

SAINT LEO UNIVERSITY

# Academic Catalog

2022-2023

UNDERGRADUATE



Saint Leo University



Undergraduate



2022-2023

# Catalog Home

The announcements in this publication are subject to change without notice and may not be considered as binding obligations for the University. The University reserves the right to modify any provision or requirement.

When students enroll at Saint Leo University, they are subject to the academic requirements of the University's catalog edition at that time. Students can graduate under these academic requirements within a seven-year period although subsequent catalogs may change. Academic requirements include curriculum issues. Grading practices, tuition, fees, and other issues are subject to change at the University's discretion and are not considered "academic requirements."

If the new changes benefit them, students can graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by external certification or accreditation agencies, such external requirements supersede the above conditions.

Saint Leo University is committed to policies that ensure there is no discrimination based on 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 is firmly committed to the principles of equal employment opportunity and 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 the Federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other programs administered by the school.

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 Civil Rights Act of 1964, Rehabilitation of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, and the Florida Civil Rights Act of 1992.

The Title IX coordinator, Beverley DiGiacobbe, can be reached at [titleixcoordinator@saintleo.edu](mailto:titleixcoordinator@saintleo.edu).

Archived undergraduate 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](mailto: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

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# The University

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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.

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**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](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 95833  
P.O. Box 98018, West Sacramento, CA 95978-0818  
Web site: [www.bppe.ca.gov](http://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](http://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 (ATB) 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](https://www.bppe.ca.gov/schools/usde_tests.pdf).

# Degree Programs

## Tapia College of Business

### **Bachelor of Arts**

Accounting, B.A.

Business Administration, B.A. with specializations in Logistics, Management, Marketing, Project Management

Human Resource Management, B.A.

### **Bachelor of Science**

Computer Information Systems, B.S.

Cybersecurity, B.S. I

Health Care Administration, B.S.

## College of Arts and Sciences

### **Bachelor of Arts**

\*Psychology, B.A.

\*The online Bachelor of Psychology is the first step to working as a psychology professional. This program is not clinical in nature. If your goal is to practice clinical psychology, be sure to research the requirements you need to be able to do it at your place of residence; in many cases a more advanced degree will be required.

## Educational and Learning Goals

1. We expect students to demonstrate intellectual growth:
  - Think critically and independently
  - Make informed decisions
  - Commit to lifelong learning
  - Engage in problem solving
  - Exercise reasoned judgment
  - Develop quantitative skills
  - Learn experientially
  - Understand how living things and physical systems operate
  - Prepare for graduate study
2. We expect students to demonstrate effective communication skills:
  - Speak thoughtfully and respectfully
  - Listen carefully
  - Read critically
  - Write clearly
  - Present information well

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

# Academic Freedom Policy for Students

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

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

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

## Academic Honor Code

### ACADEMIC MISCONDUCT

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

#### A. Cheating:

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

#### B. Plagiarism:

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

#### C. Complicity:

- Helping another student commit an act of academic dishonesty.

#### D. Misrepresentation:

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



## ADJUDICATION

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

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

## REPORTING PROCESS

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

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

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

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

## REQUIRED DOCUMENTATION FOR A HEARING

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

1. The faculty member's charge against the student.
2. A copy of the course syllabus.
3. The dates of the events as they occurred.
4. Any supporting evidence such as a copy of the assignment or exam in question as well as a copy of the Turnitin.com originality report associated with the assignment or exam.
5. A summary of the discussion or copies of emails between the student and the faculty member, including any admission or denial of guilt by the student.
6. Statement from another student to corroborate suspected violation and other evidence if necessary.
7. A statement addressing the extent to which the Academic Honor Code policy is covered in class. Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing and include a copy of the faculty member's report. A student cannot avoid a sanction by withdrawing from the course and is not permitted to withdraw from a course while the allegation is under investigation. The Committee will hold the hearing whether or not the student chooses to attend. After reviewing the evidence, the Committee will render a decision on the charge and determine any sanctions that are appropriate. The student may appeal the Committee's decision to the 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	A	(4.00)	12.00	(3 x 4)
SPA 111	3	B-	(2.67)	8.01	(3 x 2.67)
CHE 121	3	D	(1.00)	3.00	(3 x 1)
HTY 121	3	F	(0.00)	0.00	(3 x 0)
ENG 121	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:
  - a. 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.
  - b. 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.

### **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.

### **External Complaint Procedures by State**

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.

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.

### **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 accommodations 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](mailto: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](mailto:titleixcoordinator@saintleo.edu) or [beverley.digiacobbe@saintleo.edu](mailto:beverley.digiacobbe@saintleo.edu). The Director of Accessibility Services and the Section 504 Coordinator, Michael Bailey, may be contacted at [michael.bailey02@saintleo.edu](mailto: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 conferencing 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 are 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](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.

# Undergraduate Policies and Procedures

- Academic Procedures and Definitions
  - Majors
  - Minors
  - Electives
  - Degree Requirements
  - Academic Term
  - Academic Advising
  - Specializations
- Admissions Policies and Procedures (Admission to Saint Leo University WorldWide Online Learning)

## Academic Procedures and Definitions

- Majors
- Minors
- Specializations
- Electives
- Degree Requirements
- Bachelors Degrees
- Classification of Undergraduate Students
- Grading for Certificate, Associate, and Bachelor Degree Courses
- Standard Undergraduate Grading Scale
- Academic Sanctions Policy for All Undergraduate Students

## Academic Procedures and Definitions

A Saint Leo University education is grounded in the liberal arts. The Saint Leo liberal arts curriculum acquaints students with the primary areas of human knowledge—the humanities, natural sciences, and social sciences—and with the religious and philosophical foundations of civilization, and it allows them to pursue a major in a discipline of their interest and talent. An academic program consists of all of these elements and leads to a degree in a specific discipline. Through an integrated program of study, faculty members encourage students to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others, and ultimately to acquire insight into their responsibilities in the world.

Through the liberal arts, students learn to think critically, write effectively, and solve problems individually and in groups. By integrating new technologies in courses in all disciplines, students learn to use those technologies to expand their knowledge and their academic performance.

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

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

## Majors

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

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

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

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

For the bachelor's degree, students may seek concurrently up to two majors or a major and a minor. After conferral of a Saint Leo University bachelor's degree, a student may take courses at Saint Leo University to earn a different bachelor's degree, second major, second specialization, or a minor. For example, if a student earns a Bachelor of Arts degree, he or she may return and earn a Bachelor of Science degree. A student may apply to obtain a second degree in a major different from that of the first degree. If a student has already earned a baccalaureate or graduate degree and wishes to obtain a second degree, he or she must meet the admission criteria for that second degree and go through the admission process again. Saint Leo University will not award an associate's degree if the student has already completed the requirements for a bachelor's degree.

In order to earn a second undergraduate degree, a minimum of 30 additional credit hours in residence that do not apply to the other degrees earned are required. Students cannot earn a degree with Saint Leo University in the same subject area in which they earned a degree at another institution.

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



# Minors/Specializations/Electives

## Minors

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

## Specializations

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

## Electives

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

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

# Technology-Assisted Learning

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

# Degree Requirements

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

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

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

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

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

# Bachelors Degrees

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

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

1. Complete a minimum of 120 academic credits.
2. Complete SLU-125 Choosing Wellness
3. Complete the required University Explorations (general education) curriculum.
4. Complete a minimum of 39 hours of coursework at the 300-400 level for the Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work degrees.
5. Attain a minimum cumulative grade point average of 2.00, excepting certain majors that require a higher minimum GPA—for example, all education majors (2.5).
6. Demonstrate competence in reading, writing, oral communications, and fundamental mathematical skills.
7. Complete all the requirements of the student's academic school and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.
9. Complete such comprehensive examinations as may be required by the University.
10. Fulfill academic residence requirements of a minimum of 25 percent of the total required credit hours to be taken at Saint Leo University with at least half of those hours taken in the major.
11. All transfer credit must be received and posted.
12. Apply for degree.

# Class Attendance

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

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

## Classification of Undergraduate Students

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

- Freshman—a student with fewer than 30 earned credits.
- Sophomore—a student with at least 30 and fewer than 60 earned credits.
- Junior—a student with at least 60 and fewer than 90 earned credits
- Senior—a student with at least 90 earned credits.
- Special—a non-degree-seeking student.

# Grading for Certificate, Associate, and Bachelor Degree Courses

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

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

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

# Standard Undergraduate Grading Scale

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

A 94-100%

A- 90-93%

B+ 87-89%

B 84-86%

B- 80-83%

C+ 77-79%

C 74-76%

C- 70-73%

D+ 67-69%

D 60-66%

F <60%

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

## Incomplete Work

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

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

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

# Repeated Courses

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

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

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

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

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

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

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

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

# Academic Sanctions Policy for All Undergraduate Students

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

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

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

## Academic Honesty Violations

See also "Academic Honor Code"

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

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

## Academic Sanctions

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

### 12-30 hours attempted GPA

Warning	1.80-1.99
Probation	1.50-1.79
Suspension	Below 1.50

### 31-59 hours attempted GPA

Warning	1.90-1.99
Probation	1.70-1.89
Suspension	Below 1.70

### 60-89 hours attempted GPA

Probation	1.90-1.99
Suspension	Below 1.90

### 90 plus hours attempted GPA

Suspension	Below 2.00
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## **Academic Warning**

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

## **Academic Probation**

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

## **Academic Suspension**

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

## **Appeals**

Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within two weeks of the official notification by the University. A successful appeal lifts suspension, but students are placed on academic probation. Online Learning Center students should appeal to the Associate Vice President of Enrollment and Support Services or their designee. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. The Center Director, with their recommendations, will submit the appeal to the Division for Academic Affairs. The Division for Academic Affairs will render a final, non-appealable decision.

## **Reinstatement**

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

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

## **Academic Dismissal**

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

# Admissions Policies and Procedures

## 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.

## Admission to Saint Leo University WorldWide Online Learning

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

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

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

FTIC students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be provisionally admitted for that semester. In order for the student to re-enroll for a subsequent term, all required documents must be received by the registration deadline for that term.

Additionally, all applicants must submit unofficial transcripts and government issued photo ID prior to initial course registration

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

- A completed application form

- Official transcripts from all postsecondary education institutions attended showing at least 12 credit hours of postsecondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year postsecondary institutions.
- Coursework qualifying as academic credit must be courses normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. No experiential learning, including time-in-grade, time-in-service credit, or other certificate or training programs, will meet the standard of qualification for admission, high school or GED requirements, or for transfer credit unless such work is recognized in the American Council of Education (ACE) Guidebook.
- Transfer students must submit their Official Transcript in order to be provisionally admitted for two consecutive terms. Transfer students also must submit unofficial transcripts prior to initial course registration. In order to re-enroll for a subsequent term, all official transcripts must be received by the registration deadline for that term.

Students who do not meet the 2.0 GPA requirement may still be considered for provisional admission into Saint Leo University, however in order to maintain their status they must meet the below criteria:

- Attain a 2.0 GPA with no grades lower than a "D"
- May only withdraw from one class during this enrollment period
- Must contact your Student Advisor to enroll each term

## Admission Procedure

Individuals interested in applying for degree-seeking status with the Saint Leo University WorldWide Online Learning Center should apply online at <https://worldcampus.saintleo.edu/comenzar-ahora>. A qualified applicant will be considered to be matriculated (classified as degree seeking) when the following materials are submitted or received and approved by the Associate Vice President of Enrollment or designee:

1. Completed application form
2. Documentation of high school or GED completion. For transfer students, this may be documented by the transcript of the previously attended university
3. Official transcripts from all previously attended colleges/universities (the Center for Online Learning will obtain official transcripts from U.S. colleges and universities on the student's behalf); and
4. Other transfer credits can be granted with the receipt of all appropriate documents, including:
  - Documentation to support the granting of University credit from such sources as:
    - CLEP, DANTES, GED college-level examinations, USAFI examinations, Regents Standardized Examinations, or advanced placement (AP) examinations.
    - Documentation for evaluation of nontraditional transfer credit (including military training on a Joint Services Transcript, a validated DD Form 295, or Community College of the Air Force CCAF Transcript).
    - Other relevant documentation as needed (veterans/retirees should include a DD Form 214).
    - Licensure documentation to support the granting of University credit for some occupational courses. University credit is available to members of the military services upon presentation of proof of completion of service-related courses and/or training schools and to law enforcement officers who have completed coursework in the FBI National Academy, local law enforcement academies or other training, police institute and certified polygraph schools. Verification of coursework is obligatory in order to obtain credit. Nontraditional sources of credit have specific limits (see Transfer Credits).

Once all of a student's documents are received at the Online Learning Center, the Admissions Committee will review the student's application and the student will be notified of the admission decision. Upon completion of the Registrar's evaluation, students will have access to their program evaluations online via the Saint Leo Portal and eLion. This evaluation will include courses for which transfer credit has been granted and courses left for degree completion.

As with Saint Leo University's other programs, there is a minimum residency requirement of 30 semester credit hours. The residency requirement means that students must earn 30 credit hours at Saint Leo University. All credit may be earned online

## **Enrollment and Registration**

### **Enrollment**

New students seeking to enroll in Saint Leo University can contact a program representative at (888) 875-8265. For more information, go to the Online Learning Center website: <https://worldcampus.saintleo.edu>.

### **Registration**

Current students can re-enroll by using the Saint Leo portal or by contacting their Student advisor at (877) 856-2144.

Before official registrations are completed, course selections are checked to make sure that the necessary prerequisites are met. Obtaining academic advisement and early registration is highly encouraged because many course selections close out early. Students carrying a course load of two courses (six semester credit hours) are considered full time; those taking one course (three semester credit hours) are considered part time. A course load of three courses requires approval and a 3.0 GPA or higher.

To take four courses, students must obtain permission from an Online Learning Center administrator. A four-course load is approved only under unusual circumstances.

# University Explorations

University Explorations is the university's general education program. General education is a vital part of a student's course of study at Saint Leo University, as it informs, deepens, and extends learning beyond the major. Through a topical focus, University Explorations courses demonstrate the relevance of the liberal arts and sciences to today's world, cultivating in students' essential skills in critical thinking and decision making, effective communication, problem solving, analysis, and creativity.

The curriculum consists of 42 credit hours comprised of 18 credits of foundational learning in English composition, mathematics, and theology and philosophy, and 24 credits hours spread over four learning clusters representing the liberal arts and sciences:

The Human Adventure (6 credits)

Exploring our past, living in the present, and shaping our future

The Human Mosaic (6 credits)

Building our identity, expressing our diversity

Science in a Changing World (6 credits)

Discovering our place in the natural world

The Creative Life (6 credits)

Expressing our human experience through the arts

**Goals and Objectives of University Explorations** Here are the types of skills and knowledge that University Explorations seeks to develop in our students and that they should be able to understand and demonstrate upon their completion of the program:

1. Demonstrate critical thinking skills
2. Demonstrate quantitative skills
3. Understand how living things and physical systems operate and the relationships among them
4. Demonstrate knowledge of diverse populations and differing belief systems, values, and norms
5. Understand issues and events in terms of historical, political, and economic context
6. Demonstrate appreciation for various forms of creative human expression
7. Communicate clearly and effectively using multiple types of media: listen attentively/ speak articulately, read critically, and write clearly
8. Understand Catholic and Benedictine-inspired values and traditions

The University Explorations curriculum provides undergraduate students with an understanding of Saint Leo University's Benedictine-inspired values and Catholic traditions while focusing on the liberal arts and sciences and introducing undergraduate students to an understanding of the knowledge needed to succeed in college and in lifelong learning. Based on the educational experiences that students have while in the Program, Saint Leo University seeks to graduate students:

- Who exhibit skills in learning, writing, reading, critical thinking, information and technology literacy, and numerical applications
- Who exhibit skills in dealing with fundamental human questions regarding the nature of human reality and the ways in which human beings come to know the world and issues of human morality
- Who have learned to love learning, who understand the importance of the liberal arts as a basis for all learning, who find the curriculum relevant, and who are prepared to become lifelong learners

## Foundation Courses

## **Foundation Courses**

Foundation courses in writing, mathematics and computer science prepare students to deal effectively with the rest of their coursework at Saint Leo University. These essential courses lay the groundwork for undergraduate students to succeed by providing them with the basic skills and tools that are required in upper-level courses.

### **Writing**

For most undergraduate students, college-level writing is a difficult skill to master and one that requires constant practice. Therefore, many University Explorations courses are writing intensive because the ability to write well is central to learning and effective communication. Our Foundation writing courses are designed to prepare undergraduate students to:

- Express themselves intelligently and clearly
- Synthesize and integrate information from various disciplines
- Write academic papers that are sound and compelling
- Write academic papers based on accepted standardized formats
- Create original material as well as properly use and cite source material from a wide variety of venues in academic papers

As an institution supporting Writing Across the Curriculum, we expect students both in the University Explorations Program and in the majors to produce academic writing at a level suitable for a variety of writing tasks from lab reports and case studies to literature reviews and research papers. Therefore, it is imperative that all students take ENG-121 and ENG-122 in their first two to three terms/semesters in order to build the essential skills needed for future classes.

A minimum grade of C is needed to fulfill the degree requirement.

### **Mathematics**

The ability to use quantitative reasoning is another educational skill that is essential to success in college and lifelong learning. The formulas and procedures learned in MAT-131 College Mathematics (Business Majors will take MAT-141 Finite Mathematics) enable students to advance to and succeed in higher-level mathematics and related courses that use mathematics, as well as to develop quantitative skills used in everyday life.

Success in MAT-131 also helps undergraduate students to:

- Develop increased proficiency in logical progression
  - Gain increased understanding of scientific structure and applications
  - Increase their ability to deal effectively with mathematics-related formulas found in other disciplines
  - A minimum grade of C is needed to fulfill the degree requirement
- 
- ENG 121 - UE: Academic Writing I: Reading, Writing, and Rhetoric 3 credits
  - ENG 122 - UE: Academic Writing II: Writing and Research 3 credits
  - MAT 131 - UE: College Mathematics 3 credits
  - Complete MAT-131 or higher. Business majors must complete MAT-141
  - The Nursing program requires students to take MAT-151.

### **Theology and Philosophy in Dialogue**

Theology and Philosophy foundation courses invite you to engage in dialogue about the relationship between faith and life of the mind. These courses introduce students to the Catholic intellectual tradition; a profound conversation that unfolds across many cultures and centuries, and that encourages a free search for the whole truth about nature, the human person, and God. The courses enable students to acquire an organic vision of reality and to develop a continuing desire for intellectual progress. It is this broad and ever-expanding exploration of all forms of knowledge that animates the mission of a Catholic university.

- PHI 210 - UE: Thinking and Doing Ethics 3 credits
- REL 115 - UE: Is God Silent? How to Read Scriptures to Build a Life of Love 3 credits
- REL 125 - UE: Searching for Light in the Darkness: Faith, Reason, and the Quest for God 3 credits

### **The Human Adventure**

Exploring the past, living in the present, and shaping the future

The Human Adventure captures the nature of the human experience from social, political, psychological, economic, and historical perspectives. These courses require students to examine their lives within the context of a broader society and explore the ways in which humans understand themselves and interact with one another across space and time. Integrating the Core Values of Respect, Community, and Responsible Stewardship, these courses will provide students with the tools necessary to understand the past, live in the present and affect the future.

Complete two courses from the following choices:

- ECO 110HA - UE: Economics for Life 3 credits
- HTY 110HA - UE: Immigration: The Changing Face of America 3 credits
- POL 110HA - UE: Revolution Now! Democracy in Troubled Times 3 credits
- PSY 110HA - UE: Psychological Well Being: How to be Sane in an Insane World 3 credits
- REL 120HA - UE: The Politics of Jesus: History and Social Challenge 3 credits
- REL 215HA - UE: Who Would Jesus Kill? Religious Ethics of War and Peace 3 credits
- SOC 110HA - UE: The McDonaldization of Society 3 credits
- SWK 210HA - UE: Moving Forward: Anti-Racism in Action 3 credits

### **The Human Mosaic**

Building our identity, expressing our diversity

Focusing on the Core Values of Respect and Community, the courses within the Human Mosaic are designed to prepare students to live and work in our diverse and global society. While exploring issues related to race, ethnicity, culture, and gender, students will come to understand that they cannot understand the totality of the human experience without taking into account its diversity. These courses will provide students with the tools of tolerance, respect, and cultural awareness that will be essential to their success as they encounter new ideas and interact with a wide array of people in their daily lives and in their careers.

Complete two courses from the following choices:

- ART 110HM - UE: Curves Ahead: Women Artists and the Female Form 3 credits
- GLO 210HM - UE: Feeding the Planet: Challenges and Opportunities for the 21st Century 3 credits
- HTY 110HM - UE: Native American History & Life: More Than Tipis & Tomahawks 3 credits HTY-110HM also offered as SSC-110HM.
- HUM 215HM - UE: Breaking the Code: Language, Culture, and Communication 3 credits
- IDS 210HM - UE: Once Upon a Time: Readings in Folklore and Culture 3 credit
- IDS 115HM - UE: The Imagined West: Myth of the American West in Art, Literature and Philosophy 3 credits
- LBS 120HM - UE: Stories of Resistance: Power and Identity in the U.S 3 credits
- REL 223HM - UE: World Religions: East and West 3 credits
- SOC 110HM - UE: Building a Multiracial Society 3 credits
- SWK 220HM - UE: Hip Hop and Social Justice 3 credits
- SWK 225HM - UE: Becoming an Advocate for Justice 3 credits

### **Science in a Changing World**

Discovering our place in the natural world

Progress in contemporary sciences continues to have a significant, ongoing impact on human life. Science in a Changing World examines the contemporary topics that impact the way humans live. Students will apply the fundamental principles of the natural world to provide possible solutions of today's real-world problems. As a result, Saint Leo students will be better prepared to be informed members of the 21st century global community.

Complete two courses from the following choices:

- SCI 110SC - UE: Evaluating the Predictions of Global Warming 3 credits
- SCI 115SC - UE: Is Evolution True? Your Inner Fish 3 credits
- SCI 120SC - UE: Human Ecology 3 credits
- SCI 125SC - UE: Science of Cooking 3 credits

- SCI 215SC - UE: Science in Science Fiction 3 credits

### **The Creative Life**

Expressing our human experience through the arts

The Creative Life not only introduces students to the producers, products and processes of imagination; it activates their own imaginations. Through these courses, students will investigate the spectrum of human creativity and artistic endeavor, as well as the world's outstanding artists, gaining an understanding of the contributions of the arts to the world. Just as important, they will be given the aesthetic tools to both appreciate the artists' work and art in general, and to live a creative life.

Complete two courses from the following choices:

- FAS 110CL - UE: Living the Theatre: Dramatic Skills for all Disciplines 3 credits
- HUM 110CL - Giants of the Arts 3 credits
- HUM 115CL - UE: Film: The Arts of Choices 3 credits
- MUS 110CL - UE: Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World 3 credits
- MUS 210CL - UE: Making Sense of the Sound: The Art of Listening Well to Great Music 3 credits
- ENG 210CL - UE: Love and Desire in Literature 3 credits
- ENG 215CL - UE: Monsters and the Monstrous in Literature 3 credits
- ENG 225CL - UE: Writing Wild: Exploring the Four Genres 3 credits

**Total Credit Hours - 42**

## **Technology Competency Skills**

### **Saint Leo University Technology Competency Skills**

Technology is threaded through our personal, professional, and educational interactions. To successfully manage these interactions - specifically relating to education and employment - our students must have the ability to navigate and operate essential computer functions, beyond social media. Demonstrating competency of basic technology skills is essential for the success of all Saint Leo University students.

Saint Leo University requires undergraduate students to demonstrate technology competency prior to degree conferral. These technology competency skills can be satisfied through a waiver exam, microcredential module, or academic course (COM-140 or equivalent, earning a grade of C or better within 10 years). Students should meet with their advisors to discuss options and establish a plan to satisfy the graduation requirement.

### **Technology Competency Skills Microcredential:**

A self-paced, online module designed to develop and reinforce computer competencies and literacy. The module introduces general computer operations using current computing technologies and software. Selected topics include the Internet, security and safety, digital communication practices, operating systems, as well as creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this microcredential meets the Saint Leo University Technology Competency Skills graduation requirement. Upon completion the microcredential, students will earn a digital badge. This badge can be shared as confirmation of demonstrated skill and ability. This course is not covered by financial aid.

### **Technology Competency Skills Waiver Exam:**

Students may take the technology competency skills waiver exam to satisfy the Saint Leo University technology competency skill requirement. The Waiver Exam tests your knowledge of Word, Excel, Access, PowerPoint, Windows, and the Internet. The exam is Pass/Fail and you must receive a minimum score of 74% to pass



# College of Arts & Sciences

## Language Studies and the Arts

### Contemporary Studies, B.A.

The bachelor of arts in liberal studies provides a broad perspective on human behavior, ideas, and values through a multidisciplinary study of the social sciences and natural sciences, the humanities/fine arts, and business. This integrated approach allows students to make connections across fields of study, deepening their abilities for critical thinking, problem solving, and creativity while preparing them for effective participation in a global community. Students enrolled in the major will take a common core of courses in quantitative reasoning, literature, humanities/fine arts, social science, natural science, and business. This program is not offered at University College.

### University Explorations (42 credit hours)

- [Click here to view \(University Explorations\)](#)

### Major Requirements (33-36 credit hours)

- ART 330ES - Contemporary Humanities Credits: 3
- ENG 311ES - Survey of Major Writers of the 20th Century Credits: 3
- ENV 330ES - Creating Sustainable Societies Credits: 3
- LBS 201ES - Critical Thinking Lib Studies Credits: 3
- LBS 330ES - Mathematical Inquiry Credits: 3
- LBS 498ES - Exploration Liberal Studies Credits: 3
- MGT 430ES - Business, Government, and Society Credits: 3
- PHI 324ES - Bio Ethics Credits: 3
- PSY 339ES - Social & Cultural Foundation of Behavior Credits: 3
- REL 331ES - Religion and Personal Experience Credits: 3
- SSC 327ES - Cultural Anthropology Credits: 3
- SSC 350ES - Foundations of Modern Social Sciences Credits: 3

General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion.

Total Credits: 120

## **Social Sciences**

### **Bachelor of Arts -**

### **Psychology, B.A.**

Required courses for the Bachelor of Arts psychology major are designed to provide students with a well-rounded education in the discipline while affording students the ability to tailor their education to meet individual needs. Majors will be able to select either the General or Clinical/Counseling tracks. Graduates of the Psychology program are prepared for advanced study in psychology and related disciplines as well as employment in professional entry-level positions in human service settings and mental health facilities. A psychology major is also an excellent way for students to prepare for careers in law, business, human resources management, advertising, and sales. Psychology majors are encouraged to become involved in research.

### **University Explorations (42 credit hours)**

- [Click here to view \(University Explorations\)](#)

### **Major Requirements (39 credit hours)**

- PSY 161ES - Introduction to Psychology Credits: 3
- PSY 202ES - Foundations of Psychology Seminar Credits: 3
- PSY 205ES - Research Methods I Credits: 3
- PSY 305ES - Research Methods II Credits: 3
- PSY 499ES - Current Issues in Psychology Credits: 3

### **General Specialization**

- PSY 322ES - Physiological Psychology Credits: 3
  - PSY 325ES - Developmental Psychology Credits: 3
  - PSY 327ES - Abnormal Psychology Credits: 3
  - PSY 328ES - Social Psychology Credits: 3
- Select one of the following:
- PSY 412ES - Cognitive Psychology Credits: 3
  - PSY 422ES - Psychology of Learning Credits: 3
- Complete 9 credits of any 300/400 level Psychology course not already taken.

# Tapia College of Business

The mission of the Saint Leo University Tapia College of Business is to provide a values-centered education that develops tomorrow's business leaders with exceptional skills, including critical thinking and the ability to make ethical decisions and take effective action. The College supports the mission of the University through a broad liberal arts education and specialized business courses. To ensure a complete education, every business program is structured from a broad liberal arts education to career-specific business courses. Thus, the Saint Leo business graduate is prepared by focusing on critical thinking, on creative problem solving, and on improved interpersonal communication skills. The College accomplishes its mission by supporting:

- excellence in teaching by a dedicated faculty
- scholarly faculty activity
- service involvement of students and faculty in the business and University communities

The College has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE), Commission on Sport Management Accreditation (COSMA) and Accreditation Council for Business Schools and Programs (ACBSP):

**Bachelor of Arts in Accounting.** This program prepares the graduate for an entry-level accounting position in profit, not-for-profit, and governmental organizations.

**Bachelor of Arts in Business Administration.** This program, offered only through Worldwide, is designed for students entering the business world in almost any type of organization. The student selects a specialization from among the following: accounting, logistics, management, marketing, project management, or technology management.

**Bachelor of Arts in Human Resource Management.** This program, offered only through WorldWide, is designed for the student who wishes to pursue a career in personnel management or human services.

**Bachelor of Science in Computer Information Systems.** This program offers the student the technical knowledge and skills needed to succeed in the field of computer applications in the business world.

**Bachelor of Science in Cybersecurity.** This program provides a solid foundation in the discipline of Cybersecurity, which is needed to protect data in the 21st Century.

**Bachelor of Science in Health Care Administration.** This major is designed for students who plan administrative careers in health services organizations.

**Common Body of Knowledge (36 Credit Hours)**

The Common Body of Knowledge (CBK) for all Tapia College of Business majors provides the academic background to understand the economic structure of our global society. Those who enter the competitive market for scarce resources must be prepared to support public and private segments of our society. The College has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving.

**Major Requirements (27 credit hours)**

- ACC 301 - Intermediate Accounting I 3 credits
- ACC 302 - Intermediate Accounting II 3 credits
- ACC 303 - Accounting Information Systems 3 credits
- ACC 331 - Cost Accounting 3 credits
- ACC 401 - Advanced Accounting 3 credits
- ACC 411 - Auditing 3 credits
- ACC 421 - Individual Federal Income Taxes 3 credits
- ACC 430 - International Accounting 3 credits
- ACC 498 - Financial Statement Analysis 3 credits

General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion. Recommended electives include the following:

- ACC 425 - Accounting Internship 3-12 credits
- GBA 332 - Business Law II 3 credits

## **Accounting, Economics and Finance**

### **Accounting, B.A.**

The major in accounting is designed to prepare a university graduate for entry-level accounting positions in profit, not-for-profit, and governmental environments. The program establishes a foundation for students who wish to continue their education to become a certified public accountant (CPA) or certified management accountant (CMA). A CPA holds a state license to practice public accounting in a particular state. State licensing requirements differ as to education, residency, and experience requirements. Some states have adopted the 120-hour rule for the number of academic credits required to sit for the CPA exam, while others require 150 hours. Students planning on taking the CPA examination should contact the state board of accountancy in the state where they plan to take the certification examination for eligibility requirements.

The educational requirements for taking the Uniform Certified Public Accountant examination in the state of Florida include the following. Applicants sitting for the exam must have completed 120 semester hours or 160 quarter hours from an accredited college or university. The education program must include:

- 24 semester or 36 quarter hours to include: coverage in auditing and cost accounting, three (3) semester or four (4) quarter hours of financial accounting and three (3) semester or four (4) quarter hours of taxation, both of which must be based on USA accounting standards.
- Total upper-division general business hours required of the 120 semester or 180 quarter hours: 24 semester or 36 quarter hours to include: three (3) semester or four (4) quarter hours of business law based on USA Law.
- All accounting courses and at least 21 semester or 32 quarter hours of general business courses must be at the upper division level.
- All general business courses must be taken at the upper-division level, except for Introductory Macroeconomics and Microeconomics, Introductory Statistics, Business Law, Introduction to Computer Information Systems, and any written or oral communication course described in Rule 61H1-27.002(2)(b), F.A.C.

Students planning on taking the CPA examination should contact the state board of accountancy in the state where they plan to take the certification examination for eligibility requirements.

Note: Students majoring in accounting cannot double major in the business administration: accounting specialization.

Beginning with the 2012 catalog, students admitted into the accounting major, specialization, or minor must achieve a grade of C or higher in all major accounting courses to fulfill degree requirements. This applies to transfer courses as well.

## University Explorations (42 credit hours)

- [Click here to view \(University Explorations\)](#)

## Common Body of Knowledge (36 credit hours)

- [Click here to view the Common Body of Knowledge](#)

**General Elective Credits:** Complete enough general elective credit hours to fulfill total hours required for degree completion.

## Major Requirements (27 credit hours)

- ACC 301ES - Intermediate Accounting I Credits: 3
- ACC 302ES - Intermediate Accounting II Credits: 3
- ACC 303ES - Accounting Information Systems Credits: 3
- ACC 331ES - Cost Accounting Credits: 3
- ACC 401ES - Advanced Accounting Credits: 3
- ACC 411ES - Auditing Credits: 3
- ACC 421ES - Individual Federal Income Tax Credits: 3
- ACC 430ES - International Accounting Credits: 3
- ACC 498ES - Financial Statement Analysis Credits: 3

## Recommended Electives

- ACC 425ES - Accounting Internship 3-12 credits: 3 -12
- GBA 332ES - Business Law II Credits: 3

**Total Credits: 120**

# Computer Science & Information Systems

## Bachelor of Science

### Computer Information Systems, B.S.

The Bachelor of Science degree in computer information systems (CIS) is designed for students interested in a successful career in the computer field. The courses focus on computer applications in business organizations.

#### University Explorations (42 credit hours)

- [Click here to view \(University Explorations\)](#)

#### Business Requirements (12 credit hours)

- ACC 201ES - Principles of Financial Accounting Credits: 3
- ACC 202ES - Principles of Managerial Accounting Credits: 3
- ECO 201ES - Principles of Macroeconomics Credits: 3
- ECO 202ES - Principles of Microeconomics Credits: 3
- GBA 321ES - Essential Business Skills Credits: 3
- MGT 301ES - Principles of Management Credits: 3
- MGT 331ES - Management of Human Resources Credits: 3
- MKT 301ES - Principles of Marketing Credits: 3

#### Major Requirements (60 credit hours)

- COM 203ES - Computer Systems Credits: 3
- COM 207ES - Programming in C/C++ Credits: 3
- COM 209ES - Programming in Java Credits: 3
- COM 212ES - System Administration Credits: 3
- COM 215ES - Principles of Networking credits: 3
- COM 302ES - Python Programming credits: 3
- COM 309ES - Network Theory & Design Credits: 3
- COM 312ES - Computer Architecture Credits: 3
- COM 315ES - Decision Support Systems credits: 3
- COM 320ES - Systems Analysis and Design credits: 3
- COM 330ES - Database Concepts & Programming credits: 3
- COM 333ES - Web Design & Information Resource Credits: 3
- COM 340ES - Introduction to Internet Applications Credits: 3
- COM 416ES - Introduction to Information Security Credits: 3
- COM 437ES - Mobile Application Development Credits: 3
- COM 498ES - Advanced Computer Skills Credits: 3
- MAT 201ES - Introduction to Statistics Credits: 3

General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion.

Total Credits: 120

## **Cybersecurity, B.S.**

The field of Cybersecurity is concerned with protecting computers, networks, programs, data or personal information from unauthorized access, theft, or destruction. Professional careers in cybersecurity are evolving rapidly as new risks and threats to information and information networks emerge. The demand for skilled cybersecurity professionals is high, and is projected to continue growing as more companies and industries work to safeguard their information assets and computer networks.

The Bachelor of Science in Cybersecurity will prepare the next generation of cybersecurity professionals to protect critical information and cyber assets through cyber prevention, detection, recovery methods, and forensics techniques. The major's holistic approach combines fundamental skills in computer science with cybersecurity skills such as network defense, systems security, digital forensics, and penetration testing, with analytical thinking. This degree prepares its graduates for jobs in information and network security in all types of industries. Upon completion, graduates of our BS in Cybersecurity will be able to evaluate computer networks and information security needs of an organization, assess cybersecurity risk, develop management policies, measure the performance of security systems, and maintain an enterprise-level information security system. This degree program will equip our graduates with the latest skills and techniques needed to provide businesses with real-time security solutions, and develop organizational cybersecurity strategies and policies.

### **University Explorations (42 credit hours)**

- [Click here to view \(University Explorations\)](#)

### **Major Requirements (72 credit hours)**

- COM 312ES - Computer Architecture Credits: 3
- COM 315ES - Decision Support Systems Credits: 3
- COM 320ES - Systems Analysis and Design Credits: 3
- COM 330ES - Database Concepts & Programming Credits: 3
- COM 340ES - Introduction to Internet Applications Credits: 3
- COM 355ES - Systems Security Credits: 3
- COM 405ES - Operating Systems Credits: 3
- COM 416ES - Introduction to Information Security Credits: 3
- COM 430ES - Software Engineering Credits: 3
- COM 450ES - Network Defense and Security Credits: 3
- COM 452ES - Computer Forensics Credits: 3
- COM 460ES - Internet/Intranet Security Credits: 3

- COM 470ES - Management of Information Security Credits: 3
- COM 475ES - Penetration Testing Credits: 3
- COM 203ES - Computer Systems Credits: 3
- COM 207ES - Programming in C/C++ Credits: 3
- COM 209ES - Programming in Java Credits: 3
- COM 212ES - System Administration Credits: 3
- COM 215ES - Principles of Networking Credits: 3
- COM 221ES - Fundamentals of Cybersecurity Credits: 3
- COM 225ES - Penetration Testing & Counter Measures Credits: 3
- COM 302ES - Python Programming Credits: 3
- COM 309ES - Network Theory & Design Credits: 3
- MAT 201ES - Introduction to Statistics Credits: 3

General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion.

Total Credits: 120

## **Health Care Management**

### **Health Care Administration, B.S.**

The Bachelor of Science, B.S. degree in health care administration offers courses in the strategic management of health care systems, health care financial management, health care policy analysis, and legal and ethical challenges facing the industry. It is designed for students interested in management careers with hospitals; federal, state, and county health programs; pharmaceutical companies; medical laboratories; nursing facilities; surgical facilities; imaging technology facilities; and health education and training companies. Health care management majors who are not employed in the industry are required to take HCA 425 - Health Care Internship in their senior year. Students spend the entire semester at an internship site and may earn 3-12 credit hours for the experience, depending on their work schedule.

### **University Explorations (42 credit hours)**

- [Click here to view \(University Explorations\)](#)

### **Common Body of Knowledge (36 credit hours)**

- [Click here to view the Common Body of Knowledge](#)

### **Major Requirements (21-30 credit hours)**

- HCA 302ES - Health Care Organization Credits: 3
- HCA 303ES - Health Care Management Credits: 3
- HCA 402ES - Community Health Evaluation Credits: 3
- HCA 410ES - Quality Improvement Methods Health Care Credits: 3
- HCA 425ES - Health Care Internship Credits: 3 - 12
- HCA 430ES - Contemporary & Critical Issues Health Care Credits: 3
- HCA 450ES - Health Information Tech Mgmt Credits: 3
- HCA 498ES - Health Planning Policy Mgmt Credits: 3



General Elective Credits: Complete enough general elective credit hours to fulfill total hours required for degree completion.

Total Credits: 120

## **Management & Business Administration**

### **Bachelor of Arts**

#### **Business Administration, B.A.**

The business administration major is designed for students who want to enter any type of worldwide organization. Students must select one specialization and may select two. Specialization combinations may not include management and technology management.

The business administration major is offered only at Saint Leo's WorldWide Education Centers. The management major is the alternative major offered at University College. Students who are awarded the B.A. in management

Those who enter the business world must be prepared to support all other segments of business as well as segments of our society. The business program prepares a well-rounded person capable of creative analytical thought and communication. The specializations are:

- Logistics
- Management
- Marketing
- Project Management
- Technology Management
- Internships are encouraged for all qualified students

#### **Common Body of Knowledge (36 credit hours)**

- [Click here to view the Common Body of Knowledge](#)

#### **University Explorations (42 credit hours)**

- [Click here to view \(University Explorations\)](#)

## Specialization Courses (24-36 credit hours)

### Logistics Specialization

The field of logistics manages how materials and finished goods are delivered to where they are needed in a timely and cost-efficient manner. Logistics is a vital component that contributes to the success of managers in both civilian and military sectors. This program is a response to the specific needs and desires of students throughout our system, military and otherwise, consistent with our Benedictine-inspired values of excellence and personal development, helping students become well-prepared professionals in their chosen careers.

The program consists of the study of logistics processes in civilian and military organizations, covering both products and services. This study shall include, but not be limited to, cargo transportation in all modes, electronic order processing, distribution, purchasing, warehousing, quality management and improvement, and the estimation of production and ordering quantities. Required courses in addition to the Common Body of Knowledge and support courses are as follows:

#### Specialization courses (24 credit hours)

- COM 203ES - Computer Systems Credits: 3
- MGT 309ES - Intro to Logistics Management Credits: 3
- MGT 312ES - Intro Project Management Credits: 3
- MGT 342ES - Transportation & Distr Mgmt Credits: 3
- MGT 377ES - Procurement, Purchasing & Vendor Mgmt Credits: 3
- MGT 410ES - Quality Improvement & Management Credits: 3
- MGT 417ES - Logistical Inventory Control Credits: 3
- MGT 492ES - Logistics Specialization Portfolio Credits: 3

### Management Specialization

The management specialization is relevant to students of any discipline who plan to own or manage any size organization, large or small, public or private, profit or nonprofit. Courses stress the importance of managing in a global environment and understanding the ethical implications of managerial decisions.

The Bachelor of Arts in business administration with a management specialization is offered or awarded to students at Saint Leo University Centers other than University Campus. Students may not receive a Bachelor of Arts in management and a Bachelor of Arts in business administration with a management specialization. Required courses in addition to the Common Body of Knowledge and support courses are as follows:

#### Specialization courses (24 credit hours)

- GBA 321ES - Essential Business Skills Credits: 3
- GBA 440ES - International Business Credits: 3
- GBA 498ES - Strategic Management Credits: 3
- MGT 412ES - Organizational Behavior and Development Credits: 3
- MGT 430ES - Business, Government, and Society Credits: 3
- MGT 441ES - Labor Relations Credits: 3
- MGT 320ES - Entrepreneurship I Credits: 3
- MGT 331ES - Management of Human Resources Credits: 3

## Marketing Specialization

The marketing specialization is designed for the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, or international business. Students develop a breadth of knowledge about the dynamic consumer orientation process by which persons and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts and functions.

The Bachelor of Arts in business administration with a marketing specialization is offered or awarded to students at Saint Leo University Centers other than University Campus. Students may not receive a Bachelors of Arts in marketing and a Bachelor of Arts in business administration with a marketing specialization.

Required courses in addition to the Common Body of Knowledge and support courses are as follows:

### Specialization courses (24 credit hours)

- MKT 308ES - Personal Selling Credits: 3
  - MKT 310ES - Integrated Marketing Communications Credits: 3
  - MKT 327ES - Data and Web Analytics Credits: 3
  - MKT 345ES - Social Media Marketing Credits: 3
  - MKT 497ES - Data Driven Strategic Marketing Credits: 3
- Choose three additional MKT 300/400 courses

## Project Management Specialization

Project management is the planning, organizing, and managing of resources to complete a temporary project with a specific starting and ending date. Graduates may be employed in diverse industries such as construction, hospitality, and new product development. They assist the civilian and military sectors to improve internal operations and capitalize on external opportunities. Required courses in addition to the Common Body of Knowledge and support courses are as follows:

### Specialization courses (24 credit hours)

- MGT 410ES - Quality Improvement & Management Credits: 3
- MGT 422ES - Project Management Implementation Credits: 3
- MGT 495ES - Project Management Applications Credits: 3
- MGT 309ES - Intro to Logistics Management Credits: 3
- MGT 312ES - Intro Project Management Credits: 3
- MGT 315ES - Project Risk Management Credits: 3
- MGT 322ES - Project Teamwork & Leadership Credits: 3
- MGT 377ES - Procurement, Purchasing & Vendor Mgmt Credits: 3

## Technology Management Specialization

The technology management program is designed for students who plan careers in the technological fields. A prerequisite for admission is a 21-credit-hour block of related technical credit.

Required courses in addition to the Common Body of Knowledge and support courses are as follows:

### Specialization courses (36 credit hours)

- GBA 321ES - Essential Business Skills Credits: 3
- GBA 498ES - Strategic Management Credits: 3
- MGT 320ES - Entrepreneurship I Credits: 3
- MGT 331ES - Management of Human Resources Credits: 3
- MGT 412ES - Organizational Behavior and Development Credits: 3

## Human Resource Management, B.A.

The human resource management degree program is designed to provide the academic foundation required by professional human resource practitioners and researchers. In addition to those courses required for all undergraduate students in the University and the courses in the Common Body of Knowledge, specialized courses in human resource management provide the individual with the foundation for a professional leadership career in the human resource area as well as for further work in graduate education. An important component of the curriculum is to prepare graduates academically if they choose to sit for a professional human resource assessment or certification such as the SHRM Assurance of Learning Assessment or the Professional in Human Resource (PHR) certification, administered by the Human Resource Certification Institute.)

### University Explorations (42 credit hours)

- [Click here to view \(University Explorations\)](#)

### Common Body of Knowledge (36 credit hours)

- [Click here to view the Common Body of Knowledge](#)

### Major Requirements (27-36 credit hours)

- GBA 335ES - Administrative and Personnel Law Credits: 3
- HRA 330ES - Occupational Safety, Health and Security Credits: 3
- HRA 335ES - Recruitment, Selection & Placement Credits: 3
- HRA 340ES - Organizational Training & Development Credits: 3
- HRA 360ES - Total Compensation Credits: 3
- HRA 425ES - Human Resource Internship Credits: 3 - 12  
(Substitution of the internship with equivalent course(s) and/or credit(s) will only be considered under certain circumstances and may only be granted by the Department Chair.)
- HRA 498ES - Human Resources Strategic Planning Credits: 3
- MGT 331ES - Management of Human Resources Credits: 3

**General Elective Credits:** Complete enough general elective credit hours to fulfill total hours required for degree completion.

**Total Credits: 120**

# 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.

#### Prerequisites and Notes

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 quality 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.

*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

## **Environmental Science**

### **ENV 330ES - Creating Sustainable Societies**

This course is designed to help the student consider how human societies must change in order to create a long-term sustainable interdependent relationship between humans and the rest of the ecosphere. Current rates of human population growth, habitat destruction, energy use, greenhouse gas emissions and climate change, soil erosion and desertification, extinction of species, air and water pollution, living and mineral resource depletion, and waste production point towards an unsustainable future without significant changes. The scientific, social, economic, ethical, political, religious, social justice and technological aspects of the problems and their solutions will be considered. Students will be challenged to participate in the creation of an ecologically sustainable future.

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

## **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: have completed 60 to 90 Credits (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

*Grade C or higher 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

*Grade C or higher in en 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

*Grade C or higher 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**

*Grade C or higher 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

## **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

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 y 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 y 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*

# **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**

Students will be given real systems to design, implement, and document the systems development cycle. The cycle includes an analysis of current systems, design of physical and logical systems, program development, evaluation, implementation, maintenance and documentation. A fee may apply on this course.

### **Prerequisites and Notes**

COM-203ES

Credits: 3

## **COM 327ES - Business Information Systems**

This course is 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 Resource**

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**

Introduction to the theory of web applications, the tools used to develop them and the development of web design, electronic commerce and server management.

**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**

Writing an exposition based on the analytical study of literary genres and an introduction to the research process. An oral production component is included to guarantee the development of oral communication skills.

### **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 is 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, pre-nursing, 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.

*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

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