENG-122

Credits: 3

ENG 225CLES - Exploring the Four Genres

Students in this course will explore the four main genres of creative writing-poetry, fiction, creative nonfiction, and drama. Using their senses and memories as the primary media, students will learn first to discover and then to map their own creative aesthetics from the wild landscapes of their subconscious and conscious, using imagistic writing.

Prerequisites and Notes

ENG-122

Credits: 3

ENG 311ES - Survey of Major Writers of the 20th Century

A study for non-English majors of the most significant and influential movements of the 20th century as those movements have shaped the course of human experience. Provides an opportunity for students to discuss and analyze a broad range of writers from several countries, drawing on cultural and ethnic issues particularly relevant to those writers. Not available for upper-division elective credit in the English major.

Prerequisites and Notes

(ENG-122 and ART-123, ENG-202, FAS-123, FAS-125, or MUS-123)

Credits: 3

Humanities

HUM 110CLES - Giants of the Arts

Giants of the Arts will define those artists who, through the test of time, have been recognized as true masters; whose works advanced their art form(s), who become a significant influence within their field(s), and who continue to influence contemporary artists today. Students will examine how these artists used the components of their art form(s), why these artists are considered great, what their greatest contributions are to our society, and how these artists affect our artists today. Students will also consider the qualities of masterful creative endeavors and contemplate how the artists' gifts to our world improve and deepen our lives.

Credits: 3

HUM 115CLES - Film: The Art of Choice

This course in a University Explorations course that identifies and examines different components of cinema, and how the director can utilize them. Specific directors will be studied in depth, as students probe and identify key stylistic choices a director employs to make good films. By grasping how the director tells a story, and how a film communicates ideas and thoughts, students will gain a deeper understanding and appreciation of how film truly is an art of choices.

Credits: 3

HUM 215HMES - Breaking the Code: Lang, Culture, Comm

Human language shapes all human experiences; it is central to our understanding of the world and one another. The course will introduce students to the phenomenon of human language in the context of personal development and social interaction. The discussed topics will include the nature of human language, language structure, language acquisition, biological and social dimensions of language, and linguistic variations in diverse cultural and social contexts. The course presentations and discussions will address the influence of language and its use in the way people construct worldviews, cultural values, and social relationships.

Prerequisites and Notes

ENG-121

Credits: 3

Music

MUS 110CLES - Spirituals to Rock and Roll

In this course students will explore the development of American popular music beginning with its roots in African

American slave music, continuing through minstrelsy, vaudeville, Tin Pan Alley, American Musical Theatre, Blues, Jazz,

Rock and Roll, Alternative, and Hip Hop. Students will practice critical listening skills as they are exposed to many genres of popular music, and will explore the social, economic, and philosophical paradigms that gave rise to each genre in the American experience of music.

Credits: 3

MUS 210CLES - Making Sense of the Sound

In this course students will develop critical listening skills through increasing their understanding of musical structure and cultural context and making connections between musical masterpieces of the past and the music enjoyed in the present. The focus of the course is European and North American music.

Credits: 3

Psychology

PSY 110HAES - Psychological Well Being

This course uses psychological approaches to physical, cognitive, and emotional well-being. The scientific method will be used as a lens to view adjustment issues. Topics include personality and self-development, positive psychology, sex and gender, and relationships. Emphasis is on application via personal assessment and stress management techniques.

Credits: 3

PSY 161ES - Introduction to Psychology

This introductory course in psychology is designed for students who are majoring in psychology and represents a survey of the core areas in psychology including the physiological bases of behavior, cognition and learning, motivation and emotion, personality and social influences, and mental disorders and their treatment among other major areas of the field. Students are exposed to the broad spectrum of theories used in understanding human behavior and mental processes and learn foundational knowledge necessary for students to excel in the psychology major.

Credits: 3

PSY 202ES - Foundations of Psychology Seminar

This course is a required three-credit course designed to be completed during the freshman or sophomore year. The course addresses the practical skills and knowledge needed by majors to successfully complete their psychology degree. Course content includes such topics as the scientific inquiry process in psychology, introduction to Internet and literature searches, American Psychological Association writing format, introduction to software used by psychologists, preparing the resume, and conducting a successful job search or application process to graduate school.

Prerequisites and Notes

PSY-161

Credits: 3

PSY 205ES - Research Methods I

The first of two courses in understanding research methods in psychology and the statistical techniques that are used to analyze psychological data. The course will focus on ethical research practice, reviewing the psychological literature, basic nonexperimental research designs (observation, relational research), and descriptive and correlational statistical analyses. Students will gain experience in reading, researching, proposing, conducting, analyzing, interpreting, and reporting scientific research.

Prerequisites and Notes

PSY-161 and MAT-131 completed or taken concurrently

Credits: 3

PSY 305ES - Research Methods II

A continued examination of research methods in psychology, with emphasis on experimental design and inferential statistical analysis. Students will enhance their experience in researching, reading, proposing, conducting, analyzing, interpreting, and reporting scientific research.

Prerequisites and Notes

PSY-205

Credits: 3

PSY 322ES - Physiological Psychology

The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions.

Prerequisites and Notes

PSY-121 o PSY-161

Credits: 3

PSY 325ES - Developmental Psychology

A survey of the major areas in human development with an equal emphasis placed on child, adolescent, and adult development. Examines developmental changes over the course of development and the processes underlying these changes. All major areas are reviewed, including biological, cognitive, language, personality, emotional, moral, social, and career development.

Prerequisites and Notes

PSY-121 o PSY-161

Credits: 3

PSY 327ES - Abnormal Psychology

This course offers a review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology, and treatment. Emphasis is on the DSM classification.

Prerequisites and Notes

PSY-121 or PSY-161

Credits: 3

PSY 328ES - Social Psychology

A study of the perceptions, attitudes, personality, motivations, relationships, and behavior of the individual as a function of social situations. The course emphasizes theory, research, and application. It is a course that is highly desirable for students in social work, education, pre-law, pre-med, precursing, public administration, marketing, and management.

Prerequisites and Notes

PSY-161 y PSY-205

Credits: 3

PSY 338ES - Industrial & Organization Psychology

This course examines both sides of industrial and organizational psychology to include an overview of legal issues in employee selection, job analysis, research design, selection tools, performance evaluation, designing and evaluating

training, employee motivation and satisfaction as well as leadership and other organizational development issues. Because of the nature of the topic, this class will be more methodological than the average psychology class. Group discussion and activities focusing upon application of social psychology, personality psychology, psychological assessment, and experimental methods are critical to success in the course.

Prerequisites and Notes

PSY-161

Credits: 3

PSY 339ES - Social & Cultural Foundation of Behavior

This course explores social and cultural issues in psychology as they relate to the application of psychological theories and principles to diverse groups. Special attention is given to racial/ethnic minority issues and cultural diversity, a key component of which is developing an understanding of personal cultural development and how this pattern of development influences perceptions of interactions with others and general human behavior.

Prerequisites and Notes

PSY-161

Credits: 3

PSY 412ES - Cognitive Psychology

An examination of higher-level thought processes including such topics as attention and perception, memory, language, reasoning, concept formation, and problem solving. Theories of cognitive functions are examined with an emphasis on research findings and methodologies.

Prerequisites and Notes

PSY-305 completed or taken concurrently

Credits: 3

PSY 422ES - Psychology of Learning

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning, and memory.

Prerequisites and Notes

PSY-305 completed or taken concurrently

Credits: 3

PSY 499ES - Current Issues in Psychology

This capstone course serves to synthesize a variety of peer reviewed research that is currently relevant in the field of Psychology within contemporary society. Students will utilize the knowledge obtained during their college experience to critically examine current perspectives and research in psychology. This seminar experience will cover four major areas in the field of psychology; Applied, Social/Personality, Biological and Cognitive Psychology. Students are introduced to current contemporary thought in each of the four areas through the critical examination of recent peer reviewed articles. Through introduction to historical developments, students will understand how the field's history has shaped current perspectives. Combining up-to-date research with critical analysis, this course provides a platform for building the critical thinking skills necessary not only for graduate research, but also for the emerging global job market.

Prerequisites and Notes

Senior standing in psychology with a minimum of six psychology courses including PSY-305

Credits: 3

Sociology

SOC 110HAES - The McDonaldization of Society

What can a fast-food chain teach us about society? Following George Ritzer's theory of McDonaldization, this course examines the pros and cons of living in a rationalized world where standardization, predictability, and control prevail. As students learn the sociological concepts of bureaucracy, consumer society, social structures, social change, and social interaction, they will develop their sociological imagination to reclaim a place for creativity, meaning, individuality, and free will in the late modern world.

Credits: 3

SOC 110HMES - Building a Multiracial Society

Are multiracial societies necessarily colorblind, and should they be? This course explores how colorblindness in multiracial societies can be analyzed through sociological theories and research methods. Students will read multiracial perspectives; analyze race and colorblindness in their everyday lives; and prepare themselves for entering a multiracial/global world, using their critical thinking skills to separate myth/ideal from data/evidence.

Credits: 3

MBA - Project Management

PRM 516ES - Project Process Groups and Project/Product Life Cycles

This course provides students with a comprehensive introduction to the five process groups of initiating, planning, executing, monitoring/controlling, and closing a project. Students will participate in activities associated with project selection and initiation principally. In addition, students will learn how the project life cycle (established phases to move a project from start to completion) can intersect with a product lifecycle at various stages of development from concept to retirement.

Credits: 3

PRM 518ES - Initiating, Planning and Executing a Project

This course builds upon prior student development in initiating and planning a project by concentrating on project execution/control. Students will acquire skills necessary to execute the planned project tasks/procedures aimed at producing the deliverable: a product or service. In addition, students will employ procedures to manage, measure, and control project performance associated with risks/changes to cost, scope, schedule, and quality.

Prerequisites and Notes

PRM-516

Credits: 3

PRM 520ES - Monitoring, Controlling and Closing Projects

Students learn how to monitor, control, and close a project. Students are taught how to use tools and techniques to oversee the successful implementation and follow-through of the project management plan and its sub-plans, which include the communications plan, risk management plan, quality management plan, human resources plan, and procurement plan. In addition, students will learn how to effectively monitor and control the "triple constraint" which is measured in the scope, costs, and time/schedule baselines.

Credits: 3

PRM 522ES - Best Practices in Project Management

This course introduces the nine project management knowledge areas which include integration, scope, time, cost, quality, human resources, communications, risk, and procurement. Students will apply the nine knowledge areas within a best practices project framework to manage the project and product life cycle. Students will attain a thorough understanding in how to use the various tools to manage the "triple constraint" for effective and efficient project completion. Lastly, the student will learn to apply a global perspective during the project's initiation, implementation, execution, monitoring, controlling, and closing activities.

Credits: 3

PRM 524ES - Applied Project Management Case

A project management capstone course which requires that students use the project management skills and abilities acquired in their previous courses to initiate, plan, execute, monitor, control, and close a successful project with the use of the project management information system (PMIS) called Microsoft Project. Project information is supplied to students throughout the course based on real-world scenarios in which the student must deal with all aspects of project management. The student is given a specific project with specified stakeholders and faces problematic issues including schedule delays, costs increases, human resource shortages, and equipment failure to name a few. The student must demonstrate his or her competency by using the skills and abilities attained throughout the course to lead the project to a successful completion. Upon completion of this course, the student will be prepared to successfully manage a complete project.

Credits: 3

MBA - Accounting

MBA 560ES - Financial and Managerial Accounting

This course focuses on the study of accounting concepts and standards applicable to presentation of financial information to interested users, structure, uses and limitations of financial statements and measurement systems

related to income determination and asset valuation. The course also considers the discussion of internal and external influences on accounting decisions.

Credits: 3

MBA 570ES - Corporate Finance

This course considers the financial management decision-making role within the organization. Subjects include valuation concepts, including financial ratio analysis; short-term financial management, including the management of current assets and liabilities; management of long-term investments, including capital budgeting techniques; a discussion of leverage and its relationship to the capital structure; and an introduction to financial markets and financial institutions.

Prerequisites and Notes

MBA-540, MBA-560 or ACC-504

Credits: 3

MBA - Healthcare Management

HCM 520ES - Health Care Organization/Managed Care

This is an overview of the contemporary Healthcare system. It examines these historical antecedents, patients, providers, payers and current health policies. It also provides an overview of the mission, environment, and organizational design of today's health services organizations. Finally, it describes and analyzes US health insurance programs including private and public insurers, health insurance demand, health plan types, premiums, and reimbursement systems.

Credits: 3

HCM 530ES - Community Health Evaluation/Epidemiology

This course provides as overview of the various health reporting systems that are in use and required by the federal government. It stresses the importance of accurate reporting and the role that these reporting systems play in disease and death prevention and containment. It also examines the business costs of such approaches.

Credits: 3

HCM 540ES - Critical Issues in Healthcare

This is a course that explores the most significant issues in Healthcare today. It considers corporate theory from a healthcare perspective as well as consent to care, malpractice in contemporary America, healthcare negligence and liability. Special attention is given to an examination of healthcare and taxation, legal problems facing providers and patients, and ethical issues in human reproduction, genetics and death.

Credits: 3

HCM 550ES - Healthcare Management

In this course, student will study the critical elements of contemporary healthcare management beginning with strategic planning, marketing and information systems. The course will also examine other aspects of management as

they relate to healthcare quality improvement methods and allied health professions such as: human resource management for healthcare, communication management for healthcare, process improvement techniques related to healthcare practice behavior in various settings.

Credits: 3

HCM 590ES - Health Policy and Evaluation

This course is a survey and critical analysis of federal and state health policy processes. It focuses on the evaluation of healthcare outcomes and the effectiveness and efficiency of contemporary health services. Students analyze cases dealing with administrative and policy issues in health services including: problem solving in ill-defined, multifaceted situations, operational health program evaluation models and health planning documentation models.

Credits: 3

MBA - Human Resource Management

HRA 539ES - Human Resource Development

Organizations today are turning to training and development as an option to meet today's workplace challenges because of complex technologies, a more diverse workforce, industry globalization, and a tight labor market. This course will provide advanced education into the concepts, processes, and issues associated with training and development. Myriad training and development content will be emphasized such as planning, designing, implementing, and evaluating training programs. Attention will also be devoted to broader issues such as employee development and training for specific needs.

Prerequisites and Notes

MBA-525 MBA-533

Credits: 3

HRA 545ES - Personnel Law and Ethics

This course is intended to provide an overview of the basic laws governing the employment relationship. The goals of the course are twofold: first, to familiarize students with the many issues and problems confronting employees, employers, supervisors, and human resources professionals; second, to help students in identifying the legal implications of personnel situations that may arise in the business and corporate environment.

Credits: 3

HRA 549ES - Recruitment, Selection, Placement

Focuses on processes and conceptual issues related to staffing organizations. Topics include recruitment and staffing models, policies, and legal compliance as well as practices related to attraction, selection, development, retention, and employment decision making for the most effective use of human resources.

Credits: 3

HRA 562ES - Compensation: Strategic Perspective

This course is designed to enhance the students knowledge of a strategically oriented comprehensive compensation system that would explore both direct and indirect compensation strategic design, development, implementation, administration, and evaluation. This will also include the effects of compensation system design on other HR functional areas, including but not limited to internal and external equity, pay for performance, and benefit administration.

Prerequisites and Notes

HRA-545

Credits: 3

HRA 596ES - Strategic Issues Human Res Mgm

This course is designed, as the MBA HR concentration capstone course, to integrate previous HR core best practices into a business partnership by analyzing real-world strategic issues in a cohesive framework that leads to the achievement of organizational effectiveness through enlightened HR management and leadership.

Prerequisites and Notes

HRA-545, HRA-539 OR HRA-549 OR HRA-562

Credits: 3

MBA - Business Administration

MBA ORIES - Student Orientation

This course provides new MBA students with an overview of the Saint Leo University MBA Program. Topics include SLU history and core values, MBA program information, expectations, academic honesty, and SLU Portal sign-on that include access to eLION, eCOLLEGE, and Windows Live Student Email. Students are required to assess their current skill level in the Common Body of Knowledge (CBK) for business students. The course provides students with information and resources to enhance their knowledge in these areas.

Credits: 0

MBA 501ES - Management Essentials

This course focuses on the basics of management by introducing students to business environments in which they focus on the big picture, identify internal and external opportunities for growth, and manage resources. The course will also present students with management techniques to help them stay current and apply creative solutions to problems. Students will be introduced to the programmatic themes of globalization, leadership, teamwork, and ethics.

Credits: 3

MBA 525ES - Professional Development

This course is designed to give MBA students a tangible head start in acquiring and honing numerous core skills essential for success in the MBA program and the business world. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement, and public speaking.

Credits: 3

MBA 530ES - Organizational Behavior

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision-making.

Credits: 3

MBA 531ES - Human Capital for Organizational Performance

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. This course will provide students with a strategic and analytical approach to complex behavioral problems within organizations. In addition, the design and implementation of management practices for aligning human resource practices and the strategic intent of the organization are also incorporated to give the student a more complex framework for managerial decision making. The course also integrates an overview of commercial law as it affects day-to-day business decisions. Topics include perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, and cross-cultural and expatriate issues.

Credits: 3

MBA 533ES - Human Resource in Management

This course is designed to focus on an in-depth analysis of the major functions of a manager dealing with human resource issues. Issues to be covered include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, cross cultural and expatriate issues.

Prerequisites and Notes

MBA-525

Credits: 3

MBA 535ES - The Legal Environment of Business

This course is a comprehensive study of commercial law as it affects day-to-day business management. Emphasis is placed on the development of a managers ability to recognize the circumstances under which a legal professional should be contacted for advice and/or assistance.

Credits: 3

MBA 540ES - Managerial Economics

This course explores the concepts of economic optimization, the estimation of demand, and cost and pricing analysis.

An introduction to economic forecasting and decision-making under conditions of risk and uncertainty is also included.

Credits: 3

MBA 550ES - Decision Support Systems

This course considers the study of decision science and its application in the business environment through the use of computers. This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand and use computerized decision support methodology in support of business requirements. The student will use commercial software packages in the laboratory to develop and use graphical and numerical outputs in business presentations for enhanced decision making.

Credits: 3

MBA 551ES - Business Analytics

This course will utilize data analysis techniques and software tools to model and solve business related problems. Students will solve problems related to a variety of functional areas in business that include, but are not limited to forecasting, waiting line analysis, linear programming, inventory management, and decision analysis.

Credits: 3

MBA 575ES - Global Business Management

The student will develop an understanding of international/multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic, and legal systems. The role of business in this dynamic world environment will be analyzed.

Credits: 3

MBA 581ES - Data Analytics

This course will examine core statistical and data analysis techniques that can be used for decision making. Upon completion of this course students will understand data retrieval, analysis, and mining; and decision modeling to effectively persuade in the project-oriented world of data-driven decisions.

Prerequisites and Notes

MBA-598

Credits: 3

MBA 582ES - Advanced Data Analytics

This course will examine advanced data analytics that can be used for decision making. Upon completion of this course, students will understand data analysis and decision-making modeling using methods such as time series analysis, predictive data mining, optimization models, and Monte Carlo simulation.

Prerequisites and Notes

MBA-581

Credits: 3

MBA 586ES - Business Intelligence

This course provides an overview of the field of business intelligence, which has been defined as the extensive use of data, statistical and quantitative analysis, exploratory and predictive models and fac-based management to drive decisions and actions. The development and use of data warehouses and data marts to support business analytics are discussed. The use of key performance indicators, dashboards, and scorecards for performance management and opportunity assessment are addressed. Text and web mining are discussed, and the application of selected data mining techniques to business decision making situations is illustrated.

Credits: 3

MBA 594ES - Enterprise Resource Planning

The primary objective of the course is to analyze, design and propose IT solutions for the integration of business processes throughout the enterprise. The emphasis will be on re-engineering, integration, standardization, and methodologies of ERP systems. The course will cover fundamentals of ERP systems, business functions, processes, data requirements, development, and management of ERP systems for sales, marketing, accounting, finance, production, supply chain, and customer relationship management.

Prerequisites and Notes

MBA-533, MBA-560, and MBA-565

Credits: 3

MBA 595ES - Current Issues in Leadership

This course is an advanced overview of more traditional approaches to understanding the leadership process and an in-depth look at recently developed perspectives on leadership of the future. Ethical issues pertaining to leadership are also incorporated.

Prerequisites and Notes

MBA 525 and MBA 533

Credits: 3

MBA 597ES - Entrepreneurship

Entrepreneurship and the entrepreneurial process are now, and will continue to be, the major economic force driving the national economies around the world. At the heart of this movement are men and women who demonstrate the courage to undertake the creation and management of new business ventures. Across the globe millions of new businesses are formed each year. Those individuals who possess the spirit of entrepreneurial leadership will lead the economic revolution that has proven to repeatedly raise the standard of living for people everywhere. In this class, students will be introduced to the essential components of entrepreneurship and the critical knowledge needed to start and manage a new business venture.

Prerequisites and Notes

MBA-540, MBA-560, MBA-565 and MBA-570

Credits: 3

MBA 598ES - Statistics

Descriptive and inferential statistical techniques are applied to practical business problems, while understanding the theoretical underpinning and real-world application of these techniques. Techniques include central tendency, variability, correlation, hypothesis testing, probability, discrete and continuous distributions, two-sample analysis, sampling, ANOVA, and Linear Regression. SPSS or Excel will be used for analysis.

Credits: 3

MBA 599ES - Strategic Management

This capstone course integrates knowledge gained in previous graduate business courses. It centers on the theme that organizations achieve sustained success when their managers have astute, timely strategic game plans and they implement these plans with proficiency. Strategic management theory is used in the analysis of case studies of companies operating in the domestic and global marketplace.

Prerequisites and Notes

MBA-525, MBA-533, MBA-540, MBA-560, MBA-565, MBA-575

Credits: 3

MBA 625ES - Internship

This three-credit elective course allows students to arrange full- or part-time employment in fields related to their MBA curriculum to give them an experiential learning opportunity at the graduate level. Students are responsible for choosing a faculty member ("faculty supervisor") to coordinate the academic portion of the internship and a supervisor at the employment site ("site supervisor") to oversee the job duties and responsibilities. One hour of internship experience is granted for every 40 hours of documented employment. Students must complete a minimum of 120 work hours to earn three academic credits for the internship. Prior to registering for this course, students must arrange both supervisors, and secure an affiliation agreement from the organization.

Prerequisites and Notes

MBA-525 and successful completion of 12 credit hours in the MBA program with a minimum GPA of 3.00.

Credits: 3

(MBA - Marketing

MBA 565ES - Marketing

This course considers the operational and strategic planning issues confronting managers in marketing. Topics include buyer behavior, market segmentation, product selection and development, pricing, distribution, promotion, market research, international and multicultural marketing. An additional fee applies for marketing computer simulation.

Prerequisites and Notes

MBA-525

Credits: 3

MKT 562ES - Brand Management

This course covers the basics of how to manage a brand and create brand equity. The purpose of the course is to provide detailed information regarding the design and implementation of marketing activities to create, enhance, sustain, measure, and leverage brand equity. In addition, the course links the process of creating and managing brand equity to the firms other marketing activities and to the overall marketing strategy. An additional fee applies for marketing computer simulation.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 563ES - E-Marketing

This course covers the basics of how to integrate internet tools into a company's marketing strategy. The purpose of the course is to provide detailed information regarding the design and implementation of internet-based marketing activities to create, enhance, sustain, and leverage customer relations by increasing customer value. In addition, performance metric measuring these activities are covered in detail.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 564ES - Global Marketing

This course focuses on the marketing of goods, services and ideas including planning, pricing, promotion and distribution. Attention is directed to international marketing, marketing ethics, and managing the marketing functions. An additional fee applies for marketing computer simulation.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 566ES - Sales Management

The course is designed to teach students the basic functions, techniques, and methods of sales force management and the ability to manage the sales force in such a way as to maximize the efficiency and effectiveness of the firms resources invested in this critical function. Key topics include sales force effectiveness, deployment, motivation, organizational design, compensation and evaluation. Special emphasis is given to linking sales management decisions to the overall marketing strategy as well as to the legal and ethical issues that exist in the practice of sales management.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 567ES - Marketing Research

Marketing research is the way companies obtain critical information about their customers, competitors and the environment. This course provides a rigorous experience in the key marketing research methods with the purpose of helping students to ask relevant marketing questions, search for the appropriate methodology, and make effective decisions based on the research output. Techniques of data collection, evaluation of alternative sources of information, methods for analyzing data and being aware of its limitations, as well as presenting the results are covered.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 568ES - Advertising and Promotion

The course is designed to provide the student with the tools to apply the latest techniques in advertising and promotional activities to maximize the effectiveness and leverage of the firms communication strategy. The objective is to make students aware of the variety of communication management problems, and to generate the necessary knowledge and experience to select the best possible methods to deal with them. Special emphasis is given to linking advertising and promotion decisions to the overall marketing strategy as well as to the legal and ethical issues that have risen due to the new media and communication technologies.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 569ES - Marketing Innovations and New Product Development

This course covers the basics of how to develop, manage and market new products and services with an emphasis on innovation management. The course covers all steps in the process of developing and successfully introducing new products, from the initial idea generation, concept development, design, production, target market selection, test marketing, positioning, promotion, and product launching.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 570ES - Gamification Applications in Marketing

The course provides comprehensive training into gamification, a technique based on insights from games to make marketing exchanges more efficient. The students will learn how to use gamification concepts to increase customer involvement, purchases and loyalty. They will also be able to apply gamification concepts to increase salespeople and employee motivation, performance, and job satisfaction, as well as to increase employee involvement and learning.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 571ES - Digital Storytelling and Crisis Management

The course focuses on how storytelling using social media can enhance and maintain brand image and support marketing strategies. The course also explores the best techniques using social media communications for reputation and crisis management online.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 575ES - Web Analytics

The course explains what web analytics is and provides key instructions on how to design a comprehensive web analytics strategy. It focuses on how to apply analytical techniques correctly, how to assess the effectiveness of social media and multichannel campaigns, how to optimize success by leveraging experimentation, and how to employ the proper tools and tactics for listening to your customers.

Prerequisites and Notes

MBA-565

Credits: 3

MKT 580ES - Social Media Marketing

This course covers the key techniques and methods on how to design and manage marketing operations online. It focuses on presenting cutting-edge business strategies that generate value by applying and adjusting marketing techniques in the online environment and utilizing social media. Besides traditional social media, the course incorporates web analytic techniques as well as ideas from gamification as key components of the student skill set. The purpose of the course is to prepare the students to design, implement, and assess comprehensive social media marketing strategies in a way that maximizes a company's long-term competitive advantage.

Prerequisites and Notes

MBA-565 MKT-570 MKT-575

Credits: 3

MAcc - Accounting

ACC 504ES - Govt & Not-For-Profit Accting

A study of financial and management accounting principles as they apply to governments and not-for-profit organizations and health care organizations. Also, an overview of the characteristics of generally accepted government auditing standards and the single audit.

Prerequisites and Notes

Undergraduate courses in Accounting I & II

Credits: 3

ACC 505ES - Fraud Examination

Students will learn how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Emphasis will be on fraudulent financial reporting, litigation support, and investigative auditing. Students will work through cases, developing investigative strategies, and seeking to prove how the fraud was committed.

Prerequisites and Notes

ACC-202

Credits: 3

ACC 512ES - Contemp Issues Auditing

An in-depth study of the theory and practice of professional auditing, including audit research, the economic function of auditing, current auditing techniques and services, professional standards and malpractice. The course will include cases, research and discussion. Prerequisites: undergraduate course in Auditing

Prerequisites and Notes

ACC-505

Credits: 3

ACC 522ES - Federal Taxation for Business

A study of income tax situations involving corporation and partnership taxation, including the tax effects on the different forms of businesses, taxable and tax-free reorganization, and an overview of the estate and gift taxes. Emphasis is on tax planning and research. Prerequisites: undergraduate course in Taxation

Prerequisites and Notes

ACC-505

Credits: 3

ACC 532ES - Advanced Cost Accounting

Emphasis is placed on measurements for decision making and strategic planning, including cost analysis, capital budgeting, activity-based costing, and other advanced cost accounting and managerial decision topics.

Prerequisites and Notes

ACC-505 and Undergraduate course in Cost Accounting

Credits: 3

ACC 535ES - Forensic Accounting

This course focuses on methods, techniques, strategies, and thinking processes utilized in forensic accounting. It also addresses professional standards of practice, ethics, and law applicable to subfields in forensic accounting. Students will be introduced to the forensic accounting profession, which includes the areas of bankruptcy, digital forensics, fraud, financial statement misrepresentations, economic damages, and associated legal issues.

Prerequisites and Notes

ACC-505

Credits: 3

ACC 540ES - Accounting Theory

This course addresses the development of accounting theory, the conceptual framework, and international accounting. It also addresses topics in financial accounting theory including, but not limited to, the concept of income, the income statement, the balance sheet and the statement of cash flows, equity, and financial reporting disclosure requirements.

Prerequisites and Notes

ACC-505 and Undergraduate course in Cost Accounting

Credits: 3

ACC 549ES - Using Financial Accounting Information

A study of financial statement analysis using accounting principles, measurement, and reporting practices. Also included are insights into income determination and methods for evaluating the firm through the balance sheet, income statement, statement of cash flows, and statement of changes in stockholders' equity.

Prerequisites and Notes

Undergraduate courses in Intermediate Accounting 1 & 2 ACC-504 ACC-505 ACC-512 ACC-522 ACC-532 ACC-535 ACC 540 MBA-540 MBA-570

Credits: 3

M.S. - Cybersecurity

COM 504ES - Cybersecurity Compliance and Legal Issues

This course provides an in-depth examination of the law dealing with computers and the Internet. Topics will include such issues as US and international jurisdiction, computer security, intellectual property, electronic commerce, information privacy, freedom of expression, and cyber-crime. Included are detailed analyses of significant legal case studies plus review of applicable federal and state legislation as applied to compliance of standards such as those found in HIPPA, Sarbanes Oxley, FISMA, Data Breach Disclosure Laws, as well as selected international standards.

Credits: 3

COM 506ES - Database Security

Most database systems contain sensitive information that needs to be protected from unauthorized disclosure and modification while providing availability to the legitimate users. This course will focus on issues related to the design and implementation of secure databases.

Prerequisites and Notes

COM-203 or equivalent course in Computer Systems

Credits: 3

COM 508ES - Software Security

This course will examine why today's software is vulnerable to attack, and various vulnerabilities that are common in software systems and applications. The proper design techniques and best practices for developing new applications that are inherently secure will be discussed. Upon completion of this course, students will understand secure software concepts, methodologies, and implementation of the software development lifecycle, while addressing software security through proactive design.

Prerequisites and Notes

COM-204 or equivalent course in programming language

Credits: 3

COM 510ES - Principles of Cybersecurity Management

Information security is an essential part of any business plan and managers need to be aware of the principles and methodology of managing information security. This course provides an in-depth view of the management of information security for government, corporations, and other institutions. Students will develop information security plans for sample organizations.

Credits: 3

COM 512ES - Cybersecurity Risk Management

This course addresses the topic of risk management and how risk, threats, and vulnerabilities impact information systems. It includes an in-depth examination on how to assess and manage risk based on defining an acceptable level of risk for information systems. The course will incorporate cases in risk analysis derived from state and law enforcement agencies. Students will learn how to use a risk analysis matrix for performing both quantitative and qualitative risk analysis.

Prerequisites and Notes

COM-510

Credits: 3

COM 520ES - Systems Security Management

Securing the systems that run our computers is the key to ensuring that our essential information remains safe and available. This course provides a foundation in systems security principles, disaster recovery principles and planning, and the importance of incident response planning and execution to minimize downtime. A computer system with appropriate software will be required.

Prerequisites and Notes

COM-510

Credits: 3

COM 530ES - Network Security Management

Global and local networks provide capabilities for businesses and individuals that have become essential in the success of the world economy. Defending these systems against attacks is imperative. This course provides a solid foundation in the fundamentals of network security and some hands-on experience in network security. A computer system with appropriate software will be required.

Prerequisites and Notes

COM-510

Credits: 3

COM 545ES - Web Services Security

Access to the World Wide Web and Internet for multiple purposes is one of the major components of most business operations. Many businesses also use the same protocols and processes to provide internal communications. Security of these assets is imperative for a successful business. This course provides the concepts and procedures of assessing and managing security for Web activities

Prerequisites and Notes

COM-510

Credits: 3

COM 546ES - Advanced Penetration Testing

This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks.

Prerequisites and Notes

COM-520 COM-530

Credits: 3

COM 590ES - Strategic Planning for Cybersecurity

This course describes and demonstrates the application of Information Security forecasting methods, their implementation within organizations, and the development of a competitive strategic plan.

Prerequisites and Notes

COM-520 COM-530

Credits: 3

MBA - Cybersecurity

COM 540ES - Disaster Recovery Management

Disaster Recovery planning and management is a major requirement for situations where terrorism, natural disasters, or other threats must be faced and dealt with. This course provides the student with the capabilities to develop and maintain disaster recovery plans and manage the recovery in the event of a disaster.

Prerequisites and Notes

COM-510

Credits: 3

Saint Leo University

Graduate

2020-2021

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