MESSAGE FROM THE PRESIDENT

Since its founding in 1888, Tiffin University has successfully educated students for productive and satisfying lives of leadership, excellence, and service. Generations of Tiffin graduates have made positive contributions to their families, communities, and professions. Tiffin University has an excellent reputation, a variety of strong academic programs and co-curricular activities, attractive facilities, caring and competent faculty and staff members, outstanding students, and a friendly, personal environment where students come first. We invite you to examine our programs to determine whether we offer what you want. If so, please visit the campus and talk with our students and faculty and staff members so that you may decide whether Tiffin is the right place to continue your education. I assure you that we will do everything possible to help you achieve your educational goals.

Paul Marion, Ph. D., President

ACCREDITATION

Academic programs at Tiffin University are authorized by the Ohio Board of Regents. Tiffin University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, www.ncahlc.org.

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

NONDISCRIMINATION POLICY

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs, policies, athletics, activities, admissions, and other school administered programs.

HISTORY OF THE UNIVERSITY

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. All through its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth at Tiffin, graduate and undergraduate programs of the University are offered online and in the Cleveland, Columbus, Elyria, Fremont, Cincinnati, and Toledo areas of Ohio. The MBA and BBA are also offered in several foreign countries.
VISION
The basic rationale manifested by the existence of Tiffin University is that of the American dream. Tiffin is a place where the work ethic of the American heartland is evident and where there is truly value added for students, many of whom are among the first generation in their families to attend college. Tiffin provides access and opportunity for individuals and facilitates their preparation for successful careers and for productive and satisfying lives.

Tiffin University represents a new kind of institution in America, the professional university, where the career objectives of traditional college-age students and adult students are optimized through professionally-focused undergraduate and graduate programs that have a broad general education foundation. This fundamental institutional strategy appropriately positions Tiffin for the 21st century.

MISSION
The mission of Tiffin University is to:
- offer quality, professionally-focused, learning-centered undergraduate and graduate degree programs and life-long learning opportunities to prepare traditional college-age students and adult students for successful careers and for productive and satisfying lives of excellence, leadership and service.
- work with employers and specific professions to anticipate, design, and deliver effective academic programs that reflect evolving professional needs and intellectual requirements of the future.
PRINCIPLES FOR ACTION

1. Tiffin University will offer degree programs and continuing education activities for people who aspire to work in or are currently working in specific professions.
2. Tiffin University will serve as the long-term educational steward for and partner of employers and specific professions by working with them to identify target professional populations and to meet their educational needs.
3. Tiffin University will operate as a seamless institution that delivers its programs and services
   • on the Tiffin campus, which serves as the residential campus for traditional college-age undergraduates, a site for graduate degree offerings, and the headquarters for the entire TU educational network;
   • online;
   • at TU academic centers, on the campuses of community colleges and other institutions of higher education, and at facilities of other organizations in Ohio, other states in the U.S., and other countries; and
   • through other means that may be available in the future.
4. Tiffin University will enhance educational access and opportunity for individuals by providing a student-centered culture that emphasizes
   • friendly, caring, service-oriented support systems which help students achieve their educational goals; and
   • innovative educational delivery modes that respond to the needs of students, families, and employers for quality programs that are affordable and convenient.
5. Tiffin University will assure academic quality and integrity and will establish and maintain an integrated academic program development and delivery system across all locations and learning modalities by
   • operating as one university with one faculty and a single locus of control for academic program planning and management;
   • developing common curricula that can be effective across the teaching/learning continuum; and
   • continually assessing student learning outcomes and making any changes that may be needed.
6. Tiffin University will assure that all bachelor’s degree programs include a broad general education foundation that helps each student
   • acquire the knowledge and skills needed to be an effective life-long learner and citizen in a rapidly changing and diverse world;
   • develop a personal value system and ethical framework that embraces the importance of service to society;
   • enhance critical and integrative thinking abilities and communication and other cognitive skills required for creative intellectual work and problem solving; and
   • understand the contemporary world and its historical context.
7. Tiffin University will increase its capital, scale, and leverage by developing partnerships and alliances with other organizations, such as community colleges, four-year colleges and universities, businesses, government agencies, not-for-profit organizations, professional associations, proprietary schools, courseware companies, and the military services.

8. Tiffin University will participate in cooperative relationships and partnerships with organizations and agencies in Seneca County and the City of Tiffin in order to enhance environmental resources and open spaces, increase the quality of life and standard of living for residents of the community, improve the attractiveness of the neighborhoods near the Tiffin campus, and provide service learning opportunities and educational programs for students and area residents.

9. Tiffin University will acquire revenues from fund-raising, student tuition, and other sources to achieve and sustain the financial base needed to effectively accomplish its mission.

10. Tiffin University will align facilities, staffing, technology, and financial resources with its articulated strategy in order to effectively accomplish its mission and will apply risk assessment and prudent cost discipline to assure that all University activities are effective and efficient.

11. Tiffin University will provide a variety of services, programs, and activities to assist undergraduates at the Tiffin campus in their development of interpersonal skills, leadership and teamwork abilities, leisure interests, and healthy lifestyle habits.

12. Tiffin University will produce, deliver, purchase, and sell academic programs and curricula and will include the development and marketing of intellectual property as part of a comprehensive capital plan.
CAMPUS AND PROGRAM LOCATIONS

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

**Tiffin Campus (AA, ABA, ACJ, BA, BBA, BCJ, MBA, MSCJ)**
The Tiffin Campus offers associate's degree, bachelor's degree and master's degree programs in the seated, classroom format. It is the only campus providing 100 and 200 level courses to undergraduate students. On-campus housing and food services are provided in addition to student services, intercollegiate athletics, and a number of extracurricular activities.

**Cincinnati, Elyria, Toledo, Cleveland, Fremont (BBA, BCJ)**
Tiffin University offers BBA and BCJ Degree Completion Programs at Tiffin academic centers in Cincinnati, Elyria, and Toledo and on the campus of Cuyahoga Community College in Cleveland and Terra Community College in Fremont.

**Columbus State Community College (BCJ)**
Tiffin University offers the BCJ Degree Completion Program on the downtown campus of Columbus State Community College.

**Bucharest and Timisoara, Romania; Taipei, Taiwan; Prague, Czech Republic; Warsaw and Poznan, Poland (MBA)**
Tiffin University offers its MBA degree, taught in English in Bucharest and Timisoara, Romania; Taipei, Taiwan; Prague, Czech Republic; Warsaw and Poznan, Poland.

**Prague, Czech Republic (BBA, MBA)**
Tiffin University offers its BBA and MBA degrees, taught in English in Prague, Czech Republic.

**Tiffin University Online (AA, ABA, ACJ, BA, BBA, BCJ, MBA, MEd, MH, MSCJ)**
Tiffin University offers the AA, ABA, ACJ, BA, BBA and BCJ Degree Completion Programs, MBA, MEd, MH, and MSCJ programs in an online format. The online programs offer students nationwide and around the world an opportunity to obtain accredited degrees from Tiffin University.
Undergraduate Studies

ADMISSION AND TRANSFER POLICIES

Admission Requirements – Undergraduate admission to the Tiffin University Campus requires an earned diploma from an accredited high school in a college preparatory course of study or a GED certificate, as well as official scores from either the ACT or SAT test(s).

It is recommended that students complete four units of English, three units of math, three units of science, and three units of social studies. The following criteria are considered in granting admission: class rank, strength of curriculum, performance in curriculum, grade point average, and ACT or SAT scores.

Applications are reviewed and admissions decisions are made immediately. Each student’s application is reviewed on an individual basis and if more information is required the student may be asked to provide letters of recommendation, an essay, or a personal interview.

Standardized Tests – ACT or SAT

Standardized tests provide information that enables students, with the assistance of a counselor, to match their educational program to their individual needs. Incoming freshmen who wish to be considered for Tiffin University Scholarships and Grants must participate in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT) program. The tests can be taken during the student’s junior or senior year of high school. Application forms for the ACT test may be obtained from high school guidance counselors or from the Office of Undergraduate Admissions at Tiffin University.

Advanced Placement

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

Admission Process

The University encourages prospective students to visit the campus and meet faculty, students, athletics, performing arts, and admission staff members and satisfy themselves that Tiffin University offers the opportunities consistent with their educational objectives. Applicants are admitted based on the University’s evaluation of their potential to benefit from higher education and likelihood of success in college level courses. Students who do not meet all of the admission requirements may be admitted on probation through the Learning Assistance Program to an associate’s degree program or on probation through the Academic Assistance Program to a bachelor’s degree program.
Application to Undergraduate Programs

1. Send or bring the completed Application for Admission to Tiffin University. Students are encouraged to complete the free online Application for Admission at www.tiffin.edu/apply

2. Request that the high school attended send a transcript of the student’s high school record to Tiffin University, OR send a copy of the equivalency certificate and/or equivalency examination scores. If the student has an associate degree the high school transcript or GED certificate are not required.

3. Submit official scores from ACT or SAT test(s).

4. Have all other colleges the applicant attended send official transcripts to Tiffin University.

After receiving all the application materials, the University will review the application and notify the student of their decision.

Conditional Admission

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their high school performance. Students are admitted based on self-reported high school grade point average and standardized test scores. They are admitted on the condition that they provide the Office of Undergraduate Admissions or Registrar’s Office with official transcripts before the next registration period in their program. If a student is unable to comply, they will be placed on inactive status until the required transcripts and provided.

Learning Assistance Program and Academic Assistance Program

Students admitted to an associate’s degree program through the Learning Assistance Program (LAP) or the bachelor’s degree program on the Tiffin Campus through the Academic Assistance Program (AAP) are on academic probation and, therefore, are not eligible to participate in intercollegiate athletics (with the exception of five hours per week of conditioning and/or study tables), musical groups and ensembles (except for concert band and university choir), cheerleading, theater performances, or to hold elective office in a campus organization throughout the probationary period. Students on Academic Probation may be required to take FRE150 LEAP (Learning Enrichment for Academic Progress) as one of their courses in the first semester and may not register for more than 12 credit hours in addition to FRE150. FRE150 is a three-credit course providing academically at-risk students with an enhanced freshman seminar. LAP and AAP students must also meet with a success coach for one hour during each week of the academic semester.

LAP and AAP students may be removed from academic probation if they successfully complete FRE150 and pass at least 12 credits with a cumulative grade point average of 1.8 or higher. LAP students may move to a bachelor’s degree program once they are removed from academic probation.
Re-admission Procedures
A student who has not attended Tiffin University for a period of one year or more must apply for readmission in the following manner.
1. Complete and submit an Application for Readmission.
2. Have all college(s) attended during the absence from Tiffin University send an official transcript to the Director of the Office of Adult Student Services.
3. Students who were previously dismissed must obtain approval for readmission. This can be done by submitting a written appeal and any documentation with the completed application for readmission to the Registrar.

Non-Degree Students
Students can take courses without pursuing a degree at Tiffin University. If a non-degree student later wishes to become a degree candidate, the student will follow the matriculation procedures of the University. Non-degree students are not eligible to receive financial aid. Contact the Office of Adult Student Services for details.

Post-Secondary Education Options Program
Tiffin University offers high school students the opportunity to take college classes while still enrolled in high school. Qualified students are fully integrated into the classroom and online programs with current TU students.

Post-Secondary Options Admissions Requirements
Post-secondary options students must meet the following criteria:
- A minimum grade point average of 3.00 for all high school coursework.
- Be approved by the high school guidance counselor.
- Submit a completed Application for Admission for the Post Secondary Options Program to Enrollment Services.
- Have taken a standardized test such as PSAT, SAT, ACT, OGT, PLAN
- Students who are 16 years of age or younger, will be required to meet with a Tiffin University Dean who will determine eligibility for admission.

Post-secondary options students may enroll in 100 level courses upon the recommendation of a counselor at the student’s high school. In the event a student wishes to enroll in any class above the 100 level, the following criteria must be met:
- The student must have completed all the pre-requisites for the desired course including the appropriate class standing. These pre-requisite courses must have been successfully completed at an accredited institution.
- The Registrar must certify that courses from other institutions are equivalent to Tiffin University courses.
- The student must procure prior permission from the instructor of the course.
Transient Students
Tiffin University admits students who are in good standing at other institutions for specific course work. Such course work may apply toward a degree at the student's home institution based on regulations at that institution.

The University recommends that transient students approach their home institution in advance to identify by name and number the Tiffin University course(s) for which credit will be granted by the home institution.

Home Schooled Students
Tiffin University welcomes applications from home school students. Students are required to submit a transcript of courses and a standardized test score such as the ACT or SAT for evaluation. A reading list, writing sample, or list of activities also may be requested. Contact the admissions office for additional information.

Transfer Students, Part-Time Students, Non-Traditional Students
The Office of Adult Student Services serves all part-time students (regardless of age) and full-time students who have transferred from another college and/or may be balancing their education with careers, family responsibilities, and other life commitments. Our advisors assist students with the application process, evaluation of transcripts, registration of classes, and financial aid and payment plan options. Students admitted through this office are held to the same degree requirements and university policies as those students admitted through the Office of Undergraduate Admissions.

Tiffin University has articulation agreements with a number of community colleges to ease the transfer of credits. An official copy of the transcript from each college attended, in addition to a high school transcript or GED certificate, must be presented with the application for admission. If the student received an associate degree a high school transcript or GED certificate is not required. Transfer credits will be granted for courses from other regionally accredited institutions and from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools provided the courses carry a minimum grade of “C”.

Transfer students from community colleges as well as other universities may be eligible for academic scholarships. The transfer scholarships are based on a student's enrollment status and cumulative GPA from all colleges attended. The transfer scholarships could provide students substantial financial assistance by rewarding them for their academic performance. Scholarship recipients must be transferring directly from another college or university and attend Tiffin University full-time.

Tiffin University recognizes that students accumulate a wealth of experience that may enable them to acquire college credit through nontraditional methods. The Office of Adult Student Services advises students to explore such methods as proficiency exams, College Level Examination Program (CLEP) tests, prior learning portfolios, and credit for military service. CLEP testing and portfolio evaluations are coordinated through the office. The maximum number of credits that can be earned from all of these sources combined is 30 semester hours. Contact the Office of Adult Student Services for more information.
The Office of Adult Student Services also provides a support structure for part-time students and for full-time commuting students. The office hosts two orientations each year, specifically for part-time and commuting students to help them return to academic life, and to assist them in administrative matters.

International Students

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its graduate and undergraduate programs. International students must meet the following admission requirements:

1. Submit the Application for Admission and an official copy of secondary level or high school academic record indicating successful completion of the program.
2. Official copies of transcripts for any college or university credits received must also be submitted.
3. Students from countries where English is not the dominant language must submit results of the Test of English as a Foreign Language, TOEFL, (500 PBT/173 CBT/61 iBT or higher), IELTS (5 or higher) or iTEP (4.5). Applicants who have not provided a TOEFL, IELTS or iTEP score at or above the required minimum may be admitted on the condition that they enroll in one or more English Language and American Culture (ELAC) course, as determined by a placement test. Applicants who provide a TOEFL, IELTS or iTEP score at or above the required minimum must take a placement test to determine whether they will enroll in English 100, 140 or 141, as well as other non-ELAC courses. A student from a country where English is the dominant language, or the language spoken at home, must submit an ACT or SAT score.
4. Documentation confirming that the applicant has the needed financial resources for study and stay at the University is required. Students must complete and submit a financial statement provided by the University, or if sponsored by an individual, agency, or government, an official letter of verification from that sponsor may be submitted.
5. Tiffin University offers international scholarships to eligible international students. Contact the Assistant Director for International Recruitment for more information
6. Upon receipt of a letter of acceptance from the University, the student is required to submit a deposit in United States currency through a bank draft or an official letter of scholarship from the student’s government. Upon receipt of this amount, the University will issue the Certificate of Eligibility, Form I-20.

Additional information on immigration and eligibility questions can be obtained from the Office of Undergraduate Admissions, Director of International Recruitment, or the Registrar’s Office.
Undergraduate Academic Policies

**STUDENT RESPONSIBILITIES**

Students are responsible for knowing all requirements in this catalog. Information in this catalog is subject to change. The university reserves the right to change its course offerings, academic policies and requirements for the baccalaureate and associate degrees.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up to date curriculum sheets from their Academic Advisor or the Registrar's Office.

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

**Disability Services** - If a student has a documented disability, it is the student’s responsibility to register with the Coordinator of Disability Services so that reasonable accommodations can be made for her/him.

**STUDENT RECORDS AND RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 30 days of the day the University receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to have a statement by the student entered into the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tiffin University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Tiffin University's Office of Human Resources or the Registrar's Office.

Directory Information
The University designates the following items as directory information, which may be disclosed without the student's written consent. The student's name, local address, and telephone listing; home address, telephone listing, and email address; parent's or legal guardian's name, address and telephone listing; student's date and place of birth, major field of study, class standing, and participation in officially recognized activities and sports; weight and height of members of athletic teams; student's dates of attendance, enrollment status, and degrees and awards received; most recent previous educational institution attended by the student; and photographs of students. A student may inform the institution that all of the categories of information should not be designated as directory information with respect to that student, but must do so in writing. (The University cannot accommodate requests for partial non-disclosure.) Written requests for non-disclosure must be made, each year, through the Registrar's Office.
**TRANSCRIPTS**

An official transcript shall be issued at a charge of $4.00 if all financial obligations to the University have been satisfied. When two or more transcripts are issued at the same time, there will be a charge of $4.00 for the first copy and $2.00 for each additional copy. Students wanting transcripts sent must submit a written request to the Registrar's Office. Payment must be made before transcripts are sent.

**Work in the Classroom**

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

**Work outside the Classroom**

In general, each course the student is enrolled in requires 5 – 10 hours of work per week outside class. Such outside preparation may take the form of reading the texts and reprints for the course, library research, writing papers or cooperative learning with other students. The University encourages collaboration among students in their academic work. There are a variety of opportunities to work with other students, such as study tables, getting assistance at the Learning Center, informal study groups, and undertaking team projects. Collaboration happens within the framework of course requirements and academic honesty.

**CLASS ATTENDANCE**

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

The consequences of missing a test or an assignment will be determined by the instructor and will be based on a consideration of the individual circumstances involved. The procedures of dealing with absences from classes are left to the discretion of the individual instructor as outlined in the course syllabus.

If a student drops out of school without notifying the University in writing, the student will be automatically dropped when absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the date of notification.
ACADEMIC HONESTY

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an “F” for the assignment or for the course in question at the discretion of the instructor. If warranted, acts of academic dishonesty may also attract more severe sanctions, such as suspension or dismissal.

Repeated Acts of Academic Dishonesty

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member may assign a grade of “XF”. The faculty member will provide the Dean of the student’s school with documentation of the circumstances surrounding the occurrence.

2. A tracking mechanism and database is maintained by the Registrar’s Office to identify students who receive a grade of “XF”. The School Dean will be notified when a student receives an “XF”. In the case of individual instances of academic dishonesty that are not severe enough to lead to a grade of “XF”, but are severe enough to lead to a student failing an individual assignment, faculty members will report these cases of academic dishonesty to the Dean of the student’s school. The process through which these instances are documented and handled, including any remediation, is at the discretion of the faculty of the respective schools.

3. First Occurrence - Upon the submission of a grade of “XF” the student will be placed on academic probation. The student will be required to undergo remediation and a warning letter from the School Dean will be sent to the student notifying the student that the receipt of a second “XF” will result in permanent dismissal.

4. Second Occurrence - All second occurrences will be reviewed by the Vice President for Academic Affairs to confirm the dismissal.

5. Grades of “XF” will be expunged from the student’s record upon dismissal, transfer or graduation from Tiffin University.
GRADING SYSTEM

Tiffin University awards credit based on semester hours.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>4</td>
<td>–</td>
</tr>
<tr>
<td>B*</td>
<td>3</td>
<td>–</td>
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<tr>
<td>C*</td>
<td>2</td>
<td>–</td>
</tr>
<tr>
<td>D*</td>
<td>1</td>
<td>Not applicable to graduate courses</td>
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<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
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<td>I</td>
<td>–</td>
<td>Incomplete Work</td>
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<td>P</td>
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<td>Pass</td>
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<td>AF</td>
<td>0</td>
<td>Withdrawed Without Notice- Automatic Failure</td>
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<tr>
<td>WD</td>
<td>–</td>
<td>Withdrawed before deadline notifying the Registrar</td>
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<tr>
<td>WF</td>
<td>0</td>
<td>Withdraw Failing - discontinued after deadline with failing grade</td>
</tr>
<tr>
<td>WP</td>
<td>–</td>
<td>Withdrawed Passing - discontinued after deadline with passing grade</td>
</tr>
<tr>
<td>WV</td>
<td>–</td>
<td>Course waived</td>
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</tbody>
</table>

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

Appeal of Grade Received

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

The grade appeal process must be started by the end of the second class week of the next semester following assignment of the grade.

The appeal begins with the faculty member(s) who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member(s). The faculty member(s) must acknowledge, in writing, to the student within one week of the receipt of the appeal. Should the faculty member(s) grant the appeal, a change of grade form will be submitted to the registrar. The student will receive a letter from the faculty member(s) indicating the decision.
If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the school in which the course was offered. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the Vice President for Academic Affairs (VPAA) will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member(s) who assigned the original grade, and respond in writing, to the student and the faculty member(s), within two weeks of the receipt of the appeal as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated. The decision of the Dean is final.

Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the VPAA, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the Vice President will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member(s) who assigned the original grade, consult the Dean of the school, and respond in writing, to the student, the faculty member(s), the Dean of the school and the VPAA, within three weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the VPAA that the grade be changed. The VPAA will submit a change of grade form to the registrar, indicating that the grade has been changed on appeal.

If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal. In a case where the faculty member(s) is/are no longer employed by the university, the appeal begins directly with the Dean of the school. The Dean will attempt to notify the faculty member(s) of the appeal, in writing, within one week of the receipt of the appeal. The faculty member(s) will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above.

**Auditing Courses**

Auditing a course permits a student to enroll in a class and to attend its sessions without having to submit assignments or take examinations. The fee is 50% of normal tuition charges, but students receive neither grade nor credit for the course. If a student wishes to convert to credit status before the mid-term of the course, permission must be sought from the Vice President for Academic Affairs, and the balance of the regular tuition must be paid.
Change of Major
A student in an associate or baccalaureate degree program may change academic major by completing the appropriate form in the Registrar's Office. The student must follow the major requirements in place at the time of the change in major. When such a student is continuously enrolled (not absent for two or more successive regular semesters), he or she has the option of following the university's general education program under the student's previous major instead of its current format.

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

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

Proficiency Examinations *
A student may request a proficiency examination in many Tiffin University courses at the 100 and 200 level, if the student has not completed an equivalent course at Tiffin University or any other post-secondary institution. The Registrar's Office oversees this program and will provide further information.

Credit for Prior Learning (Portfolio) *
Under certain circumstances students may receive credit for life or work experience or training. Contact the Office of the Registrar on the Tiffin Campus for information.
CLEP *
Tiffin University is an approved testing center for the College Level Examination Program (CLEP). Credit may be awarded for either general or subject tests taken through CLEP. TU is a “closed” site and tests are administered for Tiffin University students only. Contact the Office of the Registrar for details.

*The maximum number of semester credit hours a student may accumulate from all of these sources combined is thirty (30) to be applied to a bachelor’s degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is thirty (30) toward an associate’s degree program.

Incomplete Course Work
Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course, in writing, to finish the semester with an incomplete grade in that course. The instructor may, at his/her discretion assign a new completion date not later than mid-term of the next regular semester and record the grade as “I” (Incomplete).

An incomplete grade must be changed by completing the work of the course before the deadline stipulated by the instructor but not later than the mid-term of the next regularly scheduled semester. There will be a change-of-grade fee of $15.00 per credit hour.

Students who request an incomplete for a course being taken online with eCollege will be charged a fee of $25.00 for the first six weeks after the end of a term and an additional $50.00 for more than six weeks.

If the work is not completed and if the change-of-grade fee is not paid by the deadline, the grade will automatically become an “F”

Re-enrolling in a Course
Students may retake any course in which they received a final grade of “F.” A required course with a final grade of “F” must be repeated.

Any student wishing to repeat a course in which he or she earned a grade of “D” may do so by contacting the Registrar’s Office. Students who are receiving financial aid or participating in intercollegiate athletics should consult with the Financial Aid Office or the Athletic Department before repeating a course with a “D” grade.

A student who has earned a minimum of 75 hours toward the bachelor’s degree and whose cumulative point average in their major courses is less than 2.50 may repeat a course in the major for which a grade of a “C” or less was earned. Such students must obtain permission from their academic advisor before repeating the course in question and contact the Financial Aid Office and the Athletic Department.

Both grades, original and repeated, appear on the permanent academic record, but only the higher one is counted in the grade point average and in meeting graduation requirements.
**Academic Standing**

Students must maintain the following minimum cumulative grade point average to remain in good academic standing:

<table>
<thead>
<tr>
<th>Semester hours attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-47</td>
<td>1.80</td>
</tr>
<tr>
<td>48-71</td>
<td>1.90</td>
</tr>
<tr>
<td>72+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Full-Time Students** (minimum of 12 credits per semester)

<table>
<thead>
<tr>
<th>Semester hours attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-11</td>
<td>1.60</td>
</tr>
<tr>
<td>12-23</td>
<td>1.70</td>
</tr>
<tr>
<td>24-47</td>
<td>1.80</td>
</tr>
<tr>
<td>48-71</td>
<td>1.90</td>
</tr>
<tr>
<td>72+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Part-Time Students** (no more than 11 credits per semester)

Students pursuing an associate's degree must have a cumulative grade point average of 2.00 or better in order to meet graduation requirements.

In order to determine academic progress, transfer students will be reviewed based on transferable hours toward their degree and grade point average accepted by Tiffin University along with attempted credits and grade point average at Tiffin University.

**Academic Warning**

Any full-time Tiffin campus student whose semester cumulative grade point average falls below the minimum level will be placed on Academic Warning and must meet with a success coach for one hour each week of the academic semester.

**Academic Probation**

Any student whose cumulative grade point average for the number of semester hours attempted falls below the minimum level will be placed on probation. A student placed on academic probation will become ineligible to participate in inter-collegiate athletics (except for up to five hours per week in conditioning and/or study tables), musical groups and ensembles (except for Concert Band and University choir), cheerleading, theatrical productions, or to hold elective office in a campus organization throughout the probationary period. Full-time Tiffin campus students on academic probation must meet with a success coach for one hour each week of the academic semester. If, at the completion of additional twelve semester hours attempted, the cumulative grade point average shows no improvement, the student will be academically dismissed.
Academic Dismissal
A student may be dismissed from the University for at least one semester for:

- Failure to attain a minimum cumulative grade point average to remain in good academic standing after being placed on academic probation.
- Receiving a failing grade in four or more courses in any semester of attendance at Tiffin University.

Academic dismissal for students enrolled in associate degree programs or bachelor degree completion programs will be considered only after the student has completed courses during at least two five-week or seven-week sessions.

Appeal Procedures
A student who has been dismissed from Tiffin University may appeal to return after an absence of one regular academic semester. An appeal letter must be submitted at least two business days prior to the start of the semester. The appeal letter should document any special circumstances and also explain an improvement plan. Supporting documentation of the special circumstances must be attached with the appeal letter.

Upon approval, the Academic Progress Committee will determine the number of credit hours for which the student may register. Also, the student will be placed on Academic Probation, must meet with assigned success coach, and must earn a minimum GPA of 2.0 for the coming semester. Failure to meet the reinstatement requirements will result in a second dismissal for a minimum of one academic year. There will be no appeal requests heard after a third dismissal, so students will not be reinstated after a third dismissal.

Any student dismissed from the University, for academic reasons, may apply for readmission after one regular (fall or spring) semester. Readmitted students may be placed on academic probation. They must maintain a grade point average of 2.00 or more each semester in residence until the minimum cumulative grade point average to remain in good academic standing is achieved.

Failure to meet the readmission requirements will result in dismissal for a minimum of one academic year.
Minimum Academic Progress Policy
To increase the likelihood of graduation, it is important for students to acquire a specific set of skills as early as possible. This policy is intended to provide an incentive for students to prepare themselves for success in advanced-level courses.

At the completion of 48 semester hours of academic work, including transfer credits, a student must have completed 13 semester hours in the Knowledge Skills Core distributed as follows:

- Writing and Composition: 6 hours
- Mathematics: 3 hours
- Information Technology: 3 hours
- Freshman Studies: 1 hour

A student who fails to complete these courses upon completion of 48 hours of academic work will be placed on academic probation and declared ineligible for all extracurricular activities, including intercollegiate athletics, until such time as all of the above courses are completed. A student may also have their financial aid, including Title IV aid, terminated until these courses are completed.

Student Classifications - Student Status Semester Hours Completed

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

Course levels - Course numbers Description

- 100-199 Courses meant primarily for freshmen
- 200-299 Courses meant primarily for sophomores
- 300-399 Courses meant primarily for juniors
- 400-499 Courses meant primarily for seniors

100 level courses may not be taken by students who have earned 67 or more semester hours without written permission of the Dean of the school offering the course.

Class Load
Normal class load is 15 semester hours. Undergraduate students must enroll in a minimum of 12 semester hours to be classified as full-time. This minimum applies to all undergraduate students in all programs. Students must have a cumulative grade point average greater than 3.0 and prior written permission from the Vice President for Academic Affairs to enroll in more than 16 hours in a semester.
Dropping and Adding Courses – Tiffin Campus

Students can add classes to their schedule before that class has met for four hours. Students are responsible for notifying the Registrar's Office of all withdrawals from classes. All classes dropped after the withdrawal date will carry the grade of WF (withdraw failing) or WP (withdraw passing) based upon the grade earned in the class at the time of withdrawal.

When a student officially notifies the college of his or her intent to withdraw, any refund of tuition will be computed from this date of withdrawal.

If a student drops out of school without notifying the University in writing, the student will be automatically dropped when absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the date of notification.

Students receiving federal aid may be refunded tuition based on the Federal Refund Policy. Students receiving federally insured loans must notify their lending institution and/or the U.S. Department of Education Direct Lending Service Center about their withdrawal from college.

Student Athletes - Academic Eligibility Requirement

Student-athletes must comply with NCAA and University rules regarding academic eligibility. While the Registrar's Office will monitor your academic progress, it is your responsibility to know and understand the rules that govern your eligibility.

NCAA Progress Toward Degree Requirements

- A student-athlete must be enrolled in a minimum full-time program of not less than 12 hours to be eligible for practice and competition.
- Satisfactory completion of six semester hours of academic credit every semester (fall or spring semester) in which the student-athlete has been enrolled full-time.
- A student-athlete must complete 24 semester hours of credit a year (fall-to-fall) to be eligible for competition the following academic year. The 24 hours are considered as the hours countable towards satisfactory progress.
- A student-athlete must earn at least 75% of the hours required for satisfactory progress during the regular academic year. No more than 25% of the hours required for satisfactory progress can be earned during the summer.

EXAMPLE:

- 24 hours counted towards satisfactory progress each academic year.
- Minimum of 18 hours must be completed during the academic year (fall and spring semester).
- Maximum of 6 hours can be completed during summer school.
- If a student-athlete earns 24 hours or more during the academic year he/she has met the satisfactory progress requirements for the following academic year and is not held to a minimum number of hours that can be taken during summer school.
- A student-athlete must declare a major (i.e. designate a degree program) by the beginning of the third year of enrollment (or fifth semester).

In addition, student athletes must follow the policies regarding Academic Standing including grade point average and Minimum Academic Progress found on page 21.
**Student Athlete Missed Class Policy**

1. In order to meet the Missed Class Time requirement of NCAA Bylaw 17.1.6, the following policy is in effect at Tiffin University.

   A. Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Activities considered practice include:
      1. Preparation and conditioning time (weight training, running, etc.)
      2. Training room time (rehab, taping, etc.)
      3. Meetings (to include individual film watching)
      4. On field practice
   B. Media and recruiting requests will not interfere with class or exam schedules.
   C. Exceptions to the above will only be approved by the FAR who will report exceptions to the faculty at the last meeting of each semester.

2. For home competition, student athletes shall not miss any classes prior to two hours before the scheduled competition time.

3. For away competition with same day travel, student athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.

4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.

5. The Director of Athletics will provide to the Faculty Athletics Representative, the Academic Vice President, and faculty via email at least one month prior to the start of a sport’s season, a listing of all competition in that sport which will necessitate student athletes being absent from class. This listing will include the time and date of competition, destination, departure time, and competition. The Faculty Athletics Representative or the Academic Vice President may request that modifications to the travel plans to be made.

6. Student athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 24 hours prior to each contest which affects their class attendance.

7. Student athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student athlete for any assignments which will be missed.

8. Faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.

9. Coaches will not penalize student athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class related field trips (within reason) for which student athletes are enrolled. It is recommended that faculty e-mail coaches with details for a class related field trip a minimum of a week ahead of the scheduled date.

10. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Academic Vice President.

11. Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by the Faculty Athletics Representative and the Academic Vice President.
12. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Academic Vice President.

13. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Athletics Director or the Faculty Athletics Representative.

14. Faculty having any questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Vice President.

**English Language and American Culture (ELAC) Academic Policies**

1. Students in Level I are graded on a Pass/Fail basis. A 70% or better is required for a P. Students who complete Level I will be enrolled in Level II, unless they demonstrate exceptional progress in their courses and on the assessment test at the end of their Level I semester.

2. Students in Level II are graded on the same scale used in credit courses in the university. They must pass each course with a ‘C’. Students who pass the Level II courses will be permitted to enroll in credit courses.

3. All undergraduate international students must pass the required English composition and literature courses. Students who successfully complete Level II, and other ESL students who test out of the ELAC program, will be placed in the ESL section of ENG 140 or ENG 141 based on their performance in their writing classes and/or on the integrated essay section of the assessment test.

4. International students must pass the ESL sections of ENG 140 and/or 141. They will not be permitted to enroll in other sections of these classes. Non-ESL students will not be permitted to enroll in the ESL sections.

5. Students enrolled in the ELAC program will be assigned to an adviser from the ELAC program until they have successfully completed all of their ELAC requirements and the ESL section of ENG 141.
TIFFIN CAMPUS - UNDERGRADUATE PROGRAMS
TUITION, FEES AND EXPENSES FOR 2010 – 2011

Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees. These fees are for both bachelor and associate degree programs in a seated format on the Tiffin Campus.

Admission fees, undergraduate

Application Fee ............................................................... Non-refundable $20
Confirmation Fee .............................................................. $50

Due 30 days after acceptance; applies toward tuition

Academic Year fees, undergraduate, Tiffin Campus

Tuition per semester, full-time (12-16 credits) ........................................ $9,195
Tuition per semester, more than 16 credits ................................ $9,195 + $613 per additional credit
Tuition per credit, less than full-time (1-11 credits).................................... $613
Auditing, per course ................................................................................... $920

Laboratory Fees ......................................................................................... $25 to $50

Applicable to some courses; see course descriptions

Music Fee for Private Lessons (15 lessons per instrument) ..................... $350
Portfolio Fee (per course) ........................................................................ $200
Proficiency Examination Fee (plus tuition) ................................................ $25

Tuition is assessed at 50% of normal rates

Incomplete Fee, per seated credit ................................................................. $15
Incomplete Fee for courses through eCollege
After two weeks, per course ....................................................................... $25
Six weeks and beyond, additional per course ........................................... $50

Health Insurance
Domestic students .................................................................................... $325
International students .............................................................................. $690*

* May vary based on student’s age.

Insurance is required for all full-time students unless a waiver is signed.

Transcript Fee ............................................................................................ $4
Graduation Fee ............................................................................................ $65
Housing Expenses

Housing Confirmation Fee New Residents ............................................................ $100
   Applied to first semester housing; not refundable after May 1
Returning Residents ............................................................... $25
   Not refundable after June 1
Hall Council Fee for all residential students ........................................................ $15
Junior/Senior Housing, per year
   Single ............................................................................................................ $4,595
   Double .......................................................................................................... $3,790
Residence Hall/House, per year
   Single ............................................................................................................ $5,225
   Double .......................................................................................................... $4,310
   Apartment .................................................................................................... $5,550

Food Expenses

Resident Meal Plans
   14 Meals-a-Week Plan ................................................................................... $3,940
   19 Meals-a-Week Plan ................................................................................... $4,030
Block Meal Plans
   150 Meal Plan ........................................................................................... $1,190
   75 Meal Plan ................................................................................................ $620
Returned check fee ................................................................. $40

Tiffin University provides a tuition payment plan option to allow for monthly payments. Interest is charged on past due accounts @ 1% per month. Contact the Bursar for more information.

The tuition refund for withdrawal from courses on the Tiffin Campus will be according to the following schedule:

15 Week Session
Date of withdrawal during the semester Refund
Before the start of the semester 100%
During the first calendar week 75%
During the second calendar week 50%
During the third calendar week 25%
After the third calendar week No Refund

7 Week Session
Date of withdrawal during the semester Refund
Before the start of the semester 100%
During the first calendar week 50%
During the second calendar week 25%
After the second calendar week No Refund
UNDERGRADUATE - FINANCIAL AID POLICIES

The decision to award certain federal grants and loans rests with the Director of Financial Aid who acts in compliance with policy established by the University’s Financial Aid Committee and applicable federal and state regulations. To qualify for federal financial aid an undergraduate student must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree granting program and registered for at least a half-time load of six hours a semester. It is necessary to reapply each year for student assistance as family circumstances may change. All Tiffin University grants and scholarships, including Athletic, can only be used for tuition, fees and on-campus housing charges.

Satisfactory Academic Progress

Tiffin University students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP) toward completion of a degree, according to federal and state laws. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct PLUS Loan
- Federal Direct Stafford Student Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Other programs as determined by the Financial Aid Office, federal, and state regulations.

To receive assistance under the Student Financial Assistance (SFA) Programs, a student must meet the Standards of Satisfactory Academic Progress. The University has established a satisfactory progress policy for the purpose of monitoring whether or not the student meets these standards. Students who fail to make progress towards completion of their degree as specified under this policy will be issued warning letters, placed on probation, or suffer suspension or termination of financial aid. For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed annually at the end of the Spring semester. All periods of enrollment at the University are considered even if the student did not receive Title IV aid. A copy of the policy is enclosed with each electronic financial aid award notification. The following components are measured to determine if satisfactory progress has been achieved:

Qualitative: Financial aid recipients must maintain a minimum cumulative GPA for his or her category as specified in the Tiffin University Academic Bulletin under the section on Academic Policies and defined as Academic Standing.

Quantitative: Credit Hour Completion. All students must successfully complete 67% of all of the courses that they attempt each academic year. Attempted course categories include completed, incomplete, withdrawal, noncredit, repeated, and failed course grades.
Maximum Time Frame (Time Limitation for Degree Completion). Students must graduate within 10 semesters of full-time attendance – or other time frame as determined by the program. Students who change majors and transfer from other institutions are subject to the same maximum time frame limitations. Students attending less than full-time must still complete 67% of the courses they attempt and must graduate in a time frame comparable to the 10 semesters.

Reinstatement of Financial Aid
A student whose financial aid has been terminated can become eligible for financial aid by fulfilling one of the following conditions: Eliminate all academic deficiencies by completing the number of credit hours that are lacking, or complete enough credit hours to achieve the minimum cumulative GPA at the student’s own expense, or demonstrate special or extenuating circumstances through the appeals process.

Appeals
Any student denied financial aid and who can prove special circumstances has the right to appeal the decision within 60 days of the Financial Aid Office notification. The appeal must be submitted in writing and supportive documentation must be attached. The Director of Financial Aid will submit the documentation to the Scholarship and Financial Aid Committee for review.

The Financial Aid Appeals Committee Appeal Process
1. The Scholarship and Financial Aid Committee is made up of administrators and staff. The Financial Aid Office convenes the Committee as needed.
2. Student submits a letter of appeal along with supporting documentation to the Scholarship and Financial Aid Committee via the Financial Aid Office.
3. The letter along with supporting documentation is reviewed by the Director of Financial Aid to determine if additional information is needed.
4. The Director presents letter of appeal, supporting documentation and institutional data to the Committee.
5. The Committee reviews information and issues a decision to the Director of Financial Aid.
6. The Director of Financial Aid notifies the student of the decision of the Committee.

If the Scholarship and Financial Aid Committee denies the appeal, the student may submit a final appeal to the Vice President for Enrollment Management.

Financial Aid Probation
A student who has not completed at least 67% of the total hours attempted, is below the minimum cumulative grade point average for credit hours attempted, or is within one semester of meeting the maximum timeframe allowed to complete a program will be placed in a status of Financial Aid Probation. The student will then be allowed one semester to correct the deficiencies in SAP or complete a degree. If the deficiency is not corrected, the student will have his/her eligibility for financial aid suspended until all SAP requirements are met. During the Probation stage, the student may continue to be eligible for loans and grants; however, he/she may be required to complete all or part of the Learning Assistance Program.
RETURN OF FEDERAL FINANCIAL AID POLICY: TITLE IV FUNDS

Students who withdraw from all classes prior to completing more than 60% of a traditional enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid. This policy shall apply to all students who withdraw, drop out, or are expelled from Tiffin University (TU) and receive financial aid from Title IV funds. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Unsubsidized Federal Stafford loans, Federal Subsidized Stafford loans, Federal PLUS loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (SEOG) and the Federal Perkins Loan. Contact the Financial Aid Office for more detailed information on withdrawals, incompletes, and failing grades.

POTENTIAL SOURCES OF INTERNAL FINANCIAL ASSISTANCE

Bachelor’s Degree Discount
Individuals who already hold a bachelor’s degree will receive a fifty percent discount of the tuition rate for undergraduate courses. Confirmation of the degree, in the form of an official transcript must be presented to the Registrar’s Office before enrollment.

Senior Citizen Discount
Those who are 60 years old or older may take courses for personal enrichment, and not for credit, for a fee of $25.00 for each course. Such enrollment is subject to availability of space and discretion of the University.

Tuition Exchange
Tiffin University belongs to two separate tuition exchange programs, Tuition Exchange, Inc. and the CIC (Council of Independent Colleges) Tuition Exchange Program. Dependents of full-time employees at colleges and universities, usually private institutions, may be eligible to participate in a tuition exchange program. Contact the Human Resources Department at the college or university to determine if your employer participates and whether or not you would be eligible. For information about Tuition Exchange at Tiffin University, contact the Director of Academic Advising.
POTENTIAL OUTSIDE SOURCES OF FINANCIAL AID

Air Force & Army ROTC
All Tiffin University students may compete for ROTC scholarships that include tuition, fees, books, and supplies. Scholarship students may also receive a monthly allowance. See the section on ROTC for more details.

Bureau of Vocational Rehabilitation
The Ohio Bureau of Vocational Rehabilitation has funds available for individuals with physical limitations to help them obtain their education on a full or part-time basis. For further information, contact the local office of the Bureau of Vocational Rehabilitation.

Bureau of Services for the Visually Impaired
Assistance is provided for tuition, fees, books, and supplies based on financial need. Visually impaired persons may apply to the local office of the bureau for further information.

Department of Veterans Affairs
Students with VA eligibility may be certified to receive Veteran’s Educational Benefits by registering with Tiffin University’s VA Certifying Official and applying with the Department of Veterans Affairs. VA benefits include: Chapter 30 (Montgomery GI Bill - Active Duty), Chapter 33 (Post - 9/11 GI Bill, Chapter 35 (Survivors’ of Dependents’ Educational Assistance Program), Chapter 31 (Vocational Rehabilitation Program), Chapter 1607 (Reserve Educational Assistance Program), and Chapter 1606 (Montgomery GI Bill - Selective Reserve).

Other groups that may be entitled to VA Educational Benefits include children of deceased or service-connected disabled veterans, service personnel, widows, and war orphans. For more information contact the VA Certifying Official or visit www.tiffin.edu/va, www.gibill.va.gov

ROTC Program
Air Force and Army ROTC provides an opportunity for men and women to participate in management and leadership activities designed to enhance their academic pursuits. All Tiffin University students may compete for ROTC scholarships that include tuition, fees, books and supplies. Students interested in the ROTC Programs can obtain more information from the Registrar’s Office.
Special Academic Programs

English Language and American Culture Program (ELAC)
The English Language and American Culture (ELAC) Program is designed to help International Students achieve the level of English proficiency required for their chosen degree program. It also exposes students to many facets of American culture.

The ELAC program provides balanced training in the English-language skills of reading, writing, listening and speaking. There are two levels: Beginning-Intermediate (I) and High Intermediate-Advanced (II). Entering students are given an online assessment test that measures their reading and comprehension skills. They also write an integrated essay that requires them to read a passage, listen to a brief lecture segment and write an answer to a question about the two sources. The assessment procedure is used to determine whether a student needs any ELAC courses and what level is best suited to that student's abilities. Students in level II may enroll simultaneously in credit courses required by their chosen degree program. The ELAC program is part of the university's plan to prepare International Students for their studies and campus life.

Internships
Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan, 150 hours of fieldwork, a résumé, a weekly journal of activities, and a final evaluative paper relevant to the intern’s field of activity.

Students in the baccalaureate programs must have completed seventy-five (75) credit hours prior to the start of the internship and be in good academic standing in the major (2.50 cumulative grade point average) to enroll for an internship. The internship application must be submitted to the Registrar prior to beginning an internship and at least six weeks before the start of the semester in which the student is requesting enrollment.

Washington Center Internships
The Washington Center Internship program offers internships for students of all majors in Washington, D.C. A participating student works full time in his or her chosen field in a placement which matches individual interests and skills. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements can be made through the Center. Financial aid and scholarships are available for those who qualify. Additional information can be found at The Washington Center website www.twc.edu
Study Abroad
Tiffin University has established a number of semester abroad programs in cooperation with Regent's College in London, Oxford University in Oxford, England, American Institute for Foreign Study, Webster University in St. Louis, Missouri, Hult International Business School in London and the American University in Cairo. These programs are offered in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English. There are numerous opportunities for internships and language study.

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

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

The Study Abroad Program Coordinator and the Registrar will advise students on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition at all locations, as well as room and board for some locations. Students eligible for financial aid may be able to receive assistance to attend one of these programs. Institutional scholarships, grants and discounts may be used for only one study abroad semester.

International students or students who have lived or studied outside the U.S. may not use T.U. financial aid for a study abroad program in their home country or in the country in which they lived or studied.
Academic Support Programs

Academic Advising
Mission Statement and Goals
The responsibility of the academic advising program at Tiffin University is to provide student-centered, developmental advising to prepare traditional college age students and adult learners for successful careers and for productive and satisfying lives of excellence, leadership and service.

Academic Advising should be:
• An integral part of the educational and academic process.
• A resource to provide students with a framework for planning educational and career goals.
• Referral to campus resources, services and academic regulations and policies.
• Accurate, consistent, timely and accessible.
• A shared responsibility between the university and its students.
• Developmental – helping students learn how to help themselves.

Tiffin University has a three tiered Academic Advising system. Full-time first year students are advised through the Freshman Seminar their first semester. During the second semester, students are assigned to either a faculty advisor in their major field, or in the case of undecided students, a transitional advisor. Students on academic probation may also be assigned a transitional advisor. After students have met specified criteria and declared a major, they will be assigned to a faculty advisor in their field.

Faculty or major advisors will assist students with more than course selection and meeting graduation requirements. The major advisor can also help students determine if an internship is required or recommended, assist with locating an internship and provide career guidance.

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

The Center also has a career library containing contacts, job leads, and resource information on career requirements, trends and graduate schools. It publishes a Job Insert every week in the campus newspaper and arranges on-campus recruiting for employers.
Disability Services
Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Coordinator of Disability Services in the Student Success Center to discuss her/his specific needs. The Coordinator will develop reasonable accommodations for students with documented disabilities.

The Student Success Center
The Student Success Center helps students become more effective and efficient learners. It provides access to in-person and online academic support. Students may visit the center, located in Friedley Hall, for individual or group tutoring. All tutors are trained to assist students with basic study skills problems. Tutors have also demonstrated superior ability in certain subjects that enable them to provide help related to specific courses. The Center also schedules workshops related to various academic issues such as using various academic documentation formats and avoiding plagiarism. Hours for the Center are posted each semester and are available on the web site.

The Student Success Center is also developing a web site that provides online assistance with study skills, writing issues and other course-related helps. Students can find these resources at: http://www.tiffin.edu/successcenter

Orientation
Tiffin University schedules several Registration sessions before the beginning of the fall semester so that freshmen will have the opportunity to register for classes and become acquainted with the programs, policies, personnel, and campus facilities. The Freshman Institute is a required program held before the start of Fall Semester classes. The purpose of the institute is to assist incoming students in the transition from high school life to the world of higher education.

Counseling Services
Tiffin University has contracted with local health care professionals to provide counseling services to its students. Referrals may be made by Dean of Students Office or by health care professionals from the University Health Services. The health care professional on duty will make an assessment of the student’s overall physical and mental state in order to make the appropriate counseling referral. The Dean of Students Office will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university.

University Health Services
The University Health Services will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Some of the services available include diagnosis and treatment for common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; orthopedics; counseling referral; sexually transmitted disease diagnosis, treatment, and counseling; a variety of health education and prevention materials.
Information Technology Services
Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and Internet and Intranet sites. All faculty, staff, and students have network, e-mail and portal accounts. The residence halls have network connections for students to gain access to the campus network and to the Internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus.

Pfeiffer Library
Pfeiffer Library has an outstanding collection of books and journals all in support of the University’s academic programs. In addition to print resources, the Library provides journals in both microfiche and online formats. Special collections include the National Criminal Justice Reference Service Document Collection and the University Archives.

Pfeiffer Library is a member of both OPAL (Ohio Private Academic Libraries) and OhioLink, providing the entire University community with online access to interlibrary loans, full-text journals, and research databases. The circulation system is automated and requires the use of a bar code located on the back of the Tiffin University Student ID cards. Professional staff members are on hand to assist students in their research requirements.

GRADUATION REQUIREMENTS

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

1. The student must successfully complete the course work laid out in the Knowledge Skills Core and Liberal Education Core.
2. The student must earn a minimum 2.00 cumulative grade point average for all course work. Education majors must earn a minimum of 2.50 for all course work.
3. The student must successfully complete the course work required and the number of semester hours specified by the School that awards the degree.
4. The student must complete the core course work in the student’s major program with a minimum cumulative point average of 2.50. These courses are designated with an asterisk (*) in the bulletin and on curriculum sheets.
5. No more than 30 semester credits can be received from CLEP, Credit by exam, proficiency exam, Advanced Placement, or Prior Learning Credit/Portfolio combined.
Transfer of Credits from Other Institutions
Students may transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:

1. A student must complete or transfer in at least 54 semester hours of course work at an accredited four-year college or university to receive a baccalaureate degree from Tiffin University.

2. A student must complete at least 30 semester hours of course work at Tiffin University to receive a baccalaureate degree from Tiffin University.

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

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

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

1. Successfully complete the Core Curriculum courses specified for their degree.

2. Complete a minimum of 50% of the courses required for their degrees at Tiffin University.

3. Successfully complete the course work and number of semester hours required for their specific majors.

4. Earn a minimum 2.00 cumulative point average for all course work.
BACCALAUREATE DEGREES

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

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

Knowledge Skills Core

A sound educational experience begins with the connected abilities of understanding and communicating. Essential ideas first require essential capabilities. Primary among these capabilities is the ability to write and speak with clarity and precision and to read and listen with comprehension and with critical spirit. The complexity of modern information technologies and the necessity of logical thinking and critical analysis dictate the acquisition of skills in both verbal and quantitative arenas.
General Education Core (GEC)
At Tiffin University, we believe that the general education of the student is really what it means to have a college education, regardless of the major. The GEC program spans the entire college experience from the freshman year on, in the classroom and out, building a sense of the social and ethical dimensions of all human knowledge and activity. The GEC program at Tiffin University provides the competencies and knowledge considered essential for all graduates of the University.

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

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

Open Electives or Optional Minor
Open Electives - The Tiffin University General Education Program is designed to avoid the lock-step curricular approach by providing eight open elective courses. While these are true electives to be selected by the student according to his or her wishes and interests, the University also offers a variety of Minor Programs.
Optional Minor – An Optional Minor can be taken in any department except the Professional Major. Students are encouraged to select a minor and should discuss their interests with their Academic Advisor.

Co-Curricular Program
Education continues outside of the classroom, across the campus, and in the community. The Co-Curricular Program, the fifth component of the Undergraduate Education, builds on the theme of integration of knowledge and human values. Through this component, the University provides access to opportunities that expand the personal and social perspectives of the student.
Baccalaureate Degree ..................................................121 semester hours

Baccalaureate Degree that includes Education .............127-158 semester hours

Knowledge Skills Core ......................................................16 hours
- Writing or Composition ..................................................6 hours
- Oral Communication .................................................... 3 hours
- Information Technology ...................................................3 hours
- Mathematics .................................................................3 hours
- Freshman Seminar ..........................................................1 hour

General Education Core ..................................................33 hours
- Humanities
  - Literature* ...........................................................................3 hours
    *Courses fulfilling this requirement are CUL443, CUL448, CUL449, ENG242, ENG291, ENG292, ENG293, ENG294, ENG322, ENG348, ENG347, ENG350, ENG360, ENG361, ENG380, ENG463
- Fine Arts ...........................................................................3 hours
  *Courses fulfilling this requirement are all courses with ART prefix, MUS121, MUS223, MUS230, MUS321, MUS324, MUS327, THR222, THR250, THR261
- History ...........................................................................3 hours
- Cultural Studies ...............................................................3 hours
- Philosophy .......................................................................3 hours

Mathematics and Natural Sciences
- Mathematics ....................................................................3 hours
- Natural Sciences .............................................................3 hours
- Social Sciences ...............................................................3 hours
  One three-hour course from Four of the following disciplines:
  Communication, Economics, Management, Political Science, Psychology, Sociology

Professional Major Field ..................................................48 hours
Course and credit requirements are stated under the degree and specific major listings in the Academic Bulletin.

Open Electives .................................................................24 hours
A minimum of fifteen (15) hours of electives must be taken at the 200 - 400 level.
Co-curricular Program ........................................ 2 units
Tiffin University believes that learning occurs in the classroom as well as on campus, through work experiences, and through volunteer experiences. The purpose of a college education is to develop into a well rounded, educated individual. To help facilitate the development process, Tiffin University requires all bachelor degree students to participate in the co-curricular program. Students must earn one unit of co-curricular credit for personal development (13 hours) and one unit of credit for service learning (13 hours).

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

Graduating seniors must submit all required co-curricular paperwork to the Co-Curricular Committee no later than April 15 the year they plan to graduate. If the paperwork is not submitted by April 15, the Committee cannot guarantee that the student will receive a diploma at graduation.

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

**ART301** History of Photography  
**ART392** Advanced Study Practice  
**ART410** Women, Culture and Visual Arts  
**CIT255** Internet & Web Site Development I  
**CIT312** Information Systems for Managers  
**COM212** Introduction to Public Relations  
**COM218** News Writing  
**COM300** Communications Research Methods and Information Sources  
**COM324** Communicating Across Cultures  
**COM329** Writing for Electronic Media  
**COM341** Political Communication  
**COM410** Advanced Reporting  
**COM438** History and Tradition of American Journalism  
**COM450** Critical Analysis of Media  
**COR436** Constitutional Rights of Prisoners  
**CUL300** Our Cultural Heritage  
**CUL443** Comparative Mythology  
**CUL448** Women and Literature  
**CUL449** Minority Experience in American Literature  
**ENG142** Writing, Research and Literature  
**ENG251, 252, 253, 254** Creative Writing Workshops  
All Literature coursework in the ENG prefix  
**ENF293** Criminology  
**ENF312** History of Terrorism  
**ENF343** Weapons of Terrorism  
**ENF460** Evidence Processing  
**FOR344** Psychology of Violence and Aggression  
**FOR460** Psychology and Law  
All coursework with the HIS prefix  
**JUS463** Applied Research Design  
**MGT201** Management of Organizations  
**MGT351** Managing Diversity in the Workplace  
**MGT360** Business of Sport  
**MGT495** Organizational Strategy  
**MUS324** Survey of American Popular Music  
**NAT291** Drugs and the Body  
**PHI210** Philosophical Problems  
**POL205** The Presidency  
**PSY201** Introduction to Professional Practices  
**PSY445** Psychometrics  
**SCS300** Research Design  
**SOC360** Multicultural Issues in Society
**SCHOLASTIC HONORS**

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

**Graduation Awards and Honors**

**Dean’s Award**
This honor is given to the graduating student in the baccalaureate program with the highest cumulative grade point average. To qualify for this award the student must have completed 50% of the total degree requirements at Tiffin University. If more than one graduating student has achieved a perfect 4.0, the final decision for the award rests with the Vice President for Academic Affairs.

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

**Student Leadership Award**
This award is given to a graduating student in the baccalaureate program for outstanding scholarship, participation in extracurricular activities, and communication with other students. The graduating class selects the students from the nominees submitted by the faculty.

**Graduation Honors**
All course work that a student has completed, at TU and any other college(s), that is used to meet specific TU degree requirements will be used in calculating graduation with honors.

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

A student who has a 3.90 grade point average in Tiffin University classes, but transferred in mostly C's and B's from previous coursework, may have less than a 3.50 grade point average when grades for all transfer credits are included. The grades and credits transferred from another college are listed on the TU transcript. However, the cumulative grade point average on the TU transcript only reflects TU credit hours.
**Academic Honors**
Each year seniors who have achieved high levels of academic performance during their academic career are honored at a ceremony hosted by the Vice President for Academic Affairs. Awards are presented for overall academic achievement and for achievement in major fields of study.

*Academic Achievement*
This certificate is given to seniors who have completed at least 54 credit hours at Tiffin University and have a cumulative grade point average of 3.50 or more.

*Academic Distinction*
This medal is given to baccalaureate degree students graduating with a cumulative grade point average of 3.50 or above.

*Excellence in Field of Study*
This glass flame award is given to graduating students (one in each major) in the baccalaureate program with a cumulative grade point average of 3.50 or above. Awardees are chosen by the faculty in the appropriate departments for both their academic performance and for their contribution to learning and life at Tiffin University.
Undergraduate Academic Programs

Tiffin University offers the following undergraduate degree programs:

**BACHELOR OF ARTS**

- Arts Administration
  - Music Industry
  - Visual Arts
- Communication
  - Electronic Media
  - Journalism
  - Public Relations
- English
- English with licensure in Integrated Language Arts, grades 7-12 in conjunction with Lourdes College
- English, History or Science with licensure in Middle School Education, grades 4-9 in conjunction with Lourdes College
- General Science
  - Behavioral Science
  - Green Technologies
- Government and National Security
- History
- History with licensure in Integrated Social Studies, grades 7-12 in conjunction with Lourdes College
- Professional Studies
- Psychology
  - Addictions Counseling
  - Experimental Psychology
  - Human Services

**BACHELOR OF BUSINESS ADMINISTRATION**

- Accounting
- Computer and Information Technology
- Finance
- Management
  - Equine Business Management
  - Hospitality and Tourism Management
  - Human Resources Management
  - International Business
  - Managerial Studies
- Marketing
- Organizational Management – *Degree Completion Program only*
  - Elder Care Management
- Sports and Recreation Management
  - Recreation and Tourism
  - Sports and Athletic Administration
  - Sports Marketing
BACHELOR OF CRIMINAL JUSTICE
Corrections
Cyber-Defense and Information Security
Forensic Psychology
Forensic Science
Homeland Security and Terrorism
Justice Administration – Degree Completion Program only
Law Enforcement

ASSOCIATE OF ARTS
General Studies

ASSOCIATE OF BUSINESS ADMINISTRATION
Accounting
Business
Healthcare Administration - online only
Information Technology

ASSOCIATE OF CRIMINAL JUSTICE
Law Enforcement

MINOR PROGRAMS
Accounting
Addictions Counseling
Art
Business Administration
Computer and Information Technology
Corrections
Creative Writing
English
Finance
Forensic Accounting
Forensic Psychology
Forensic Science
Government
Green Technologies
Homeland Security/Terrorism
Hospitality and Tourism Management
Human Resource Management
Human Services
Individualized Studies
Industrial/Organizational Psychology
Intelligence Analysis
International Business
Journalism
Law Enforcement
Leadership Studies
Management
Marketing
Music
Psychology
Public Relations
Regional Studies
Sociology
Sports and Recreation Management
Sports Writing and Promotion
Theatre
BACHELOR OF ARTS

The Bachelor of Arts Degree is awarded in the following programs of study:

- Arts Administration
- Communication
- English
- English with licensure in Integrated Language Arts, grades 7-12 in conjunction with Lourdes College
- English, History or Science with Licensure in Middle School Education, grades 4-9 in conjunction with Lourdes College
- General Science
- Government and National Security
- History
- History with licensure in Integrated Social Studies, grades 7-12 in conjunction with Lourdes College
- Professional Studies
- Psychology

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

Knowledge Skills and General Education Core* .....................................49 hours

Total Semester hours for the major ..........................................................48 hours

Open Electives/Minor ..............................................................................24 hours

Total hours for the degree ........................................................121 semester hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that pre-requisites are satisfied for the major:

- Arts Administration: CIT105 or CIT111
- English and English Education: ENG360 or ENG361
- Government and National Security: HIS112, CUL220
- History Education: CUL210 or 220, HIS111, CUL448 or 449 to meet Literature requirement.
Major: Arts Administration

The program incorporates four branches of learning: the arts, business, research and technology. The program is flexible enough to allow students to achieve a balance of artistic and managerial concerns and of theory and hands-on experience. The high degree of flexibility allows students to tailor a degree program according to their individual needs and interests. Arts Administration also serves students who plan to pursue graduate studies in Arts Management at a variety of institutions across the country.

Core Courses
LAW211 Business Law I .................................................................3 hours
*MGT301 Organizational Behavior ...............................................3 hours
*MGT325 Facilities Management...................................................3 hours
*SAS465 Managing the Arts .........................................................3 hours
*SAS470 Internship ......................................................................3 hours
Three of the following:

ACC201 Survey of Accounting
CIT255 Internet and Website Development I (w)
COM212 Introduction to Public Relations (w)
COM329 Writing for Electronic Media (w)
MKT151 Introductory Marketing
MKT353 Marketing Research
MKT 364 Event Marketing and Management ..................................9 hours

Total ........................................................................................................24 hours

Concentration: Visual Arts

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

ART110 Painting ..............................................................................3 hours
ART201 Introduction to Art History ...............................................3 hours
One of the following:

ART101 Basic Drawing
ART102 Design ............................................................................3 hours

One of the following:

COM134 Digital Photography
COM204 Visual Communication, Graphics and Presentational Strategies ....3 hours

One of the following:

*ART301 History of Photography (w)
*ART310 American Art .................................................................3 hours
*ART392 Advanced Studio Practice (w) .........................................3 hours
*ART401 Modern Art .................................................................3 hours
*ART410 Women, Culture, and Visual Arts(w) ..............................3 hours

Total ........................................................................................................24 hours
Concentration: Musical Industry
The curriculum includes a core of courses in music theory, practices, and historical development, combined with applied musical study. These courses provide the common foundation knowledge required of all music industry professionals.

MUS121 Basic Music Theory and Ear Training ................................................3 hours
MUS230 Intro to Sound and Recording Technology ........................................3 hours
*MUS321 Music Theory and Application .......................................................3 hours
*MUS324 Survey of American Popular Music (w) ........................................3 hours
*MUS327 Survey of Music Business ..............................................................3 hours
One of the following sequences:
   MUS110, MUS210, and MUS310 Instrumental Ensembles
   OR
   MUS112, MUS212, and MUS312 Choral Ensembles ....................................3 hours
One of the following sequences:
   MUS115, MUS215, and MUS315 Private Music Instruction: Instrumental
   OR
   MUS117, MUS217, and MUS317 Private Music Instruction: Vocal .............3 hours
   ^ This sequence must be performed on only one instrument.
*MUS427 Music Business Seminar ...............................................................3 hours
Total ..............................................................................................................24 hours

Major: Communication
The communication curriculum is closely aligned with the University's mission of offering premiere professional education and offers concentrations that will lead to opportunities across the communication professions that are desired by our undergraduate students and needed in industry. The degree program offers a thorough grounding in communication skills, knowledge, and ethics along with specific professional training needs for students interested in Public Relations, Electronic Media, or Journalism. The program allows Tiffin University graduates to receive a 21st century Professional Communication education.
Communication Core
COM134 Digital Photography ................................................................. 3 hours
COM204 Visual Communication, Graphics and
  Presentational Strategies ................................................................. 3 hours
COM212 Introduction to Public Relations (w) ....................................... 3 hours
COM241 Introduction to Mass Communication ................................... 3 hours
*COM300 Communications Research Methods and
  Information Sources (w) ................................................................. 3 hours
*COM320 Argumentation/Persuasion Theory and Practice ..................... 3 hours
COM330 Video Production .................................................................. 3 hours
*COM340 Law and Communication .................................................... 3 hours
One of the following:
  *COM310 Human, Interpersonal and Small Group Communication
  *COM324 Communicating Across Cultures (w)
  *COM41 Political Communication (w)
  *COM450 Critical Analysis of Mass Media (w) .................................. 3 hours
  (Electronic Media – choose from COM310, COM324, COM41)
One of ENG200-300 writing intensive classes ....................................... 3 hours
One of the following:
  *SAS470 Internship
  *SAS499 Senior Seminar (capstone) .................................................. 3 hours
Total ....................................................................................................... 33 hours

Concentration: Electronic Media
CIT255 Internet and Website Development I (w) .................................... 3 hours
*COM190, 290, 390 Special topics, or ENG262 Editing .......................... 3 hours
*COM329 Writing for Electronic Media (w) ............................................ 3 hours
*COM441 Organizational Communication and Conflict Resolution ........ 3 hours
COM450 Critical Analysis of Mass Media (w) ....................................... 3 hours
Total ....................................................................................................... 15 hours

Concentration: Journalism
COM190, 290, 390 Special topics, or ENG262 Editing ........................... 3 hours
COM218 News Writing (w) ................................................................. 3 hours
*COM318 Feature Writing .................................................................... 3 hours
*COM410 Advanced Reporting (w) .................................................... 3 hours
*COM438 History and Tradition of American Journalism (w) ............... 3 hours
Total ....................................................................................................... 15 hours

Concentration: Public Relations
COM190, 290, 390 Special topics, or ENG262 Editing ........................... 3 hours
COM218 News Writing (w) ................................................................. 3 hours
*COM329 Writing for Electronic Media (w) ............................................ 3 hours
*COM416 Public Relations Cases, Campaigns and non-Profits ............... 3 hours
*COM441 Organizational Communication and Conflict Resolution ........ 3 hours
Total ....................................................................................................... 15 hours
**Major: English**

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

CUL443 Comparative Mythology (w) ..............................................................3 hours
ENG221 History of the English Language .......................................................3 hours
ENG223 Advanced Grammar ........................................................................3 hours
*ENG291 British Literature I (Old English to 18th C) (w) .........................3 hours
*ENG292 British Literature II (Romantics to WW II) (w) .........................3 hours
*ENG293 American Literature I (Colonial to Civil War) (w) .....................3 hours
*ENG294 American Literature II (Civil War to present) (w) .....................3 hours
*ENG313 Theoretical Approaches to Writing and Reading .......................3 hours
*ENG322 World Literature (w) .....................................................................3 hours
*ENG380 Shakespeare (w) ..........................................................................3 hours
*ENG463 Literary Theory (w) ......................................................................3 hours

One of the following:
- ENG499 Senior Seminar
- SAS470 Internship ....................................................................................3 hours

One of the following:
- CUL448 Women and Literature (w)
- CUL449 Minority Experience in American Literature (w) ....................3 hours

One of the following:
- CUL351 History of Film in Society
- CUL352 Film Genre and History
- ENG350 History of Dramatic Literature (w) ............................................3 hours

One of the following:
- ENG348 British Novel (w)
- ENG347 American Novel (w) .................................................................3 hours

One of the following:
- COM329 Writing for Electronic Media (w)
- ENG251, 252, 253 or 254 Creative Writing Workshop (w)
- ENG262 Editing .........................................................................................3 hours

**Total. ..........................................................................................................48 hours**

Note: English majors should fulfill their GEC Literature Requirement with either
ENG360 American Poetry or ENG361 English Poetry
**Major: English with licensure in Integrated Language Arts**

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

**General Education Requirements not included below ..........................22 hours**

The following courses meet both the Integrated Language Arts Major and University General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COM 329</td>
<td>Writing for Electronic Media (w)</td>
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<tr>
<td>CUL 443</td>
<td>Comparative Mythology (w)</td>
<td>3</td>
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<tr>
<td>ENG 141</td>
<td>Rhetoric and Introductory Research Writing [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>ENG 142</td>
<td>Writing, Research and Literature [Composition] (w)</td>
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<tr>
<td>Choose one of the following [Humanities – Literature]:</td>
<td></td>
<td></td>
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<tr>
<td>ENG 360</td>
<td>American Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 361</td>
<td>English Poetry(w)</td>
<td>3</td>
</tr>
<tr>
<td>THR 222</td>
<td>Introduction to Theatre [Humanities – Fine Arts]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>18 hours</strong></td>
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</table>

The following courses meet both the Professional Education and General Education Requirements

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<tr>
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<tr>
<td>EDU 150</td>
<td>Introduction to Technology in Education [Technology]</td>
<td>3</td>
</tr>
<tr>
<td>EDU 250</td>
<td>Educational Psychology [Social Sciences – Psychology]</td>
<td>3</td>
</tr>
<tr>
<td>EDU 316</td>
<td>Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9 hours</strong></td>
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</table>
Integrated Language Arts Major Requirements

ENG221 History of the English Language ........................................................3 hours
ENG223 Advanced Grammar ...................................................................................3 hours
ENG291 British Literature I (Chaucer to Romantics) (w) .........................................3 hours
ENG292 British Literature II (Romantics to WWII) (w) ...........................................3 hours
ENG293 American Literature I (Colonial to Civil War) (w) .......................................3 hours
ENG294 American literature II (Civil War to WWII) (w) ..........................................3 hours
ENG313 Theoretical Approaches to Writing and Reading .........................................3 hours
ENG322 World Literature (w) .................................................................................3 hours
ENG380 Shakespeare (w) ......................................................................................3 hours
ENG463 Literary Theory (w) ..................................................................................3 hours

One of the following:

ENG348 British Novel (w)
ENG347 American Novel (w) ..................................................................................3 hours

One of the following:

CUL448 Women and Literature (w)
CUL449 Minority Experience in American Literature (w) .....................................3 hours

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

Professional Education requirements

EDU100 Foundations of Education ........................................................................3 hours
EDU230 Survey of Special Needs Education ..........................................................3 hours
EDU318 Classroom Management and Behavioral Issues ..........................................3 hours

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

Adolescent to Young Adult requirements

EDA210 Teaching Adolescents and Young Adults ..................................................3 hours
EDA235 Curriculum and Instruction for Adolescents and Young Adults .................3 hours
EDA250 General Teaching Methods and Field Experience I ....................................3 hours
EDA353 Language Arts Methods and Field Experience II ......................................3 hours
EDA450 Adolescent and Young Adult Student Teaching .........................................12 hours
EDU312 Teaching Reading through Literature for Young Adults ..............................3 hours
EDU328 Integration of the Arts in Instruction ..........................................................3 hours
EDU330 Developmental Reading Through Content Area Reading ..........................3 hours

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

Total Hours Required ......................................................................................127 hours

*Must have a 2.50 cumulative grade point average in all courses.
**Major: General Science**

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

**Science Core**

- BIO101 Biology .................................................................3 hours
- CHM131 Chemistry I ..........................................................3 hours
- *MAT273 Applied Statistics ..............................................3 hours
- *MAT275 Elementary Analysis ...........................................3 hours
- NAT Elective ........................................................................3 hours
- NAT105 Introduction to Earth Science ............................3 hours
- NAT114 Survey of Science .................................................3 hours
- NAT201 Principles of Physical Science .........................3 hours
- NAT215 Environmental Science ........................................3 hours
- *NAT310 Human Anatomy and Physiology ...................3 hours
- *SAS470 Internship ............................................................3 hours

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

**Concentration in Behavioral Science**

- NAT220 Survey of Health Issues .......................................3 hours
- *NAT291 Drugs and the Body .............................................3 hours
- *PSY360 Introduction to Counseling ..............................3 hours
- *PSY401 Biological Foundations of Behavior ................3 hours
- *SOC250 Social Psychology .............................................3 hours

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

**Concentration: Green Technologies**

Choose two of the following:

- *CIT340 Green Computing
- *CUL250 World Cultural Geography
- *ECO424 Global Trade ....................................................6 hours
- NAT210 Oceanography ....................................................3 hours
- *NAT300 Introduction to Green Technologies ................3 hours
- *NAT450 Renewable Energies and Sustaining Ecosystems ....3 hours

Total ..................................................................................15 hours
**Major: Government and National Security**

The major takes a global view of American national security policy and security issues. The emphasis in the major is on research methods, critical thinking, scholarly writing, and public speaking.

**The Federal Structure and Federalism**

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

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>POL101</td>
<td>Introduction to the American Political Process</td>
<td>3</td>
</tr>
<tr>
<td>POL205</td>
<td>The Presidency</td>
<td>3</td>
</tr>
<tr>
<td>POL206</td>
<td>Congress</td>
<td>3</td>
</tr>
<tr>
<td>POL207</td>
<td>The Courts</td>
<td>3</td>
</tr>
<tr>
<td>POL311</td>
<td>Federalism</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**The Instruments of National Power**

The second part of this major describes the structure, elements, and history of our consideration and use of the six major instruments of national power (diplomatic; military; economic/financial/commercial; law enforcement; covert action; and homeland security) used to protect and promote our national security. It also applies those elements to the issues of international security and of globalization that students will face upon graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ENF441</td>
<td>Counterintelligence and Counterterrorism</td>
<td>3</td>
</tr>
<tr>
<td>HIS225</td>
<td>United States Diplomatic History Since 1895 (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS226</td>
<td>United States Military History Since 1895 (w)</td>
<td>3</td>
</tr>
<tr>
<td>JUS215</td>
<td>Homeland Security and the Legal System</td>
<td>3</td>
</tr>
<tr>
<td>POL151</td>
<td>Introduction to National Security Studies</td>
<td>3</td>
</tr>
<tr>
<td>POL341</td>
<td>Covert Action and Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>POL345</td>
<td>Economic Instruments of Security Policy</td>
<td>3</td>
</tr>
<tr>
<td>POL350</td>
<td>International Security</td>
<td>3</td>
</tr>
<tr>
<td>POL420</td>
<td>Transnational and Unconventional Threats</td>
<td>3</td>
</tr>
<tr>
<td>POL491</td>
<td>Senior Seminar in Government and National Security</td>
<td>3</td>
</tr>
<tr>
<td>SCS470</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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<td>33</td>
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</tbody>
</table>
**Major: History**

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

- ECO222 Principles of Microeconomics ............................................................3 hours
- HIS112 American Society since 1865 (w) ........................................................3 hours
- *HIS211 Western Society to 1500 (w)..............................................................3 hours
- *HIS212 Western Society since 1500 (w) ........................................................3 hours

One of the following sequences:

- *CUL312 Middle Eastern Cultures / *HIS312 History of Middle East (w)*
- *CUL313 East Asian Cultures / *HIS313 History of East Asia (w)*
- *CUL250 Cultural Geography / *HIS137 Civilizations of the World (w)* ......6 hours
- *HIS320 Ohio History (w) ..............................................................................3 hours
- *HIS425 Historiography (w) ............................................................................3 hours
- HIS Electives (four) (w) ..................................................................................12 hours
- POL201 Political Geography ............................................................................3 hours
- *POL391 Comparative Political Systems ..........................................................3 hours
- *SAS499 Senior Seminar OR SAS470 Internship ..............................................3 hours
- SOC360 Multicultural Issues in Society (w) ....................................................3 hours

**Total** ..........................................................................................................48 hours

Note: History majors should fulfill GEC History requirement with HIS111 and the GEC Culture requirement with CUL 220.
**Major: History with licensure in Integrated Social Studies**

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

**General Education Requirements not included below .........................25 hours**

The following courses meet both the Integrated Social Studies Major and University General Education Requirements

**CUL210 Comparative Cultures or CUL220 Religions of the World**

[Humanities – Cultural Studies] .................................................................3 hours

CUL448 Women in Literature (w) or

CUL449 Minority Experience in American Literature (w) .........................3 hours

HIS111 American Society to 1865 [Humanities – History] (w) .....................3 hours

POL101 Intro to the Amer. Political Process

[Social Sciences – Political Science] .........................................................3 hours

SOC101 Principles of Sociology .................................................................3 hours

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

The following courses meet both the Professional Education and General Education Requirements

EDU150 Introduction to Technology in Education [Technology] ..................3 hours

EDU250 Educational Psychology [Social Sciences – Psychology] .................3 hours

EDU316 Multicultural and Social Issues in Education

[Social Sci. - Sociology] ...........................................................................3 hours

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

**Integrated Social Studies Major Requirements**

CUL 250 Cultural Geography ....................................................................3 hours

ECO221 Principles of Microeconomics [Social Sciences – Economics] ..........3 hours

ECO222 Principles of Microeconomics .......................................................3 hours

HIS112 American Society since 1865 (w) ....................................................3 hours

HIS 137 Civilizations of the World (w) .......................................................3 hours

HIS211 Western Society to 1500 (w) ..........................................................3 hours

HIS212 Western Society since 1500 (w) .....................................................3 hours

HIS320 Ohio History(w) ...........................................................................3 hours

HIS425 Historiography (w) ........................................................................3 hours

POL201 Political Geography .......................................................................3 hours

POL391 Comparative Political Systems .....................................................3 hours

HIS225 US Diplomatic History (w) .............................................................3 hours

HIS200-400 history elective (w) .................................................................3 hours

**Total ........................................................................................................39 hours**
Professional Education Requirements
EDU100 Foundations of Education ................................................................. 3 hours
EDU230 Survey of Special Needs Education .................................................... 3 hours
EDU318 Classroom Management and Behavioral Issues ............................... 3 hours
Total ........................................................................................................... 9 hours

Adolescent to Young Adult requirements
EDA210 Teaching Adolescents and Young Adults ............................................ 3 hours
EDA235 Curriculum and Instruction for Adolescents and Young Adults ....... 3 hours
EDA250 General Teaching Methods and Field Experience I ............................ 3 hours
EDA351 Social Studies Methods and Field Experience II ............................... 3 hours
EDA450 Adolescent and Young Adult Student Teaching ............................... 12 hours
EDU328 Integration of the Arts in Instruction ............................................... 3 hours
EDU330 Developmental Reading Through Content Area Reading ............ 3 hours
Total ........................................................................................................... 30 hours

Total Hours Required .................................................................................. 127 hours
*Must have a 2.50 cumulative grade point average in all courses.
Major: ENGLISH, HISTORY, or SCIENCE with licensure in Middle School Education

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

General Education Requirements not included below .........................7 hours
(These courses include FRE 100 and the ART and PHI electives in the Humanities GEC.)

The following courses meet both the Middle School Major and the University General Education Requirements

COM130 Introduction to Speech Communication
  [Communication (for ENG majors)] .................................................3 hours
COM329 Writing for Electronic Media (w)
  [GEC: Social Science] .................................................................3 hours
CUL210 Comparative Cultures or CUL220 Religions of the World
  [Humanities – Cultural Studies] .....................................................3 hours
ECO221 Principles of Macroeconomics
  [GEC Social Science (for HIS majors)] .........................................3 hours
ENG141 Rhetoric and Introductory Research Writing
  [Composition (for ENG majors)] ....................................................3 hours
ENG142 Writing, Research and Literature (w)
  [Composition (for ENG majors)] ....................................................3 hours
ENG360 American Poetry or ENG361 English Poetry (w)
  [GEC: Humanities—Literature (for ENG majors)] .........................3 hours
HIS111 American Society to 1865 (w)
  [GEC: Humanities – History (for HIS majors)] .............................3 hours
MAT174 Finite Mathematics [Mathematics (for MA minors)] ............3 hours
MAT181 College Algebra [LEC: Mathematics (for MA minors)] .........3 hours
NAT114 Survey of Science
  [GEC: Natural Science (for Science majors)] ...............................3 hours
POL101 Intro to American Political Process
  [GEC Social Science (for HIS majors)] ........................................3 hours
THR222 Introduction to Theatre [GEC: Social Science] ....................3 hours
Total ..........................................................................................39 hours
The following courses meet both the Professional Education and General Education Requirements

EDU150 Introduction to Technology in Education [Technology] .................3 hours  
EDU250 Educational Psychology [Social Sciences – Psychology] ...............3 hours  
EDU316 Multicultural and Social Issues in Education  
  [Social Sci. - Sociology] ................................................................................3 hours  
Total ............................................................................................................9 hours

Middle School Requirements
Major Field of Study

English Major
ENG221 History of the English Language .......................................................3 hours  
ENG223 Advanced Grammar ........................................................................3 hours  
ENG291 British Lit. I (w) ...............................................................................3 hours  
ENG292 British Lit II (w) ...............................................................................3 hours  
ENG293 American Lit I (w) ...........................................................................3 hours  
ENG294 American Lit II (w) ..........................................................................3 hours  
ENG313 Theoretical Approaches to Writing & Reading  
  .........................................................................................................................3 hours  
ENG322 World Literature (w) .......................................................................3 hours  
ENG380 Shakespeare (w) ............................................................................3 hours  
ENG463 Literary Theory (w) .........................................................................3 hours  
One of the following:  
  ENG348 British Novel (w)  
  ENG347 American Novel (w) .....................................................................3 hours  
One of the following:  
  CUL448 Women and Literature (w)  
  CUL449 Minority Experience in American Literature (w) .........................3 hours  
Total ........................................................................................................36 hours

History Major
CUL250 Cultural Geography ........................................................................3 hours  
ECO222 Principles of Microeconomics .........................................................3 hours  
HIS112 American Society from 1865 (w) .....................................................3 hours  
HIS137 Civilizations of World (w) .................................................................3 hours  
HIS211 Western Society to 1500 (w) ...........................................................3 hours  
HIS212 Western Society since 1500 (w) .......................................................3 hours  
HIS320 Ohio History (w) ...............................................................................3 hours  
HIS425 Historiography (w) ...........................................................................3 hours  
POL201 Political Geography ........................................................................3 hours  
POL391 Comparative Political Systems .......................................................3 hours  
HIS225 US Diplomatic History since 1894 (w) ............................................3 hours  
Two from HIS200 – HIS400 (w) .................................................................6 hours  
(To be taken from HIS206 or Special Topics HIS290, HIS390)  
Total ........................................................................................................39 hours
### Science Major

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO101 Biology</td>
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<tr>
<td>NAT205 Intro to Earth Science</td>
<td>3</td>
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<td>NAT201 Principles of Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>NAT 215 Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>HTW254 Health Science for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>SCI1370 Integrated Science for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>NAT310 Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>CHM131 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>NAT Elective</td>
<td>3</td>
</tr>
<tr>
<td>NAT220 Survey of Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>NAT291 Drugs and the Body (w)</td>
<td>3</td>
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<tr>
<td>PSY360 Intro to Counseling</td>
<td>3</td>
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<td>PSY401 Biological Foundations of Behavior</td>
<td>3</td>
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<tr>
<td>SOC250 Social Psychology</td>
<td>3</td>
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### Secondary Field of Study

#### Language Arts

<table>
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<tbody>
<tr>
<td>ENG313 Theoretical Approaches to Reading and Writing</td>
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<tr>
<td>ENG322 World Literature (w)</td>
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#### Mathematics

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<td>MAT271 Geometry for Middle School Teachers</td>
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<tr>
<td>MAT273 Applied Stats I</td>
<td>3</td>
</tr>
<tr>
<td>MAT275 Elementary Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MAT251 Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT370 Teaching Mathematics in Middle School</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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### Science

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>BIO101 Biology</td>
<td>3</td>
</tr>
<tr>
<td>HTW254 Health Science for Teachers of AYA</td>
<td>3</td>
</tr>
<tr>
<td>NAT105 Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>NAT201 Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>NAT215 Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>SCI1370 Integrated Science for Teachers</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
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</tbody>
</table>
Social Studies
HIS137 Civilizations of the World (w) ..............................................................3 hours
HIS112 American Society Since 1865 (w) .........................................................3 hours
HIS320 Ohio History (w) ...................................................................................3 hours
Total ..............................................................................................................9 hours

Total (major and electives) ............................................................................48-61 hours

Professional Education requirements
EDU100 Foundations of Education .................................................................3 hours
EDU230 Survey of Special Needs Education ....................................................3 hours
EDU318 Classroom Management and Behavioral Issues ..................................3 hours
Total ..............................................................................................................9 hours

Reading Core requirements
EDU218 The Role of Phonics in Emergent Literacy ............................................3 hours
EDU312 Teaching Reading Through Literature for Young Adolescents ..........3 hours
EDU330 Developmental Reading Through Content Area Reading ...............3 hours
EDU332 Reading, Diagnosis & Assessment .....................................................3 hours
Total ..............................................................................................................12 hours

Middle School requirements
EDM210 Education for Young Adolescents .......................................................3 hours
EDM235 Integrated Curriculum and Instruction in the Middle School .............3 hours
EDM250 Middle School Methods and Field Experience I ................................3 hours
EDM350 Middle School Methods and Field Experience II..............................3 hours
EDM450 Middle School Student Teaching ......................................................12 hours
EDU328 Integration of the Arts in Instruction. ..................................................3 hours
Total ..............................................................................................................27 hours

Total for the degree .......................................................................................145-158 hours
**Major: Professional Studies**

The program provides courses which rely on student projects, team assignments, and experiential learning. The program incorporates liberal studies requirements, business courses, political science, psychology and social science courses.

The following courses are offered in the program. Six of the major courses (18 sem. cr. hrs.) are selected by the student upon admission to the program from the 54 hours offered in the BA Professional Studies Program. These six courses (18 sem. hrs.) along with 30 sem. hrs. of major coursework taken at the transfer institution will comprise the 48 hours for the major requirement. Of the 30 hours transferred as major coursework, 24 will be recorded under the major and 6 will be recorded under elective requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ART310</td>
<td>American Art</td>
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</tr>
<tr>
<td>CIT312</td>
<td>Information Systems for Managers</td>
<td>3</td>
</tr>
<tr>
<td>COM441</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>CUL443</td>
<td>Comparative Mythology (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG322</td>
<td>World Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS312</td>
<td>Middle East History (w)</td>
<td>3</td>
</tr>
<tr>
<td>LAW211</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MAT273</td>
<td>Applied Statistics I</td>
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<td>NAT220</td>
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<td>PSY320</td>
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<td>PSY325</td>
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<td>SOC360</td>
<td>Multicultural Issues (w)</td>
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**Total** ........................................................................................................54 hours
Major: Psychology

The major offers students a generalist orientation to the field of psychology. Students will be required to take courses that lay a solid foundation for research and graduate studies as this degree is intended to provide a basis for a non-practitioner career.

Psychology Core
*PSY201 Introduction to Professional Practices (w) ..........................................3 hours
PSY263 Theories of Personality .................................................................3 hours
PSY265 Lifespan Development ................................................................3 hours
PSY302 History and Systems of Psychology...........................................3 hours
PS362 Abnormal Behavior ......................................................................3 hours
*PSY445 Psychometrics (w) ....................................................................3 hours
SOC250 Social Psychology .......................................................................3 hours
*SCS300 Research Design (w) .................................................................3 hours
Total ........................................................................................................24 hours

Concentration: Addictions Counseling
CSL310 Introduction to Addiction Theory and Practice ............................3 hours
*CSL320 Counseling Procedures and Strategies with Addicted
and Disordered Populations ....................................................................3 hours
CSL425 Group Process and Techniques Working with Addicted
and Disordered Populations ....................................................................3 hours
CSL430 Cultural Competence in Counseling ..........................................3 hours
*CSL435 Assessment & Diagnosis of Addictive &
Behavioral Health Problems ...................................................................3 hours
*CSL440 Prevention, Intervention, and Treatment Planning in Addictions ....3 hours
*CSL445 Theory and Practice of Relationship Counseling in Addictions
and Behavioral Health ...........................................................................3 hours
*SCS470 Internship I ................................................................................3 hours
Total ........................................................................................................24 hours

Concentration: Experimental Psychology
MAT373 Applied Statistics II .................................................................3 hours
*PSY333 Experimental Psychology .........................................................3 hours
SCS491 Senior Seminar I .......................................................................3 hours
*SCS492 Senior Seminar II .......................................................................3 hours
One of the following:
CSL430 Cultural Competence in Counseling
SOC360 Multicultural Issues in Society (w) ...........................................3 hours
Three of the following:
*FOR344 Psychology of Violence and Aggression (w)
*PSY320 Motivational Psychology
*PSY325 Introduction to Industrial/Organizational Psychology
*PSY363 Cognitive Psychology
*PSY364 Evolutionary Psychology
*PSY390 Special Topics
*PSY401 Biological Foundations of Behavior
*SCS470 Internship I ..............................................................................9 hours
Total ........................................................................................................24 hours
Concentration: Human Services
*COR423 Case Management ........................................................................3 hours
*FOR430 Crisis Intervention ...........................................................................3 hours
*PSY360 Introduction to Counseling ..............................................................3 hours
*SCS450 Human Services Capstone ...............................................................3 hours
*SCS470 Internship I ......................................................................................3 hours
One of the following:
  CSL430 Cultural Competence in Counseling
  SOC360 Multicultural Issues in Society (w) ................................................3 hours
Two of the following:
  COM310 Human, Interpersonal and Small Group Communication
  FOR365 Drugs and Society
  FOR485 Death and Dying
  POL320 Public Administration
  PSY369 Human Sexuality
  PSY401 Biological Foundations of Behavior
  PSY390 Special Topics
  PSY440 Comparative Psychotherapies and Therapeutic Techniques
  SCS471 Internship II
  SOC310 Sociology of the Family
  SOC320 Community Sociology
  SOC361 Sociology of Gender ......................................................................6 hours
Total ..........................................................................................................24 hours
BACHELOR OF BUSINESS ADMINISTRATION

School of Business awards the Bachelor of Business Administration Degree in the following programs of study:

- Accounting
- Computer and Information Technology
- Finance
- Management
- Marketing
- Sports and Recreation Management

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

Knowledge Skills and General Education Core* ..............................................49 hours

Core Curriculum of the School of Business ..............................................18 hours

Total Semester hours for the Major ..........................................................30 hours

Open Electives/Minor ................................................................................24 hours

Total semester hours for the degree ........................................................121 hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that pre-requisites are satisfied for both the School of Business Core and the major:

- ECO221 Principles of Macroeconomics
- MAT273 Applied Statistics I
- MGT201 Management of Organizations (w)

Business Core

ACC201 Survey of Accounting .................................................................3 hours
ECO222 Principles of Microeconomics ..................................................3 hours
LAW211 Business Law I .........................................................................3 hours
FIN301 Business Finance .......................................................................3 hours
MKT151 Introductory Marketing ............................................................3 hours
*MGT495 Organizational Strategy (w) ....................................................3 hours

Total ................................ .................................................................18 hours
Major: Accounting

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

ACC210 Analysis of the Accounting Process ....................................................3 hours
*ACC228 Managerial Accounting .................................................................3 hours
*ACC301 Intermediate Accounting I ...............................................................3 hours
ACC302 Intermediate Accounting II ..............................................................3 hours
*ACC304 Federal Income Tax ........................................................................3 hours
*ACC313 Cost Accounting I ........................................................ ...................3 hours
*ACC314 Cost Accounting II .........................................................................3 hours
*ACC403 Accounting Information Systems ....................................................3 hours
*ACC404 Auditing ........................................................................................3 hours
LAW212 Business Law II ...........................................................................3 hours
Total ..........................................................................................................30 hours

Major: Computer and Information Technology

The major is designed for students who wish to work with all facets of an organization, from technology to people. The curriculum blends technology, software, programming, business theory and practice while emphasizing the application of computers and technology in the business organization. Graduates could start their careers as Programmer/Analysts, Systems Analysts, Network Technicians, PC Specialists, Web Developers/Administrators, or Database Specialists. Advancement in their careers could lead to higher levels within the organization such as Software Engineers, Data Centers Managers, Network Mangers, Project Managers, System Managers, Database Architects, MIS Director or Chief Information Officer (CIO).

CIT155 Operating Systems ........................................................................3 hours
*CIT201 Programming .................................................................................3 hours
*CIT212 Systems Analysis and Design .........................................................3 hours
*CIT255 Internet and Website Development (w) .........................................3 hours
*CIT315 Database Design and Applications I .............................................3 hours
*CIT320 Computer Architecture and Diagnostics .....................................3 hours
*CIT355 Spreadsheet Applications for Decisions Making ........................3 hours
*CIT361 Network Management and Administration ................................3 hours
Two of the following:

- CIT312 Information Systems for Managers (w)
- CIT470 Internship I
- Any 300/400 CIT elective
- COM441 Organizational Communication
- MGT301 Organizational Behavior .........................................................6 hours

Total ........................................................................................................30 hours
**Major: Finance**
Finance is an integral part of decision making in the private sector (for-profit and not-for-profit organizations), and the public sector (local, state, and national levels). The finance curriculum prepares students for positions in industry (manufacturing), retailing, finance (banks, insurance companies, pension funds, finance companies), and in financial planning. The curriculum strikes a balance between applications and theory.

ACC210 Analysis of the Accounting Process ....................................................3 hours  
ACC301 Intermediate Accounting I ..................................................................3 hours  
ACC302 Intermediate Accounting II .................................................................3 hours  
*LAW212 Business Law II ..............................................................................3 hours  
*ECO322 Intermediate Microeconomics .........................................................3 hours  
*ECO420 Money and Banking ........................................................................3 hours  
*ECO422 Managerial Economics ....................................................................3 hours  
*FIN314 Risk Management and Insurance ......................................................3 hours  
*FIN421 Investments .......................................................................................3 hours  
*FIN426 International Finance ..........................................................................3 hours  
Total ........................................................................................................30 hours

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

Management Core (Required for all Management majors)  
*ACC228 Managerial Accounting .................................................................3 hours  
*CIT312 Information Systems for Managers (w) ............................................3 hours  
*MGT301 Organizational Behavior .................................................................3 hours  
Total ...........................................................................................................9 hours
Concentration: Equine Business Management
Tiffin University's Equine Management program is a unique curriculum combining business management tools and techniques with training in equine science. Because the horse industry has many considerations that may not be common to other small businesses, we have created a curriculum which covers the important business knowledge managers and owners need in marketing, management, accounting, and finance.

EQM154 Management of the Equine Environment ..............................................3 hours
*EQM254 Equine Health and Disease Prevention .............................................3 hours
*EQM347 Equine Nutrition ...............................................................................3 hours
One of the following:
  *EQM348 Functional Anatomy
  *EQM349 Equine Growth and Development
  *EQM455 Equine Exercise Physiology ...........................................................3 hours
MGT359 Small Business Management ............................................................3 hours
MGT360 Business of Sport (w) .........................................................................3 hours
*MGT470 Internship .......................................................................................3 hours
Total ..............................................................................................................21 hours

Concentration: Hospitality and Tourism Management
The hospitality and tourism industry employs more than 10% of the global workforce. In the United States, it is the first, second or third largest employer in 32 states. This concentration prepares students for managerial positions in this field.

HOS104 Introduction to the Hospitality and Tourism Industry .....................3 hours
HOS215 Food Service and Safety Management ..............................................3 hours
*HOS280 Hospitality Facilities Management ...................................................3 hours
*HOS330 Travel and Tourism .........................................................................3 hours
MGT351 Managing Diversity in the Workplace (w) ......................................3 hours
*MGT475 Internship and Professional Development Seminar .....................3 hours
*MKT364 Event Marketing and Management ...............................................3 hours
Total ..............................................................................................................21 hours

Concentration: Human Resources Management
This concentration prepares students for careers in human resource management and for advanced study in the human resources field. An internship is required.

LAW320 Employment Law .............................................................................3 hours
*MGT317 Human Resources Management .....................................................3 hours
MGT319 Labor Relations ................................................................................3 hours
*MGT351 Managing Diversity in the Workplace (w) .....................................3 hours
*MGT367 Advanced Topics in Human Resources Management ................3 hours
MGT404 Organization Theory ........................................................................3 hours
*MGT470 Internship .......................................................................................3 hours
Total ..............................................................................................................21 hours
Concentration: International Business
Emphasis is on the global issues in management such as trade, competition, markets, organizational design, information technology and human resources management. Impact of globalization on all business is explored. Students are strongly encouraged to take at least one year of foreign language study or pass a language proficiency examination and to study abroad for a semester.

*FIN426 International Finance .................................................................3 hours
*MGT351 Managing Diversity in the Workplace (w) ..............................3 hours
*MGT411 International Management ....................................................3 hours
*MKT404 Global Marketing ....................................................................3 hours
ECO424 Global Trade ............................................................................3 hours

One of the following sequences:
CUL312 Middle Eastern Cultures and HIS312 History of the Middle East (w)
CUL313 East Asian Studies and HIS313 History of East Asia (w)
Two courses related to specific world area (e.g. Russia, Europe, Africa) ......6 hours

Total ..............................................................................................................21 hours

Students are strongly encouraged to take at least one year of foreign language study or pass a language proficiency examination and to study abroad for a semester.

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

*MGT221 Supply Chain Management .....................................................3 hours
*MGT317 Human Resources Management ............................................3 hours
*MGT404 Organization Theory .............................................................3 hours
*MGT411 International Management ....................................................3 hours

Three of the following:
MGT319 Labor Relations
MGT351 Managing Diversity in the Workplace (w)
MGT359 Small Business Management
MGT390 Special Topics ............................................................................9 hours

Total ..............................................................................................................21 hours
Major: Marketing

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

ACC228 Managerial Accounting .................................................................3 hours
MGT301 Organizational Behavior .................................................................3 hours
*MKT252 Buyer Behavior ...........................................................................3 hours
MKT253 Marketing Communications ............................................................3 hours
*MKT350 Retailing Management .................................................................3 hours
*MKT353 Marketing Research ....................................................................3 hours
*MKT354 Personal Selling .........................................................................3 hours
*MKT357 Business Marketing ....................................................................3 hours
*MKT404 Global Marketing .......................................................................3 hours
*MKT470 Marketing Internship ....................................................................3 hours
Total ........................................................................................................30 hours
**Major: Sports and Recreation Management**

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

**Sports and Recreation Core**

ACC228 Managerial Accounting ................................................................. 3 hours  
CIT312 Information Systems for Managers (w) .......................................... 3 hours  
MGT160 Introduction to Sport and Recreation Management .................... 3 hours  
*MGT301 Organizational Behavior ............................................................ 3 hours  
*MGT475 Internship and Professional Development Seminar ................... 3 hours  
**Total** ................................................................................................ 15 hours

**Concentration: Recreation and Tourism**

*LAW260 Legal Issues in Sport and Recreation ........................................ 3 hours  
*HOS104 Intro to Hospitality and Tourism ................................................ 3 hours  
*HOS330 Travel and Tourism .................................................................... 3 hours  
*MGT291 Recreation and Sport Program Administration .......................... 3 hours  
*MKT364 Event Marketing and Management ............................................ 3 hours  
**Total** ................................................................................................ 15 hours

**Concentration: Athletic Administration**

*LAW260 Legal Issues in Sport and Recreation ........................................ 3 hours  
*MGT325 Facilities Design and Management ............................................ 3 hours  
*MGT360 Business of Sports (w) ............................................................... 3 hours  
*SOC280 Sports in American Society ....................................................... 3 hours  
*NAT124 Intro to Athletic Training ............................................................. 3 hours  
**Total** ................................................................................................ 15 hours

**Concentration: Sports Marketing**

*COM235 Sport Writing, Marketing and Promotion .................................... 3 hours  
*MKT253 Marketing Communication ....................................................... 3 hours  
*MGT360 Business of Sport (w) ............................................................... 3 hours  
*SOC280 Sports in American Society ....................................................... 3 hours  
*MKT364 Event Marketing and Management ............................................ 3 hours  
**Total** ................................................................................................ 15 hours
UNDERGRAD PROGRAMS

BACHELOR OF CRIMINAL JUSTICE

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

- Corrections
- Cyber Defense and Information Security
- Forensic Psychology
- Forensic Science
- Homeland Security / Terrorism
- Law Enforcement

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

Knowledge Skills and General Education Core* ................................................... 49 hours

Core Curriculum of the School of Criminal Justice ................................. 18 hours

Total Semester hours for the Major ......................................................... 30 hours

Open Electives/Minor .............................................................................. 24 hours

Total semester hours for the degree ....................................................... 121 hours

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

- PSY101 Introduction to Psychology and/or SOC101 Principles of Sociology
- MAT273 Applied Statistics I
- Forensic Science majors will take BIO101 to fulfill their Natural Science requirement.
- Homeland Security and Terrorism majors will take POL101 American Political Process as one of the Social Science courses.
Criminal Justice Core

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

JUS110 Introduction to Criminal Justice ..........................................................3 hours
JUS201 Criminal Law ......................................................................................3 hours
JUS202 Criminal Procedures ............................................................................3 hours
*JUS361 Ethical Issues in Criminal Justice ......................................................3 hours
*SCS300 Research Design (w) ..........................................................................3 hours
*SCS470 Internship 1 ......................................................................................3 hours
Total. ........................................................................................................18 hours

Major: Corrections

COR131 Juvenile Justice Systems ....................................................................3 hours
COR220 Correctional Thought and Practice ....................................................3 hours
COR230 Agency Management ..........................................................................3 hours
COR345 Probation, Parole, and Community Corrections ................................3 hours
*COR423 Case Management ............................................................................3 hours
*FOR430 Crisis Intervention Strategies ............................................................3 hours
*COR436 Constitutional Rights of Prisoners (w) ..............................................3 hours
*JUS461 Pro-Seminar in Criminal Justice ........................................................3 hours
*PSY362 Abnormal Behavior ............................................................................3 hours
One of the following:
   FOR365 Drugs and Society
   PSY369 Human Sexuality
   SOC360 Multicultural Issues in Society (w) ................................................3 hours
Total ..........................................................................................................30 hours

Major: Cyber-Defense and Information Security

CIT155 Operating Systems ..............................................................................3 hours
CIT255 Internet and Website Development (w) ..............................................3 hours
*ENF341 Survey of Computer Forensics.........................................................3 hours
*ENF348 Information Systems and Analysis for
   Criminal/Intelligence Analysts ....................................................................3 hours
*JUS345 Legal Aspects of Computer Network Operations ..............................3 hours
*ENF344 Information Security ........................................................................3 hours
*ENF441 Counterintelligence/Counter-terrorism ............................................3 hours
POL151 Introduction to National Security Studies ............................................3 hours
POL425 Intelligence Analysis ........................................................................3 hours
POL491 Senior Seminar in Government and National Security ........................3 hours
Total ........................................................................................................30 hours
### Major: Forensic Psychology

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<td>Victimology</td>
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<td>FOR430</td>
<td>Crisis Intervention Strategies</td>
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<td>*FOR344</td>
<td>Psychology of Violence and Aggression (w)</td>
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<td>*FOR460</td>
<td>Psychology and Law (w)</td>
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<td>*JUS461</td>
<td>Pro-Seminar in Criminal Justice</td>
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<td>*PSY360</td>
<td>Introduction to Counseling</td>
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<td>*PSY362</td>
<td>Abnormal Behavior</td>
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<td>SOC250</td>
<td>Social Psychology</td>
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<td>Multicultural Issues in Society (w)</td>
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<td>FOR365</td>
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<td>FOR485</td>
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<td>PSY369</td>
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### Major: Forensic Science

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<td>Special Topics: Forensic Anthropology</td>
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<td>*ENF460</td>
<td>Evidence Processing</td>
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<td>*NAT310</td>
<td>Human Anatomy and Physiology</td>
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<td>*CHM305</td>
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<td>*CHM404</td>
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### Major: Homeland Security/Terrorism

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<td>*ENF344</td>
<td>Information Security</td>
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<td>*ENF345</td>
<td>Emergency Organizations and Management</td>
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<td>*ENF441</td>
<td>Counterintelligence/Counter-terrorism</td>
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<td>*ENF450</td>
<td>Crime Analysis</td>
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<td>POL151</td>
<td>Introduction to National Security Studies</td>
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<td>ENF312</td>
<td>History of Terrorism (w)</td>
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<td>POL341</td>
<td>Covert Action and Intelligence</td>
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<td>*POL491</td>
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</tbody>
</table>
**Major: Law Enforcement**

COR131 Juvenile Justice Systems .........................................................3 hours
ENF150 Police and Society .................................................................3 hours
ENF234 Computers in Law Enforcement ............................................3 hours
ENF237 Fundamentals of Criminal Investigation ...............................3 hours
ENF239 Applied Criminal Investigation and Criminalistics .............3 hours
*ENF293 Criminology (w) .................................................................3 hours
*ENF335 Law Enforcement Supervision ............................................3 hours
*ENF400 Comparative Criminal Justice Systems ...............................3 hours
*ENF450 Crime Analysis .................................................................3 hours
*JUS461 Pro-Seminar in Criminal Justice .......................................3 hours

Total ..............................................................................................30 hours
Online Associate’s Degree Programs

FRESHMAN ADMISSION REQUIREMENTS
1. Submit Application
2. Submit official high school transcript or GED
3. Submit official transcripts from all previously attended colleges/universities
4. Submit official scores from ACT or SAT test(s)*

*Applicants who have not taken the ACT or SAT may be considered for admission on a conditional basis.

TUITION, FEES AND EXPENSES FOR ONLINE PROGRAMS 2010 – 2011
Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees.

Online Associate of Business Administration, Criminal Justice, or Associate of Arts in General Studies, Tuition per credit $315
Full time (12-16 credit hours) $4725
Incomplete Fee, per seated course $15
Incomplete Fee for courses through eCollege
   After two weeks, per course $25
   Six weeks and beyond, additional per course $50
Transcript Fee $4
Graduation Fee $65
Returned check fee $40

The tuition refund for withdrawal from online courses will be according to the following schedule:

15 Week Session
Date of withdrawal during the semester Refund
Before the start of the semester 100%
During the first calendar week 75%
During the second calendar week 50%
During the third calendar week 25%
After the third calendar week No Refund

7 Week Session
Date of withdrawal during the semester Refund
Before the start of the semester 100%
During the first calendar week 50%
During the second calendar week 25%
After the second calendar week No Refund
GRADUATION REQUIREMENTS
Associate Degree candidates must meet the following requirements to be eligible for the appropriate degree:

1. They must successfully complete the Core Curriculum courses specified for their degree.
2. They must complete a minimum of 50% of the courses required for their degrees at Tiffin University.
3. They must successfully complete the course work and number of semester hours required for their specific majors.
4. They must earn a minimum 2.00 cumulative point average for all course work.

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

The following courses are designated as writing intensive:
ENG 142: Writing, Research and Literature
Literature courses with prefix of ENG
History (HIS) courses
MGT 201: Management of Organizations

College Success Skills (FRE 110) Policy Statement
All students admitted into the online AA, ABA or ACJ programs will be enrolled into FRE 110. The FRE 110 course will satisfy the ABA and ACJ program requirement for FRE 100 and may serve as an open elective for all programs. However, the FRE 100 program requirement may be waived for students who are 23 years or older or have 12 or more college transfer credit (semester) hours.

Individual Guided Study
With the approval of the dean, advanced, self-directed students may complete University courses through individual guided study (IGS), in which they work one-on-one with a faculty member. The standards for permitting a student to pursue IGS are rigorous, and its availability is normally restricted associate degree students who would otherwise be delayed by more than one semester in fulfilling graduation requirements due to course scheduling conflicts. A student may not pursue an IGS for a course in which an F was received.
Advanced Placement *
High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board, which has encouraged the establishment of college-level courses in high school. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online http://apcentral.collegeboard.com/

Proficiency Examinations *
A student may request a proficiency examination in many Tiffin University courses at the 100 and 200 level, if the student has not completed an equivalent course at Tiffin University or any other post-secondary institution. The Registrar's Office oversees this program and will provide further information.

Credit for Prior Learning (Portfolio) *
Under certain circumstances students may receive credit for life or work experience or training. Contact the Office of the Registrar on the Tiffin Campus for information.

CLEP *
Tiffin University is an approved testing center for the College Level Examination Program (CLEP). Credit may be awarded for either general or subject tests taken through CLEP. TU is a “closed” site and tests are administered for Tiffin University students only. Contact the Office of the Registrar for details.

*The maximum number of semester credit hours a student may accumulate from all of these sources, including transfer credit, combined is thirty (30) to be applied to an associate's degree.
ASSOCIATE OF ARTS
General Studies

ASSOCIATE OF BUSINESS ADMINISTRATION
Accounting
Business
Healthcare Administration – online only
Information Technology

ASSOCIATE OF CRIMINAL JUSTICE
Law Enforcement

ASSOCIATE OF ARTS – GENERAL STUDIES
Each degree candidate must complete the University core curriculum (25 hours) and the additional course work specified for the major (35 hours).

Core Curriculum .......................................................................................25 hours

Total Semester hours for the Major .........................................................36 hours

Total Semester hours for the Degree .........................................................61 hours

Core Curriculum
Freshman Seminar ....................................................................................1 hour
Writing or Composition .............................................................................6 hours
Communication ..........................................................................................3 hours
Information Technology ............................................................................3 hours
Mathematics ...............................................................................................3 hours
HIS111 or HIS211 (w) ...............................................................................3 hours
Two electives from the Social Sciences* ..................................................6 hours
Total .........................................................................................................25 hours

* Social Sciences are courses taken from the departments of Economics, Management, Political Science, Psychology or Sociology
Major Courses

Humanities
- Cultural Studies – CUL210 Comparative Cultures or CUL220 Religions of the World .................................................. 3 hours
- Fine Arts – ART210 Art Appreciation or MUS223 Music Appreciation ................................................................. 3 hours
- History – HIS112 or HIS212 (w)
  (continue sequence from core) ................................................................. 3 hours
- Literature – Any English 200 level literature course (w) ................................................................. 3 hours
- Philosophy – PHI110 Art of Reasoning or PHI112 Great Philosophers ................................................................. 3 hours

Natural Sciences
Two of the following:
- MAT273 Applied Statistics I
- NAT205 Earth Science
- NAT210 Oceanography
- NAT215 Environmental Science
- NAT220 Survey of Health Issues ................................................................. 6 hours

Social Sciences not already taken
Two of the following:
- ECO221 Principles of Macroeconomics
- MGT201 Management of Organizations (w)
- POL101 Introduction to American Political Process
- POL205 The Presidency (w)
- PSY101 Introduction to Psychology
- PSY263 Theories of Personality
- SOC101 Principles of Sociology
- SOC250 Social Psychology ................................................................. 6 hours

Open Electives (three) ................................................................................. 9 hours

Total ................................................................................................. 36 hours
ASSOCIATE OF BUSINESS ADMINISTRATION
Tiffin University awards the Associate of Business Administration Degree in the following programs of study:
• Accounting
• Business
• Computer and Information Technology

Each degree candidate must complete the University core curriculum (25 hours) and the additional course work specified for the major (36 hours).

Core Curriculum ...................................................................................................... 25 hours

Total Semester hours for the Major ........................................................................ 36 hours

Total Semester hours for the Degree ............................................................. 61 hours

Core Curriculum
FRE100 Freshman Seminar .................................................................................. 1 hour
(Ivy Bridge students will take FRE110 for 3 hours)
Writing or Composition ...................................................................................... 6 hours
Communication .................................................................................................. 3 hours
Information Technology ...................................................................................... 3 hours
Mathematics......................................................................................................... 3 hours
ACC201 Survey of Accounting .......................................................................... 3 hours
ECO221 Principles of Macroeconomics .............................................................. 3 hours
Elective from the Social Sciences* ................................................................... 3 hours
Total ............................................................................................................. 25 hours

* Social Sciences are courses taken from the departments of Economics, Management, Political Science, Psychology or Sociology
Major: Accounting
This Accounting curriculum is designed to equip students with the skills needed for entry-level accounting positions.

ACC210 Analysis of the Accounting Process ....................................................3 hours
ACC228 Managerial Accounting .......................................................................3 hours
ACC304 Federal Income Tax ............................................................................3 hours
ACC313 Cost Accounting I ................................................................................3 hours
ACC314 Cost Accounting II ...............................................................................3 hours
LAW211 Business Law I ....................................................................................3 hours
LAW212 Business Law II ....................................................................................3 hours
MGT201 Management of Organizations (w) .....................................................3 hours
MKT151 Introductory Marketing.........................................................................3 hours
Elective from the Social Sciences ....................................................................3 hours
Open Electives (two) ........................................................................................6 hours
Total ..................................................................................................................36 hours

Major: Business
The Business curriculum prepares students for administrative and supervisory positions. The areas of study provide students with an overall understanding of management tasks and functions, and organizations.

ACC228 Managerial Accounting .......................................................................3 hours
CIT355 Spreadsheet Applications for Decision Making ....................................3 hours
ECO222 Principles of Microeconomics ...............................................................3 hours
LAW211 Business Law I ....................................................................................3 hours
MGT201 Management of Organizations (w) .....................................................3 hours
MGT Electives (two) ..........................................................................................6 hours
MKT151 Introductory Marketing.........................................................................3 hours
MKT Elective (one) ...........................................................................................3 hours
Elective from the Social Sciences* ....................................................................3 hours
Open Electives (two) ........................................................................................6 hours
Total ..................................................................................................................36 hours

* Social Sciences are courses taken from the departments of Economics, Management, Political Science, Psychology or Sociology
**Major: Computer and Information Technology**

CIT155 Operating Systems .......................................................... 3 hours
CIT201 Programming ................................................................. 3 hours
CIT212 Systems Analysis and Design .......................................... 3 hours
CIT255 Internet & Website Development (w) ............................. 3 hours
CIT320 Computer Architecture and Diagnostics ....................... 3 hours
CIT355 Spreadsheet Applications for Decision Making ............... 3 hours
LAW211 Business Law I ............................................................. 3 hours
MAT273 Applied Statistics I ...................................................... 3 hours
MGT121 How Business Works .................................................. 3 hours
MGT201 Management of Organizations (w) .............................. 3 hours
Open Electives (two) .................................................................. 6 hours
**Total** ...................................................................................... 36 hours

**Major: Healthcare Administration**

ACC210 Analysis of the Accounting Process ................................. 3 hours
ACC228 Managerial Accounting ................................................ 3 hours
CIT172 Healthcare Coding and Document Processing ................. 3 hours
CIT355 Spreadsheet Applications for Decision Making ................ 3 hours
FIN201 Survey Health Insurance in the United States ............... 3 hours
LAW115 Survey of Healthcare Law in United States ................. 3 hours
MGT121 How Business Works .................................................. 3 hours
MGT140 Survey of Healthcare Organizations and Terminology .... 3 hours
MGT175 Medical Management Systems .................................... 3 hours
MGT240 Healthcare Office Management .................................. 3 hours
MGT280 Special Topics in Healthcare ....................................... 3 hours
NAT150 Introduction to Anatomy and Physiology ...................... 3 hours
**Total** ...................................................................................... 36 hours
ASSOCIATE OF CRIMINAL JUSTICE

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

- Law Enforcement

**Core Curriculum** ........................................................................................................25 hours

**Total Semester hours for the Major** ...........................................................................36 hours

**Total Semester hours for the Degree** ..........................................................................61 hours

**Core Curriculum**

FRE100 Freshman Seminar ..............................................................................................1 hour

(Ivy Bridge students will take FRE110 for 3 hours)

Writing or Composition .................................................................................................6 hours

Communication ...............................................................................................................3 hours

Information Technology ..................................................................................................3 hours

Mathematics ....................................................................................................................3 hours

POL101 Introduction to the American Political Process ................................................3 hours

PSY101 Introduction to Psychology ................................................................................3 hours

Elective from the Social Sciences* ................................................................................3 hours

**Total** .........................................................................................................................25 hours

* Social Sciences are courses taken from the departments of Economics, Management, Political Science, Psychology or Sociology

**Major: Law Enforcement**

The Law Enforcement curriculum is designed to provide students with the knowledge and skills necessary for contemporary law enforcement and to give them a social understanding of crime and justice in our society:

COR131 Juvenile Justice Systems .....................................................................................3 hours

COR230 Agency Management ..........................................................................................3 hours

ENF150 Police and Society ..............................................................................................3 hours

ENF234 Computers in Law Enforcement .........................................................................3 hours

ENF237 Criminal Investigation ........................................................................................3 hours

ENF239 Applied Criminal Investigations and Criminalistics .......................................3 hours

JUS110 Introduction to Criminal Justice .........................................................................3 hours

JUS201 Criminal Law .....................................................................................................3 hours

JUS202 Criminal Procedures ..........................................................................................3 hours

SOC101 Principles of Sociology ........................................................................................3 hours

Elective from the Social Sciences* ................................................................................3 hours

Open Elective ....................................................................................................................3 hours

**Total** ..........................................................................................................................36 hours

* Social Sciences are courses taken from the departments of Economics, Management, Political Science, Psychology or Sociology.
MINOR PROGRAMS
Tiffin University offers students the option of pursuing a minor program in the academic areas outlined below. A student may not pursue a minor in the same academic discipline as their baccalaureate degree major.

Minor: Accounting
Three ACC courses at the 300-400 level ..........................................................9 hours
Three ACC electives ...........................................................................................9 hours
Total ..............................................................................................................18 hours

Minor: Addictions Counseling (also professional certificate program)
CSL310 Introduction to Addiction Theory and Practice .....................................3 hours
CSL320 Counseling Procedures & Strategies with Addicted/Disordered ............3 hours
CSL425 Group Process & Techniques Working with Addicted/Disordered ........3 hours
CSL435 Assessment & Diagnosis of Addictive and Behavioral Health Problems .................................................................3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions ........3 hours
CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral ..................................................................................3 hours
Total ..............................................................................................................18 hours

Minor: Art
One of the following:
   ART101 Basic Drawing ..................................................................................3 hours
   ART110 Painting ............................................................................................3 hours
One of the Following:
   ART102 Basic Design
   COM134 Digital Photography .......................................................................3 hours
   ART201 Introduction to Art History ...............................................................3 hours
One of the Following:
   ART301 History of Photography (w)
   ART310 American Art
   ART401 Modern Art
   ART410 Women, Culture and the Visual Arts (w) ..........................................3 hours
   ART392 Advanced Studio Practice (w) ...........................................................3 hours
Total ...................................................................................................................15 hours

Minor: Business Administration
CIT355 Spreadsheet Applications for Decision Making .....................................3 hours
FIN101 Personal Finance ...............................................................................3 hours
MGT121 How Business Works .........................................................................3 hours
MKT253 Marketing Communications .............................................................3 hours
MGT301 Organizational Behavior ....................................................................3 hours
Total ..................................................................................................................15 hours
Students enrolled in a BBA degree program may not select the Business Administration minor.
**Minor: Computer and Information Technology**

CIT155 Operating Systems ..................................................... 3 hours
CIT212 Systems Analysis and Design ........................................ 3 hours
CIT255 Internet and Website Development (w) ....................... 3 hours
CIT315 Database Design and Applications I .............................. 3 hours
CIT355 Spreadsheet Applications for Decision Making .............. 3 hours
CIT361 Network Management and Administration .................... 3 hours
Total .................................................................................... 18 hours

**Minor: Corrections**

COR131 Juvenile Justice Systems ............................................. 3 hours
COR220 Correctional Thought and Practice .............................. 3 hours
COR320 Agency Management ................................................. 3 hours
COR345 Probation, Parole, and Community Corrections .......... 3 hours
COR423 Case Management .................................................... 3 hours
One of the following:
  COR436 Constitutional Rights of Prisoners (w)
  FOR365 Drugs and Society
  FOR430 Crisis Intervention Strategies
  PSY369 Human Sexuality .................................................... 3 hours
Total .................................................................................... 18 hours

**Minor: Creative Writing**

ENG251 Creative Writing Workshop I (w) ................................. 3 hours
ENG252 Creative Writing Workshop II (w) ............................... 3 hours
ENG253 Creative Writing Workshop III (w) ............................. 3 hours
ENG254 Creative Writing Workshop IV (w) ............................. 3 hours
ENG262 Editing ..................................................................... 3 hours
One of the following:
  ENG242 Short Story Interpretation (w)
  ENG360 American Poetry (w)
  ENG361 English Poetry (w) .................................................. 3 hours
Total .................................................................................... 18 hours

**Minor: English**

ENG223 Advanced Grammar .................................................. 3 hours
ENG200 level elective ............................................................ 3 hours
One of the following:
  CUL443 Comparative Mythology (w)
  CUL448 Women and Literature (w) ..................................... 3 hours
Three ENG electives at the 300-400 level (w) ......................... 9 hours
Total .................................................................................... 18 hours
### Minor: Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO322 Intermediate Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO420 Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN314 Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN421 Investments</td>
<td>3</td>
</tr>
<tr>
<td>FIN426 International Finance</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

*Non accounting majors may take this minor, but must also take ACC201, ACC210, and ACC403 in addition to the courses listed above.*

### Minor: Forensic Accounting

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUS110 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>JUS201 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>JUS202 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC405 Fraud Examination in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LAW406 Fraud Prevention</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

### Minor: Forensic Psychology

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR105 Victimology</td>
<td>3</td>
</tr>
<tr>
<td>FOR344 Psychology of Violence and Aggression (w)</td>
<td>3</td>
</tr>
<tr>
<td>FOR460 Psychology and Law (w)</td>
<td>3</td>
</tr>
<tr>
<td>PSY362 Abnormal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following:</td>
<td></td>
</tr>
<tr>
<td>FOR365 Drugs and Society</td>
<td></td>
</tr>
<tr>
<td>FOR430 Crisis Intervention Strategies</td>
<td></td>
</tr>
<tr>
<td>PSY369 Human Sexuality</td>
<td></td>
</tr>
<tr>
<td>SCS300 Research Design (w)</td>
<td></td>
</tr>
<tr>
<td>SOC250 Social Psychology</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

### Minor: Forensic Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM131 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM132 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHM331 Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM305 Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM404 Instrumental Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ENF460 Evidence Processing</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24 hours</strong></td>
</tr>
</tbody>
</table>
### Minor: Government

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL101</td>
<td>Introduction to the American Political Process</td>
<td>3</td>
</tr>
<tr>
<td>POL205</td>
<td>The Presidency (w)</td>
<td>3</td>
</tr>
<tr>
<td>POL206</td>
<td>Congress</td>
<td>3</td>
</tr>
<tr>
<td>POL207</td>
<td>The Courts</td>
<td>3</td>
</tr>
<tr>
<td>POL311</td>
<td>Federalism</td>
<td>3</td>
</tr>
<tr>
<td>Elective from POL</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

### Minor: Green Technologies

Choose two of the following:

- CIT340 Green Computing
- CUL250 World Cultural Geography
- ECO424 Global Trade | 6 hours |
- NAT210 Oceanography | 3 hours |
- NAT300 Introduction to Green Technologies | 3 hours |
- NAT370 Pollution Prevention and Conservation | 3 hours |
- NAT450 Renewable Energies and Sustaining Ecosystems | 3 hours |
| **Total** | | **18 hours** |

### Minor: Homeland Security/Terrorism

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUS215</td>
<td>Homeland Security and the Legal System</td>
<td>3</td>
</tr>
<tr>
<td>ENF312</td>
<td>History of Terrorism (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENF343</td>
<td>Weapons of Terrorism (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENF344</td>
<td>Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ENF345</td>
<td>Emergency Organizations and Management</td>
<td>3</td>
</tr>
<tr>
<td>ENF400</td>
<td>Comparative Criminal Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

### Minor: Hospitality and Tourism Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS104</td>
<td>Introduction to the Hospitality and Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOS215</td>
<td>Food Service and Safety Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS280</td>
<td>Hospitality Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS330</td>
<td>Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>MGT475</td>
<td>Internship and Professional Development Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

### Minor: Human Resource Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW320</td>
<td>Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT319</td>
<td>Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT351</td>
<td>Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT367</td>
<td>Advanced Topics in Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>
Minor: Human Services
COM310 Human, Interpersonal & Small Group Communication .....................3 hours
PSY201 Introduction to Professional Practices (w) ......................................3 hours
PSY265 Human Development ........................................................................3 hours
PSY360 Introduction to Counseling ................................................................3 hours
Two of the following:
  FOR365 Drugs and Society
  FOR485 Death and Dying
  PSY362 Abnormal Behavior
  PSY369 Human Sexuality
  SOC250 Social Psychology
  SOC320 Community Sociology
  SOC361 Sociology of Gender ......................................................................6 hours
Total ............................................................................................................18 hours

Minor: Individualized Studies (Specify discipline)
Three courses in specified discipline concentration 200 level ............................9 hours
Three courses in specified discipline concentration 300-400 ............................9 hours
Total ............................................................................................................18 hours
The choice of discipline and courses must be approved by the academic advisor and the dean of the school in which it is housed.

Minor: Industrial/Organizational Psychology
MGT301 Organizational Behavior .................................................................3 hours
MGT351 Managing Diversity in the Workplace (w) ......................................3 hours
PSY320 Motivational Psychology ................................................................3 hours
PSY325 Introduction to Industrial/Organizational Psychology .....................3 hours
Two of the following:
  COM441 Organizational Communication
  SOC250 Social Psychology
  PSY445 Psychometrics (w) ..........................................................................6 hours
Total ............................................................................................................18 hours

Minor: Intelligence Analysis
JUS215 Homeland Security and Legal System ..............................................3 hours
MAT273 Applied Statistics I ..........................................................................3 hours
Two of the following:
  CIT201 Programming
  CIT315 Database Design and Applications I
  CIT355 Spreadsheet Application for Decision Making ..............................6 hours
One of the following:
  ENF344 Information Security
  ENF450 Crime Analysis ...............................................................................3 hours
  POL425 Intelligence Analysis ......................................................................3 hours
Total ............................................................................................................18 hours
### Minor: International Business

- ECO424 Global Trade ................................................................. 3 hours
- FIN426 International Finance .................................................. 3 hours
- MGT351 Managing Diversity in the Workplace (w) .................. 3 hours
- MGT411 International Management ........................................ 3 hours
- MKT404 Global Marketing ....................................................... 3 hours

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

### Minor: Journalism

- COM134 Digital Photography .................................................. 3 hours
- COM218 News Writing (w) ..................................................... 3 hours
- COM241 Introduction to Mass Communication ....................... 3 hours
- COM318 Feature Writing ........................................................ 3 hours
- COM320 Argumentation/Persuasion Theory and Practice .......... 3 hours
- COM340 Law and Communications ........................................ 3 hours

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

### Minor: Law Enforcement

- ENF150 Police and Society ....................................................... 3 hours
- ENF234 Computers in Law Enforcement ................................ 3 hours
- ENF237 Fundamentals of Criminal Investigation .................... 3 hours
- ENF293 Criminology (w) .......................................................... 3 hours
- ENF400 Comparative Criminal Justice Systems ..................... 3 hours
- ENF450 Crime Analysis ............................................................ 3 hours

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

### Minor: Leadership Studies

- SCS220 Introduction to Leadership ......................................... 3 hours
- SCS440 Theory and Application of Leadership ....................... 3 hours

One of the following:

- COM310 Human, Interpersonal, Small Group Communication
- COM324 Communicating Across Cultures (w)
- COM341 Political Communication (w)

One of the following:

- COR230 Agency Management
- MGT301 Organizational Behavior
- MGT317 Human Resources Management
- MGT351 Managing Diversity in the Workplace

One of the following:

- POL205 The Presidency (w)
- SOC250 Social Psychology
- SOC320 Community Sociology
- SOC380 Social Movements and Ideologies

One of the following:

- JUS361 Ethical Issues in Criminal Justice
- PHI305 Applied Ethics .......................................................... 3 hours

**Total** ...................................................................................... **18 hours**
Minor: Management
MGT301 Organizational Behavior ........................................3 hours
MGT317 Human Resources Management .............................3 hours
MGT351 Managing Diversity in the Workplace .....................3 hours
MGT404 Organization Theory ..............................................3 hours
One of the following:
  CIT312 Information Systems for Managers (w)  
  MGT221 Supply Chain Management  
  MGT359 Small Business Management  
  MGT411 International Management  
  MGT390 Special Topics ..................................................3 hours
Total .................................................................................15 hours

Minor: Marketing
MKT252 Buyer Behavior .....................................................3 hours
MKT253 Marketing Communications ..................................3 hours
MKT353 Marketing Research .............................................3 hours
MKT354 Personal Selling ..................................................3 hours
MKT404 Global Marketing .................................................3 hours
Total .................................................................................15 hours

Minor: Music
MUS121 Basic Music Theory and Ear Training .....................3 hours
MUS223 Music Appreciation .............................................3 hours
One of the following sequences:
  MUS110, MUS210, and MUS 310 Instrumental Ensembles  
  OR  
  MUS112, MUS212, and MUS312 Choral Ensembles ..............3 hours
One of the following sequences:
  MUS115, MUS215, and MUS315 Private Music Instruction: Instrumental*  
  OR  
  MUS117, MUS217, and MUS317 Private Music Instruction: Vocal .......3 hours
* This sequence must be performed on only one instrument.
Two of the following:
  MUS321 Music Theory and Application  
  MUS325 Jazz History  
  MUS327 Music Business ..................................................6 hours
Total .................................................................................18 hours
### Minor: Psychology

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY201 Introduction to Professional Practices</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
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<tr>
<td>PSY265 Human Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC250 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Three PSY electives at the 300-400 level</td>
<td>9</td>
</tr>
<tr>
<td>PSY elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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### Minor: Public Relations

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COM134 Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>COM212 Introduction to Public Relations (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM218 News Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM241 Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM320 Argumentation/Persuasion Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COM416 Public Relations Cases, Campaigns and Non-Profits</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

### Minor: Regional Studies

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

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

### Minor: Sociology

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SOC250 Social Psychology</td>
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<tr>
<td>SOC360 Multicultural Issues in Society (w)</td>
<td>3</td>
</tr>
<tr>
<td>Two SOC electives at the 300-400 level</td>
<td>6</td>
</tr>
<tr>
<td>Two SOC electives</td>
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### Minor: Sport and Recreation Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MGT160 Introduction to Sport &amp; Recreation Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT325 Facilities Design &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT360 Business of Sports (w)</td>
<td>3</td>
</tr>
<tr>
<td>LAW260 Legal Issues in Sports &amp; Recreation</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
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<tr>
<td>COM235 Sports Writing for Marketing &amp; Promotions</td>
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<tr>
<td>MKT364 Event Marketing &amp; Management</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>
### Minor: Sports Writing and Promotion

- **COM212** Introduction to Public Relations (w) ..................................................3 hours
- **COM235** Sport Writing for Marketing and Promotions ........................................3 hours
- **COM241** Introduction to Mass Communication ..................................................3 hours
- **COM320** Argumentation/Persuasion Theory and Practice ..................................3 hours
- **COM416** Public Relations Cases, Campaigns and Non-Profits ..........................3 hours
- **MGT160** Introduction to Sport and Recreation Management ..............................3 hours

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

### Minor: Theatre

- **ENG350** History of Dramatic Literature (w) .....................................................3 hours
- **ENG380** Shakespeare (w) ................................................................................3 hours
- **THR222** Introduction to Theatre .......................................................................3 hours
- **THR250** The Art of Acting ................................................................................3 hours
- **THR261** Elements of Theatre ............................................................................3 hours

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

### CERTIFICATE: ADDICTIONS COUNSELING (CSL)

- **CSL310** Introduction to Addiction Theory and Practice ..................................3 hours
- **CSL320** Counseling Procedures & Strategies with Addicted/Disordered ..........3 hours
- **CSL425** Group Process & Techniques Working with Addicted/Disordered ......3 hours
- **CSL435** Assessment & Diagnosis of Addictive and Behavioral Health Problems .................................3 hours
- **CSL440** Prevention, Intervention, and Treatment Planning in Addictions ....3 hours
- **CSL445** Theory & Practice of Relationship Counseling in Addictions/Behavioral ........................................................................................................3 hours

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

### CERTIFICATE: CRIME ANALYSIS (ONLINE ONLY)

- **ENF322** Theories of Crime Analysis .................................................................3 hours
- **ENF332** Computer Applications in Crime Analysis, Community Policing, and Investigations ........................................................................3 hours
- **ENF412** Criminal Intelligence ........................................................................3 hours
- **ENF422** Geographic Information Systems: Applications in Criminal Justice ........................................................................3 hours
- **ENF427** Crime Analysis Field Project ................................................................3 hours

**Total** ...........................................................................................................15 hours
Course Descriptions

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

OFFICE OF ACADEMIC AFFAIRS

FOUNDATIONS COURSES*

ENG100 Introduction to Writing * ............................................................3 hours
This introductory reading and composition course emphasizes writing as a process and focuses on developing academic reading skills, integrating reading comprehension with academic writing, and writing effective sentences and paragraphs. These skills are essential to all academic disciplines. The first half of the course will provide basic reading instruction, emphasizing reading strategies and academic vocabulary. The second half of the course will provide instruction in sentence writing that will culminate in the writing of a coherent paragraph. Placement based upon university assessment. This course does not count for credit toward graduation. Students must receive a grade of “C” or better in the course to enroll in ENG140. Offered Fall, Spring

MAT100 Foundations of College Mathematics* ........................................3 hours
An algebraic foundation course covering algebraic expressions, solving linear equations, graphing in the Cartesian plane, and solving algebraic applications. This course does not count for credit toward graduation. Must receive a grade of “C” or better to enroll in MAT173. Individuals who have earned credit in College Mathematics or higher level mathematics may not earn credit in MAT100. Offered Fall, Spring

MAT173 College Mathematics* ..............................................................3 hours
An applied approach to traditional algebra topics including linear equations and inequalities, systems of linear equations, polynomials, factoring, rational expressions, and radical expressions. Emphasis will be placed on application problems. This course does not count for credit toward graduation. Must have a grade of “C” or better to enroll in MAT174/MAT181. Prerequisite: MAT100 (“C” or better) or placement Offered Fall, Spring

*Foundation courses meet eligibility for financial aid and athletics, but do not fulfill graduation requirements. Students required to take these courses may need to attend an additional semester to meet graduation requirements.
FRESHMAN STUDIES PROGRAM (FRE)

100 Freshman Seminar .................................................................1 hour
The course is a continuation of the Freshman Institute and will provide an in-depth introduction to college life, college realities, college expectations, study skills and time management. All students enrolled in their first semester of college will participate in this course. Pass/fail.
Offered Fall, Spring

110 College Skills .................................................................3 hour
This course provides knowledge on study skills that should enable success in college through an in-depth introduction to college life, college realities, college expectations, study skills and time management. Offered only through Ivy Bridge.

150 LEAP Seminar .................................................................3 hours
The Learning Enrichment Academic Program [LEAP] seminar identifies and assists academic at-risk students to help learn about and adjust to college life during the fall semester. The program consists of three components: Freshmen Seminar, Developmental English, and Life Lessons. Must have a C or better.
Offered Fall

HONORS PROGRAM

Participation in the Freshman Honors Program includes enrollment in a sequence of four courses designated as the Intellectual Core, as well as one Honors Special Topics course. The four Core courses each substitute for a specific General Education course requirement.

ART190H Honors Fine Art .................................................................3 hours
Examines the ways in which different understandings of truth, knowledge, and morality are expressed in the Fine Arts.
Prerequisite: Admission to the Freshman Honors Program
Offered Fall

ENG290H Honors Literature (w) .............................................................3 hours
Pursues the concepts and ideas related to and questions about the natures of truth, knowledge and morality in the context of critical theoretical approaches in literature.
Prerequisite: Admission to the Freshman Honors Program
Offered Spring
HIS170H Honors History (w) .........................................................3 hours
Examines interpretations and applications of the ideas of truth, knowledge and morality across time and in a variety of cultural settings
Prerequisite: Admission to the Freshman Honors Program
Offered Spring

HON290H Honors Special Topics ..................................................3 hours
This is a seminar-style course that explores a unique topic or issue developed from the program core courses in consultation between program faculty and participants
Prerequisite: Completion of all honors program core courses and 2nd year student in Honors Program.
Offered Fall

NAT180H Honors Science ..............................................................3 hours
Focuses on the nature of scientific inquiry, in general, as a method of acquiring an understanding of our physical reality, and offers a contrast of science to other “ways of knowing.”
Prerequisite: Admission to the Freshman Honors Program
Offered Fall

PHI120H Honors Philosophy .......................................................3 hours
Provides a foundation of concepts related to and questions about the natures of truth, knowledge and morality that are addressed from alternative perspectives in the other honors program courses.
Prerequisite: Admission to the Freshman Honors Program
Offered Fall

SOC190H Honors Sociology ..........................................................3 hours
Examines the ways in which different understandings of truth, knowledge, and morality are expressed in the study of sociology.
Prerequisite: Admission to the Freshman Honors Program
Offered Fall

THR190H Honors Introduction to Theatre ......................................3 hours
This course is a study of theatre as an art form, in conjunction with its nature and practice, along with the artists who work in the theatre and the nature of their work. Students will gain hands-on experience in theatre production by taking part in Tiffin University’s fall production. They will also learn to appreciate and critique theatrical productions by attending and discussing two live productions. From reading, attending class sessions, responding critically to live performances, and participating in one production, students will develop an appreciation for the many facets of theatre, along with the various types of work that contribute to the overall success of theatrical productions. Since this is an honors course, the tasks assigned for Tiffin’s fall production will be more time consuming than those assigned in other theatre courses. All students will be required to take on a role in stage crew, such as props, as well as paint and tear down the set after the production.
Prerequisite: Admission to the Freshman Honors Program
Offered Fall
ACCOUNTING (ACC)

201 Survey of Accounting ................................................................. 3 hours
An introduction to the fundamentals of accounting from the user's perspective. The primary emphasis is the relationship between cash flow and accrual based income measurement. Includes financial reporting requirements and standards.
Prerequisite: MAT173
Offered Fall, Spring

210 Analysis of the Accounting Process ........................................ 3 hours
This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision making.
Prerequisite: ACC201
Offered Fall and Spring

228 Managerial Accounting ............................................................. 3 hours
This course is designed to provide information to the management student who will be charged with directing and controlling operations from within the organization. Emphasis is placed on corporation reports, statements, schedules, and summaries prepared for the use of management.
Prerequisite: ACC201
Offered Fall, Spring

301 Intermediate Accounting I ..................................................... 3 hours
Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting I includes the role of accounting as an information system and economic resources.
Prerequisite: ACC210
Offered Fall

302 Intermediate Accounting II ................................................... 3 hours
Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.
Prerequisite: ACC301 (“C” or better)
Offered Spring

304 Federal Income Tax ................................................................. 3 hours
Determination of taxable and nontaxable income, deductions, and tax liability for individuals and corporations. Includes background and objectives of the federal tax system.
Prerequisite: ACC210
Offered Fall
313 Cost Accounting I .................................................................3 hours
A comprehensive study of the cost accounting cycle. Includes job order costing
techniques and procedures.
Prerequisite: ACC228
Offered Fall

314 Cost Accounting II .................................................................3 hours
Continuation of Accounting 313. Emphasis is on process and standard costing
techniques. Includes cost control and management decision concepts.
Prerequisite: ACC313 (“C” or better)
Offered Spring

402 Governmental & Not-for-Profit Accounting ..........................3 hours
Examines accounting for state and local governmental entities and accounting for not-
for-profit organizations.
Prerequisite: ACC210
Offered Spring even numbered years

403 Accounting Information Systems .........................................3 hours
This course lays a foundation for understanding accounting user support, information
technology, and business problem solving. The emphasis of this course is the interre-
lationship between different facets of an accounting information system. A detailed
study of both a manual system and a computerized system is included.
Prerequisites: ACC210, CIT105/111, Junior Standing
Offered Fall

404 Auditing ..............................................................................3 hours
Presents a basic overall framework of auditing and assurance services including both
conceptual and procedural matters. Discusses ethical concepts of the accounting
profession.
Prerequisite: ACC403
Offered Spring

405 Fraud Examination in Accounting ........................................3 hours
Covered in this course are the nature of fraud, and general concepts about fraud
detection and prevention. Investigative methods cover several elements of fraud: the
theft act, the concealment of fraud, and the conversion of assets taken. Various types
of fraud studied include financial statement (management) fraud, fraud against the
organization, and consumer fraud.
Prerequisite: ACC403 or concurrent
Offered Fall

470 Internship ............................................................................3 hours
Provides the student with on-the-job experience in varied aspects of accounting.
Hours and work assignments will be arranged on an individual basis.
Prerequisite: Permission of Department Head and ACC302 or ACC314
ART (ART)

101 Basic Drawing ........................................................................................................... 3 hours
This introductory course encompasses theory and hands-on techniques of representa-
tional and non-representational drawing. Students learn to develop basic drawing
skills that allow them to create accurate renditions of objects and space; principles
and applications of various types of perspective; an understanding of the technical
and expressive qualities inherent in line, value and composition; a basic understand-
ing of color and its various applications; the role of drawing in a contemporary socie-
ty; and to develop and enhance the student's observation and critical and analytical
thinking skills. Problem solving on an individual and group level is stressed.
Research and basic computer imaging applications are incorporated in various assign-
ments. Studio.
Offered Fall

102 Design ......................................................................................................................... 3 hours
This introductory course will investigate the basic mechanics of visual perception by
providing the students with the knowledge and tools necessary for constructing visual
statements. Focus will be on the formal properties of design including space, line,
plane, mass, shape, texture, and color; and the organizational fundamentals of unity,
balance, rhythm, and movement. Emphasis will be given to the principles of planning
and visual thinking needed to communicate ideas. Research, photography, and basic
computer imaging applications will be incorporated in various assignments. Problem
solving on an individual and group level will be stressed.
Offered Spring

110 Painting ......................................................................................................................... 3 hours
The course will focus on the development of technical proficiency, knowledge of
two-dimensional design as it applies to the picture plane, color interaction, and
composition. Projects will address a variety of technical, philosophical, artistic, and
personal interpretations. Problem solving on an individual and group level will be
stressed. Research and basic computer imaging applications will be incorporated in
various assignments. Studio.
Offered Fall, Spring

190, 290, 390 Special Topics ............................................................................................... 3 hours
These courses offer students topics of special interest that will increase knowledge and
understanding of a particular subject area in the visual arts. Problem solving on an
individual and group level will be stressed. Research and basic computer imaging
applications will be incorporated in various assignments.
Prerequisite: None, unless listed in the schedule of courses.
201 Introduction to Art History ................................................................. 3 hours
This course is an introduction to the history of art and covers works from the
Prehistoric through the Modern Period. Painting, sculpture, architecture and design,
as well as contemporary works that cross various disciplines, will be explored within
the context of the world and how art defines societies and cultures. Students will
learn to describe and analyze various artistic periods, styles, and movements that have
influenced contemporary art and culture. Emphasis will be placed on analyzing and
interpreting works of art using established guidelines and terminology.
Prerequisite: ENG142
Offered Fall

210 Art Appreciation ............................................................................... 3 hours
This foundational art history course introduces students to the vocabulary of the art
world, explores methods and processes used in the creation of artistic and culturally
significant objects and styles, and addresses the historical and aesthetic importance of
art within a multi-cultural context.
Prerequisite: ENG142
Offered Fall

301 History of Photography (w) ............................................................. 3 hours
The evolution of the photograph as art form will be traced from its infancy to the
present, including the social impact of photojournalism; how the photographic image
defines our world and perceptions of who we are; and the dilemma of where to place
digital photography within the context of the camera arts. Students will develop an
understanding of the technical and conceptual innovations of the medium and the
impact photography has had on society in the past 150 years, as well as observational,
analytical, research, and interpretive skills necessary for understanding the cultural
and stylistic significance of the art form. This is a writing intensive course.
Prerequisite: ENG142
Offered Spring even numbered years

310 American Art .................................................................................... 3 hours
This course addresses the material culture of what is now the continental United
States. Material culture in this context emphasizes painting, sculpture and architec-
ture, but also explores the decorative arts and crafts, from 1500 to the present. The
course traces the development of the visual arts and the historical references associat-
ed with the arts in the United States. Emphasis will be placed on learning to identify
and interpret artists, styles and international influences.
Prerequisite: ENG142
Offered Spring odd numbered years

391 Independent Study ............................................................................ 3 hours
Individual directed projects. Requires written approval of the instructor to register for
the course.
Prerequisite: ENG142 and one of ART101, 102, 110, or 210
Offered as needed
392 Advanced Studio Practice (w) .................................................................3 hours
Students will explore different media and develop their studio art skills. Emphasis will be placed on critiques and creative problem-solving, and on developing a working creative process. Students will also develop a long-term project that will result in a final portfolio.
Prerequisites: ART101, ART102, ART110, COM134 or COM204
Offered Spring even numbered years

401 Modern Art ..........................................................................................3 hours
A in-depth survey course that covers the major movements in art and architecture of the Western World from the late 19th and 20th centuries up to the present. Understanding the social, political, and economic forces behind modernism will be emphasized. Museums as economic and cultural institutions will be covered.
Prerequisite: Junior Standing or permission of Instructor
Offered Fall even numbered years

410 Women, Culture, and Visual Arts (w) ................................................3 hours
A survey of the lives and contributions of women artists from the Renaissance to the present. The primary objectives are to introduce issues of gender in the production of visual culture and how women’s art frequently conflicted with and questioned the accepted ideologies of various periods. Emphasis will be placed on understanding the social and political forces that rejected or compartmentalized art created by women and the effect this has had on culture and perceptions of women in society. The construction of gender ideologies from male and female perspectives will be stressed. This is a writing intensive course.
Offered Spring odd numbered years

ARTS & SCIENCES (SAS)

465 Managing the Arts................................................................................3 hours
This course provides an overview of the conceptual and practical structures of arts management for not-for-profit cultural organizations with some attention paid to the for-profit marketplace. Serving as an introduction to the workings of arts organizations, including boards, fundraising, grant-writing, non-profit organizations, artist representation, programming, and audience development, the course gives practical applications of arts management for gallery administrators and performing arts presenters.
Prerequisite: THR222, MGT201, ART 201 or MUS223
Offered Spring odd numbered years
470 Internship .................................................................3 hours
The internship requires fieldwork in an agency appropriate to the student's career objectives. This course is required for psychology and arts administration majors. The course is a choice with SAS 499 Senior Seminar for the Communication, English, and History majors.
Prerequisite: Junior status and permission of the School

499 Senior Seminar ..........................................................3 hours
Students will pursue individual projects in a group setting. An interdisciplinary perspective is encouraged. Bachelor of Arts degree candidates only.
Prerequisite: Senior Status

BIOLOGY (BIO)

101 Contemporary Biological Problems ..................................3 hours
An introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life. The following topics will be covered: cells, genetics, evolution, diversity of life, plant and animal structures and functions, and ecology. There is a lab component to this course.
Offered Fall and Spring semesters

BUSINESS LAW (LAW)

115 Survey of Healthcare Law in the United States ...................3 hours
This course examines the current healthcare law relevant to the current healthcare environment. Students will learn about legal terminology and legal procedures. They will learn about patient confidentiality, privacy and how these laws effect the healthcare providers, healthcare organizations, and patients.
Offered through online Associate Degree Program only.

211 Business Law I .............................................................3 hours
An examination of civil and criminal law and process and their interrelationship. The course also examines application of the constitution to business with particular emphasis on the court system and administrative agencies. Substantively, the content areas of torts and contracts will be examined.
Offered Fall
212 Business Law II ....................................................................................3 hours
Building on a basic understanding of contract law, the student will be introduced to the Uniform Commercial Code in the areas of sale of goods, commercial paper, and secured transactions. In addition, the law of agency and topics on partnership and corporations will be considered.

Prerequisite: LAW211
Offered Spring

260 Sport and Entertainment Law ..............................................................3 hours
Title IX, risk management, tort, liability, agency, contract, antitrust, constitutional, labor law and intellectual property law are examined as applicable for managers in the sport and entertainment industry. Actual court cases concerning legal issues are presented relating to sport events, special events, athletics, the hotel industry, tourist attractions, amusement parks and recreational settings.

Prerequisite: LAW211
Offered Spring

301 Legal Regulation of Business ...............................................................3 hours
This course will examine the broader legal aspects of governmental regulation of business in relation to public policy, social issues, and business ethics. Criminal laws affecting business legal intricacies of purchase, sale and transfers, survey of federal, state, local and international statutes affecting business such as bankruptcy laws, consumer protection laws, securities regulations and international trade laws will be studied.

Prerequisite: LAW211
Offered as needed

320 Employment Law ................................................................................3 hours
This course will examine the legal ramification on current employment relationships. Current legal topics such as Title discrimination, equal pay, employment-at-will, polygraphs and drug testing will be some of the topics covered.

Prerequisites: LAW211, MGT201
Offered Spring

390 Special Topics ......................................................................................3 hours
Investigation of selected areas or contemporary problems.

Prerequisite: Listed in schedule of courses or permission of instructor.

406 Fraud Prevention and the Legal Environment ....................................3 hours
This course emphasizes Federal and State legislation related to fraud examinations including laws that govern civil and criminal prosecutions. Students will learn theory and practical application of financial investigation methods for both public and private sector organizations.

Prerequisite: ACC405
Offered Spring
CHEMISTRY (CHM)

131 General Chemistry I .................................................................4 hours
A first semester course in general chemistry. Topics covered include molecular theory, atomic structure, gasses, aqueous solutions, thermo-chemistry, bonding, and molecular geometry. Lab required.
Prerequisite: MAT174/181
Offered Fall

132 General Chemistry II .................................................................4 hours
This second semester course includes topics on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry. Lab required.
Prerequisite: CHM131
Offered Spring

331 Organic Chemistry .................................................................4 hours
The study of organic chemistry including the structure and nomenclature of organic compounds. Topics will consider both the theoretical and experimental approaches to organic compounds. Lab required.
Prerequisite: CHM132
Offered Fall beginning 2011

COMMUNICATION (COM)

130 Introduction to Speech Communication .................................3 hours
A survey course in spoken communication emphasizing the areas of interpersonal communication, small group communication, and public speaking. A series of practical exercises and three speeches are required of all students.
Prerequisite: ENG141 or concurrent
Offered Fall, Spring

134 Digital Photography .................................................................3 hours
Introduction to black and white and color photography in its applications as fine art and visual communication. Introduction to computer editing software.
Prerequisite: Quality digital camera required (3.0 megapixels or more, 4.0 or above recommended). Lab fee at the discretion of the instructor, not to exceed $50.
Offered Fall

190, 290, 390 Special Topics .........................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.
204 Visual Communication, Graphics and Presentational Strategies .......3 hours
This course explores visual design, graphics and presentational strategies by introducing students to digital photography and layout and design skills. Students will learn digital and graphic design techniques using the leading industry software applications for desktop publishing and graphics illustration. Students will incorporate visual expression techniques and presentational strategies to produce brochures and newsletters.
Prerequisite: COM 130
Offered Spring odd

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

218 News Writing (w) ................................................................................3 hours
Methods of gathering and evaluating news and writing typical news stories. Practice work covering assignments and preparing copy. This is a writing intensive course.
Offered Fall

235 Sport Writing for Marketing and Promotions ......................................3 hours
This course is designed to assist students in understanding the importance of writing in reaching mass audiences; to understand dealing with the media; and to learn types of writing common to the sports field. In addition, the course will distinguish between entry level and management level roles in sports marketing and review basic principles of public relations as they relate to the sports industry. Students will gain exposure to writing, preparing, and/or editing sport news releases, fact sheets, profiles, radio and television promos, brochures, media guides, schedule cards, fundraising proposals, and releases for community and special events. Students will learn the fundamentals of pitching stories; meeting deadlines, web layout for the Internet, conducting press conferences; and preparing for a potential crisis.
Prerequisite: ENG141
Offered Spring

241 Introduction to Mass Communication ...............................................3 hours
A survey course examining the various media (i.e., newspaper, radio, television, film, etc.) comprising the mass media in contemporary American society. Emphasis is given to the history, structure, and potential effects of each medium.
Offered Fall odd numbered years
300 Communications Research Methods and Information Sources (w) ....3 hours
This is an introductory research methods course for all Communication majors. It is
designed to teach students search strategies in mass communication that will help
them identify primary and secondary sources that match information needs and to use
this information for responsible media decision making. Students will learn how to
gain access to these sources and retrieve information through a variety of approaches,
including using electronic data bases. Students will design a final project that
emphasizes the computer-assisted research methods learned throughout the course.
This is a writing intensive course.
Prerequisite: COM 130
Offered Spring odd numbered years

310 Human, Interpersonal and Small Group Communications ............3 hours
This course explores three related disciplines of communication as they pertain to the
basic process of human interaction, both interpersonally and in small groups.
Students will survey some of the main theories of human communication, including
those that explain the processes involved in dyadic relationships, self-disclosure and
listening. These principles will be integrated into larger communication contexts in
order to understand how decision-making and problem solving occurs in small
groups.
Prerequisite: COM 130
Offered Fall odd numbered years

318 Feature Writing .................................................................3 hours
Newspaper features and special articles for general circulation magazines, business,
and trade journal sources, materials, markets, and other factors pertinent to nonfiction
writing. Students will analyze and write a variety of types of feature stories.
Prerequisite: ENG141
Offered Fall odd numbered years

320 Argument/Persuasion Theory and Practice ..............................3 hours
The course develops understanding of theories of and critical attitudes toward argu-
ment and persuasion in formal and informal situations. Exercises include preparation,
analysis, and criticism of arguments and oral argumentation and persuasive messages,
persuasive campaigns, and media persuasion.
Prerequisite: COM 130
Offered Fall even

324 Communicating Across Cultures (w) .......................................3 hours
Introduction to the study of cultural and intercultural theory and behavior, discussion
of various culturally specific patterns of communication. This is a writing intensive
course.
Offered Fall even numbered years
329 Writing for Electronic Media (w) ........................................................3 hours
Introduction to writing styles and techniques used in electronic media. Includes creating copy for advertising, promotion, and news, and scripts for media programs. This is a writing intensive course.
Prerequisite: ENG141
Offered Spring even numbered years

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

340 Law and Communications ..................................................................3 hours
Survey of laws and regulations concerning mass media. Includes material on First Amendment, libel, invasion of privacy, freedom of information, copyright, obscenity, advertising and broadcast regulation.
Prerequisite: Junior Standing
Offered Fall even numbered years

341 Political Communication (w) ..............................................................3 hours
Examination of how interpersonal, group, and mass communication processes intersect political processes. A focus on the ways communication constructs political expectations and practice. This is a writing intensive course.
Offered Fall even numbered years

410 Advanced Reporting (w) ......................................................................3 hours
The purpose of this course is to give students training in news reporting and gathering methods. Course is a continuation of 218 and will give students further instruction in news story development and writing, as well as interviewing and note taking skills, as students pursue their own news stories. Students will be required to produce several, in-depth news stories and will explore Computer-Assisted Reporting methods. This is a writing intensive course.
Prerequisite: COM218
Offered Spring even numbered years

416 Public Relations Cases, Campaigns and Non-Profits ..........................3 hours
This course covers the theory and practice of producing the public relations material used in campaigns to promote and interpret personal, institutional and organizational objectives and activities. This will include an exploration of the challenges non-profit organizations face in analyzing and executing public relations strategies to achieve organizational goals and objectives. Students will work with a client in researching and apply problem-solving techniques to an actual case for a major project.
Prerequisite: COM130
Offered Fall odd numbered years
438 History and Tradition of American Journalism (w) .........................3 hours
This course explores the cultural, intellectual and social history of journalism in America: the impact of new technologies for gathering and disseminating news; popular expectations about the duties and uses of the press and the business of journalism. Examines the press’ role in war, reform movements, political exercises, and other historic events. This is a writing intensive course.
Prerequisite: ENG141 and Junior standing
Offered Spring even numbered years

441 Organizational Communication and Conflict Resolution ................3 hours
This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based, the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the courses students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.
Prerequisite: COM130
Offered Spring odd numbered years

450 Critical Analysis of Mass Media (w)........................................3 hours
Introduction to and application of media ethics and critical theory approaches to mass media. Issues may include globalization, identity, power, consumerism, ideology and hegemony in contemporary media. This is a writing intensive course.
Prerequisite: ENG141, COM241
Offered Spring odd numbered years

COMPUTER AND INFORMATION TECHNOLOGY (CIT)

105 Introduction to Information Technology and PC Applications ..........3 hours
A survey of beginning basics; concepts and common Microsoft Office applications, responsible use of software and technology, file management techniques, and sound information consumption practices will be covered. This course is designed for beginners with little or no experience using MS Word. Other software will include Excel and PowerPoint. This is a hands-on skills and a conceptual course. Participants will be required to demonstrate software proficiency in the lab, as well as, through objective written tests. Students receiving credit for this course are not eligible to enroll in CIT111.
Lab Fee of $45
Offered Fall, Spring
111 Intermediate Information Technology & PC Applications..................3 hours
This course is designed for students who have used MS Word regularly and have an understanding of MS Windows. Topics covered include responsible use of information technology, hardware concepts, the use, development and maintenance of spreadsheets (Excel), the creation of electronic presentations (PowerPoint), and an introduction to databases (Access). This is a hands-on skills and a conceptual course. Participants will be required to demonstrate software proficiency in the lab, as well as, through objective written tests. This course is recommended for Computer and Information Technology majors and any student who has received previous instruction in MS Office Applications. Students receiving credit for this course are not eligible to enroll in CIT105.
Lab Fee of $45
Offered Fall, Spring

155 Operating Systems .................................................................3 hours
This course provides the student with extensive hands-on exposure to Windows and non-MS Windows environments. Included are such topics as interface design, disk and memory management, system configurations, multitasking, data sharing, and the network environment. Multiplatform operating systems will be introduced.
Prerequisite: CIT105/111
Offered Spring

172 Healthcare Coding and Document Processing ..................................3 hours
This course is designed to introduce the student to proper coding using various coding techniques and the effects of coding on the payment process. Students will learn the philosophies associated with different coding techniques, the importance of inference, systems reliability, accuracy, access, and privacy. Professional practices and procedures for using available technology for documenting the procedures in the medical office are included.
Prerequisite: CIT105, MGT140, NAT150

201 Programming..................................................................................3 hours
Introduces structured programming using a programming language such as Visual Basic. The student will learn to design and develop Windows based applications that are event-driven (point and click). Record structures will be developed along with file storage and manipulation techniques. The course will expose the student to the object-oriented programming environment.
Prerequisite: CIT105/111
Offered Fall

212 Systems Analysis and Design ......................................................3 hours
This course covers the systems development life cycle (SDLC) using a case study based approach. All phases of analysis, design, and implementation are covered using the top-down approach. CASE tools are used as a resource.
Prerequisite: CIT201
Offered Spring
255 Internet and Website Development (w) ..............................................3 hours
Topics covered are the Internet and its parts such as the World Wide Web and website development. The student will learn to create web sites using the current tools such as FrontPage, and languages such as HTML and Java for the Internet, intranets and extranets. This is a writing intensive course.
Prerequisite: CIT105/111 or permission
Offered Fall

312 Information Systems for Managers (w) ..............................................3 hours
Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.
Prerequisites: CIT105/111, MGT201 and Jr, or Sr. standing
Offered Spring

315 Database Design and Applications I ....................................................3 hours
This course addresses technologies for developing database applications. It covers the principles of database design, and database models using Access. Organizational data modeling and designing normalized database structures is strongly emphasized. Managerial issues associated with database administration are covered along with an introduction to distributed database concepts in a client-server environment.
Prerequisite: CIT105/111
Offered Fall even numbered years

316 Database Design and Applications II ..................................................3 hours
This course expands the student's understanding of the fundamentals introduced in Database Design and Applications I (CIT315) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and data manipulation languages such as Structured Query Language (SQL) and Visual Basic (VB) are covered.
Prerequisite: CIT315
Offered Spring odd numbered years

320 Computer Architecture and Diagnostics (Technology Lab) ..............3 hours
This course enables students to identify, configure, and upgrade various components of computer systems, peripherals, and software. The subsystems examined include memory, disk drives, video, I/O ports, and power supplies. Peripherals examined include printers, modems and various I/O devices. Students will learn preventative maintenance and troubleshooting techniques. This course covers semiconductor theory and devices. Operation of devices such as diodes, transistors, and operation amplifiers will be examined. The lab work includes the application of semiconductor devices in practical circuits such as power supplies, voltage regulators, and amplifiers, etc.
Prerequisite: CIT105/111
Offered Spring even numbered years
340 Green Computing .................................................................3 hours
Students in this course will be introduced to Green Computing (aka, sustainable computing) which is broadly defined as the problem of reducing the overall carbon footprint (emissions) of computing and communication infrastructure by using energy-efficient design and operations. Technical issues in high-performance green computing that span the spectrum from green infrastructure (energy-efficient buildings, intelligent cooling systems, green/renewable power sources) to green hardware (multi-core computing systems, energy-efficient server design, energy-efficient solid-state storage) to green software and applications (parallelizing computational science algorithms to run on modern energy efficient multi-core clusters) will be examined.
Prerequisite: Completion with a C or better of CIT105 or CIT111 or CIT155 or CIT255

355 Spreadsheet Applications for Decision Making ......................3 hours
This course focuses on the use of spreadsheet applications as a tool for decision making. Included are topics such as design and management of worksheets and templates, and the use of built-in functions. Organizational uses in the areas of accounting, finance, marketing, human resources are discussed.
Prerequisites: CIT105/111 and MAT174 or MAT181
Offered Spring

361 Network Management and Administration ................................3 hours
This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.
Prerequisites: CIT155 and MAT174 or MAT181
Offered Fall

362 Telecommunications and Networking (Technology Lab) .........3 hours
More advanced topics in networking and telecommunications will be explored including message-passing, communication between processes and parallel processing.
Prerequisites: CIT212 and CIT361
Offered Spring odd numbered years

390 Special Topics .................................................................3 hours
Topics will vary.
Prerequisite: As listed in schedule of courses or permission of instructor.
Offered Spring

450 Current Trends in Programming ........................................3 hours
This course explores the latest programming methodologies, particularly the newest web-based programming languages in use today. This includes, but is not limited to PHP, XML, and Java.
Prerequisite: CIT256
Offered Fall
470 Internship I .......................................................... 3 hours
Internship provides the student with on-the-job experience in varied aspects of Information Systems. Hours and work assignments will be arranged on an individual basis.
Prerequisite: Senior Standing majoring in CIT

480 Senior Seminar .......................................................... 3 hours
Involves selecting a project, systems study, data input and output planning, flow-charting, programming, and testing of the project. A formal oral presentation of the project is required. A team approach is typically utilized.
Prerequisite: Senior standing majoring in CIT

CORRECTIONS (COR)

131 Juvenile Justice Systems ............................................. 3 hours
The history, concepts, and scope of the juvenile justice system and its contrast with the adult system of justice. Includes an analysis of the juvenile justice process from initial intervention of delinquency and status offenses by law enforcement personnel and others through release from intervention.
Prerequisite: JUS110
Offered Spring

220 Correctional Thought and Practice .................................. 3 hours
An in-depth analysis of correctional alternatives available for the treatment of the offender. Emphasis will focus on the traditional correctional facilities as well as probation, parole, and community corrections alternatives.
Prerequisite: JUS110
Offered Spring

230 Agency Management ...................................................... 3 hours
This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.
Prerequisites: JUS110 and MGT201
Offered Spring

345 Probation, Parole, and Community Corrections .................. 3 hours
Course is designed to address the two common options to the imprisonment of a convicted offender. Theoretical approaches regarding the philosophical as well as the practical aspects of these alternatives are considered.
Prerequisite: COR220
Offered Fall even numbered years
423 Case Management ................................................................................3 hours
A study of the various supervision methods and considerations for effective intervention with the criminal justice client. Incorporates the skills of pre-sentence assessment and supervision planning, interfacing with other branches of the human service delivery system, and counseling techniques appropriate for use by the criminal justice worker.
Prerequisites: Senior standing and PSY362
Offered Fall even numbered years

436 Constitutional Rights of Prisoners (w) ................................................3 hours
An in-depth study of the wide range of court decisions that have had an effect on the offender. Concentrates on due process in the institutions, parole and probation hearings, and classification procedures. This is a writing intensive course.
Prerequisites: JUS202 and Junior standing
Offered Fall odd numbered years

COUNSELING (CSL)

310 Introduction to Addiction Theory and Practice ...............................3 hours
This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.
Prerequisite: PSY101
Offered Fall

320 Counseling Procedures and Strategies with Addicted and Disordered Populations ..........................................................3 hours
This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.
Prerequisite: CSL310 or permission from instructor
Offered Fall

425 Group Process and Techniques Working with Addicted Populations and Disordered Populations ..................................................3 hours
This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.
Prerequisite: CSL320 or permission from instructor
Offered Fall
430 Cultural Competence in Counseling ..................................................3 hours
Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus of on the attitudes, knowledge and skills required for cultural competence. (Corrections, Psychology, or Forensic Psychology majors may substitute SOC360 “Multicultural Issues in Society” for CSL430)
Prerequisite: CSL320 or permission from instructor.
Offered Spring

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

440 Prevention, Intervention, and Treatment Planning in Addictions ......3 hours
This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. This course provides significant opportunity for in case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.
Prerequisite: CSL435 or permission from instructor
Offered Spring

445 Theory and Practice of Relationship Counseling in Addictions and Behavioral Health..................................................3 hours
Course is an introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.
Prerequisite: CSL320 or permission from instructor.
Offered Fall
CRIMINAL JUSTICE (JUS)

110 Introduction to Criminal Justice ..........................................................3 hours
A survey of the Criminal Justice System and of its major subsystems: law enforcement, courts, and corrections. Emphasis will be not only on structure and functions of the various components, but also their interactions. The course will also introduce the student to the basics of criminal justice research through the use of the collection of the National Criminal Justice Reference Service and other professional sources of information.
Offered Fall, Spring

201 Criminal Law ......................................................................................3 hours
An analysis of criminal laws from their development under common law to their present day applicability under constitutional and statutory standards with special emphasis on practice with the Ohio Revised Code.
Prerequisite: JUS110
Offered Fall

202 Criminal Procedures ............................................................................3 hours
An understanding of the constitutional and other legal ramifications affecting the procedure of criminal arrest, search, seizure, and evidence.
Prerequisite: JUS201
Offered Spring

215 Homeland Security and the Legal System ..........................................3 hours
This course will examine the Homeland Security Act of 2002 (organizational restructuring of U.S. investigative, security and catastrophic response agencies). An overview will be provided of the CONPLAN (U.S. Governments Interagency Domestic Terrorism Concept of Operations Plan). Presidential Directives 39 and 62, the Patriot Act and evolving case law will also be discussed. The legal approach to terrorism/homeland security will be examined along with the potential effect of these laws and procedures on the civil liberties of citizens of the United States. Additionally, there will be an analysis of international borders and airport security relating to the 4th amendment.
Offered Spring

345 Legal Aspects of Computer Network Operations…………………………3 hours
This new course being developed will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.
Prerequisites: JUS201, JUS202
Offered Fall
361 Ethical Issues in Criminal Justice ..........................................................3 hours
This course is designed to identify and examine ethical issues among practitioners and students in the criminal justice fields. Such issues may include the discretionary power of arrest, the use of deadly force, the decision to prosecute, participation in plea bargaining, representation of the guilty, and the imposition of punishment, to name a few. The course will promote inquiry that combines ethical analysis with a practical awareness of the realities of the criminal justice system.
Prerequisites: PHI110 and JUS202
Offered Fall, Spring

390 Special Topics in Criminal Justice ......................................................3 hours
Seminar presentation of law enforcement and/or corrections topics of interest to the students. May be repeated one additional time for credit.
Prerequisite: Junior standing and/or permission of the instructor.

391 Special Topics: Forensic Anthropology ................................................3 hours
This course considers the forensic application of anthropology and archaeology to identification of human remains in criminal and human rights cases. Students will be introduced to methods used to determine age at death, sex, stature and ancestry of a skeleton and will practice the application of these methods in a laboratory setting. The course also addresses issues of recovery and processing of human remains from crime scenes and review actual cases involving forensic anthropology.
Prerequisite: Any college level biology course or ANT205.
Offered Fall

401 Self Assessment ..................................................................................3 hours
To counsel others competently and ethically, the practitioner must be intimately aware of his/her own intrapersonal dynamics. Via journalizing, writing an autobiography, lecture, discussion, and in-class experiences, the student will evaluate him/herself with the assistance of the instructor as to personality traits, needs, values, prejudices, and the relationship of these to the student's career choice.
Prerequisite: PSY362
Offered Fall odd numbered years

461 Pro-Seminar in Criminal Justice ..........................................................3 hours
A capstone course that will concentrate on contemporary problems in the criminal justice system. Will include a unit on career planning in the field of criminal justice.
Prerequisite: ENF293 and Senior standing
Offered Fall

497 Independent Research in Criminal Justice ..........................................3 hours
Designed to assist the student through advanced study of the literature germane to a specialized topic in the field. An in-depth review of the literature and/or a formal research project is required.
Prerequisite: Permission of the instructor.
CULTURAL STUDIES (CUL)

190, 290, 390 Special Topics .................................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.

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

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

250 World Cultural Geography ..............................................................3 hours
This course exposes students to cultural variation found around the world. It will investigate changes in populations, human migratory patterns, language, religion, social customs, economic systems, and cultural interaction.
Prerequisite: ENG141, SOC101
Offered Fall even numbered years

300 Our Cultural Heritage (w) .............................................................3 hours
Through an interdisciplinary approach the student comes to understand the influence of cultural backgrounds on modern humanity. Topical areas vary. This is a writing intensive course.
Prerequisite: Junior Standing
Offered Spring

312 Middle Eastern Cultures .................................................................3 hours
This is a survey course of Islamic cultures around the world with emphasis on Arab Islamic culture. The course includes study of the religion itself, the accommodations made in various countries to local customs/conditions and comparisons among them. It also addresses the similarities/differences between Western culture and Muslim culture, including legal systems, church/state relationships and core values.
Prerequisites: ENG142, one history course, and junior standing
Offered Spring even numbered years
313 East Asian Cultures .................................................................3 hours
This course is an in-depth study of the geography, social mores, religious beliefs of the people who make up the region known as East Asia. It is designed as a sequel to Cultural Studies 210 Comparative Cultures.
Prerequisites: ENG141, CUL210
Spring as needed

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

352 Film Genre and History ..........................................................3 hours
This course examines the role of genre in shaping the medium of motion pictures. It emphasizes the technological, artistic, and corporate developments that made film a significant part of the American and world culture. Emphasis is on the development of film through societal and other changes and showcases the significance of genre in the cinematic canon. While many genres will be examined, two will be emphasized, and the transgression of genre borders will be discussed.
Prerequisite: ENG142
Offered Spring odd numbered years

375 Exploring America's Historical Cities .....................................3 hours
In the same tradition as our Education Abroad programs, CUL 375, Exploring America's Historical Cities will be a domestic program of studying away from the Tiffin Main Campus and Ohio itself. Each year a different city will be the subject of cultural, historical, and environmental study. The cities studied will vary but may include New Orleans, Washington, D.C., Boston, Chicago, and others. The cities may rotate in sequence.
Prerequisite: Student must be in good standing

443 Comparative Mythology (w) ...................................................3 hours
This course is a study of the great epics and myths of the world, emphasizing at least three classical western texts which may include Homer's Iliad and/or Odyssey, Hesiod's Theogony, Virgil's Aeneid, Ovid's Metamorphoses, the prose and/or poetic Eddas, and/or Dante's Inferno or Divine Comedy. Students will analyze common themes in myth and folklore around the world and their role in influencing the contemporary world. The course might discuss creation myths, fertility myths, and hero/heroine myths and epics. This course can be used to fulfill General Education Core Literature requirement. This is a writing intensive course.
Prerequisites: ENG142 (“C” or better) and 200 level ENG, CUL, or PHI
Offered Fall odd numbered years
448 Women and Literature (w) .................................................................3 hours
A literary study of the perceptions of women and their roles in society. This course may focus on the images of women as they are portrayed in literature, on particular female authors, or on both. This course can be used to fulfill General Education core literature requirement. This course can be used to fulfill General Education Core Literature requirement. This is a writing intensive course.
Prerequisites: ENG142 and 200 level ENG, CUL, or PHI
Offered Spring even numbered years

449 Minority Experience in American Literature (w) .........................3 hours
An examination of life in immigrant and minority cultures with emphasis on the breadth and diversity of literary culture in 20th Century America, but may include earlier literature. It may include historical development of the minority culture’s experiences in America. It may be run as a survey of a particular minority experience, or it may concentrate on certain major works. Students may read and report on readings from a secondary list as well. This course can be used to fulfill General Education Core Literature requirement. This is a writing intensive course.
Prerequisites: ENG142 and 200 level ENG, CUL, or PHI
Offered Spring odd numbered years

ECONOMICS (ECO)

190, 290, 390 Special Topics .................................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.

221 Principles of Macroeconomics .......................................................3 hours
A study of macroeconomics (the “whole” economy), concepts and principles, plus current issues in macroeconomics. Required for business and economics majors.
Prerequisite: Sophomore standing and MAT174/181
Offered Fall, Spring

222 Principles of Microeconomics .......................................................3 hours
A study of microeconomics (the “parts” of the economy), concepts and principles, international trade, and current issues in micro-economics. Required for business and economics majors.
Prerequisite: Sophomore standing and MAT174/181
Offered Fall, Spring

322 Intermediate Microeconomics .......................................................3 hours
Advanced study in the foundations of microeconomics theory, and current issues in microeconomics.
Prerequisite: ECO222
Offered Fall
420 Money and Banking .................................................................3 hours
In-depth examination of the role money and financial institutions play in a market economy, focusing on the Federal Reserve System, monetary policy, and current issues in money and banking.
Prerequisite: ECO221
Offered Spring

422 Managerial Economics .........................................................3 hours
The study of the application of economics concepts and principles to management decision-making. Emphasis is placed on the firm’s use of limited information in an uncertain environment.
Prerequisite: ECO222
Offered Spring

424 Global Trade .................................................................3 hours
A study of international trade and the geographical, economic, and nationalistic characteristics which challenge the firm embarking upon global trade. Our focus is on the multinational corporation (MNC), or global business, pursuing trade in a very dynamic world economy “guided/influenced” by national and regional political and economic considerations.
Prerequisite: ECO222
Offered Fall

EDUCATION (EDU)
See Lourdes College courses, page 171.

ENGLISH (ENG)

100 Introduction to College Reading and Writing .........................3 hours
See Foundations Courses at the beginning of the course description section for more information.

140 Fundamentals of College Writing ........................................3 hours
This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay techniques. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction. Students must receive a grade of “C” or better in this course to enroll in ENG141. Students who have earned credit in ENG141 or ENG142 may not earn credit in ENG140. This course counts toward open elective credit only.
Prerequisite: ENG100 with or better, or placement based on university assessment.
Offered Fall, Spring
141 Rhetoric and Introductory Research Writing .................................3 hours
This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing, and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (pro/con, cause/effect, comparison/contrast, etc.) and/or through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements; focused, coherent, and logically ordered paragraphs; correct grammar; and correct documentation in APA style. Must receive a grade of “C” or better to enroll in ENG142.
Prerequisite: ENG140 (“C” or better) or Placement
Offered Fall, Spring

142 Writing, Research and Literature (w) ............................................3 hours
This course presents a range of literary genres that may include short story, drama, creative non-fiction, poetry, and/or the novel and helps students develop research skills. Through reading, discussion, critical analysis, and research, students become familiar with literary genres as well as a range of critical approaches to literature. Students must receive a grade of “C” or better to receive credit toward graduation and to enroll in courses for which it is a prerequisite. This is a writing intensive course.
Prerequisite: ENG141 (“C” or better)
Offered Fall, Spring

190, 290, 390 Special Topics ...............................................................3 hours
Students will complete in-depth research about a topic in literature, composition, or theory, with regular supervision and instruction by a faculty member.
Prerequisite: None, unless listed in the schedule of courses.

221 History of the English Language ....................................................3 hours
This course studies language and writing with a special emphasis on the history and evolution of English from its origins in Old English, through Middle English to Modern English. It may look at British English, American English and World Englishes and how words are adopted into the language and adapted to meet new needs. Students will study the English language as an ever-growing, ever-changing phenomenon.
Prerequisite: ENG142 with a ‘C’ or better.
Offered Spring odd

223 Advanced Grammar .................................................................3 hours
This course is an in-depth study of modern English grammar that blends descriptive and prescriptive approaches. It emphasizes the distinction between grammatical form and function and the recognition of basic patterns underlying complex sentences, and it stresses the rhetorical value of competency in sentence-level grammar.
Prerequisite: ENG141 with a ‘C’ or better
Offered Spring even numbered years
242 Short Story Interpretation (w) ............................................................3 hours
The course examines the short story as a literary genre. Students will read a wide
range of stories from around the world and from different time frames. Emphasis is
given to an understanding and critical appreciation of the structure and function of
the short story. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better.
Offered Fall even numbered years

251 Creative Writing Workshop I (w) ........................................................3 hours
A continuation of advanced creative writing that encourages and develops further
skills in writing creatively and expressing techniques of criticism. Students will focus
on either poetry or prose as their individual abilities progress. This is a writing inten-
sive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Fall odd numbered years

252 Creative Writing Workshop II (w) ......................................................3 hours
A continuation of advanced creative writing that encourages and develops further
skills in writing creatively and expressing techniques of criticism. Students will experi-
ment with different written forms and strategies, building upon past writing experi-
ence. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring even numbered years

253 Creative Writing Workshop III (w) ....................................................3 hours
A continuation of advanced creative writing instruction that encourages and develops
further skills in creative writing, specifically poetry. Students will practice basic poetic
forms and will be introduced to the theory and history of these poetic forms. Student
writing will be with the goal of publication or application to graduate study in creative
writing. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Fall even numbered years

254 Creative Writing Workshop IV (w)......................................................3 hours
A continuation of advanced creative writing instruction that encourages and develops
further skills in creative writing, specifically poetry. Students will practice basic poetic
forms and will be introduced to the theory and history of these poetic forms.
Student writing will be with the goal of publication or application to graduate study
in creative writing.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring odd numbered years
262 Editing ..................................................................................................3 hours
An advanced course in evaluating a written text for quality, value, tone, and voice for a variety of audiences. Attention will be given to proofreading, grammar, premise, logic, content, and holistic value of the finished piece.
Offered Fall odd numbered years

291 British Literature I (Old English through the Restoration) (w) ..........3 hours
This course is a survey of the major literary works and their themes in British literature from the eighth through the eighteenth centuries. By responding critically to early works such as the Old English epic Beowulf, Middle English works by authors such as Chaucer and Langland, Renaissance works by authors such as Shakespeare, Marlow, more, and Restoration and eighteenth-century works by Milton, Dryden, Swift, Pope, and Johnson, students will gain an understanding of the cultural, societal, political, religious, and linguistic influences that shaped British literature. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Fall even numbered years

292 British Literature II (Romanticism to WWII) (w) .........................3 hours
This course is a study of the major literary works in British literature from the Romantic era to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modernist periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats; Victorian writers such as Dickens, Tennyson, the Brownings, the Rosettis, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring odd numbered years

293 American Literature I (Colonial to Civil War) (w) .......................3 hours
This course is a study of the major trends and themes in British literature from Romanticism to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modern periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats; Victorian writers such as Dickens, Tennyson, the Brownings, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Fall odd numbered years
294 American Literature II (Civil War to WWII) (w) .................................3 hours
This course will introduce students to major works and trends of American literature from 1865 to the present. The course will focus on the development and impact of American literary realism, naturalism, modernism, and postmodernism, as well as pay special attention to works and writers associated with the Jazz Age, the Harlem Renaissance, the Beat movement, and other trends of the period. Students will read works by authors such as Emily Dickinson, Walt Whitman, Mark Twain, Jack London, Edith Wharton, T.S. Eliot, Wallace Stevens, William Faulkner, Zora Neale Hurston, Langston Hughes, F. Scott Fitzgerald, Flannery O’Connor, Sylvia Plath, Allen Ginsberg, Thomas Pynchon, Edward Albee, and Toni Morrison. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring even numbered years

313 Theoretical Approaches to Reading and Writing .................................3 hours
Provides students with a foundation in composition and reading theory for teaching. Students study and practice writing and reading for a variety of purposes and audiences and analyze their experiences. The purpose of this course is to give students a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring odd numbered years

322 World Literature ..................................................................................3 hours
This course is an examination of World Literature from the nineteenth century to the present. It will examine the innovations in literary technique and genre in world literature, possibly including an introduction to postcolonial literature and theory. Social, political, and technological changes and their ramifications on literature will be examined, as well as how literature changed the world in these turbulent times. This is a writing intensive course.
Prerequisite: ENG 142 with a ‘C’ or better
Offered Fall even numbered years

347 American Novel (w) ............................................................................3 hours
A study of major trends and themes in the American novel. Literature describes a nation; likewise, the nation influences the literature it produces. We examine what in American culture and history has influenced the novel and made it one of our most prized art forms. Major authors will be examined from the point of view of their unique contribution to the novel as art and commentary. This is a writing intensive course
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring
348 The British Novel (w) ................................................................. 3 hours
This course is a study of the major trends, themes, and developments in the British novel from the eighteenth century to the present. Novels by major British authors are examined in terms of their unique contributions to the art and commentary of the novel as well as their influences on English culture, society, and literature. This is a writing intensive course.
Prerequisite: ENG 142 with a ‘C’ or better
Offered Fall

350 History of Dramatic Literature (w) ............................................. 3 hours
A survey course in dramatic literature designed to help develop an aesthetic awareness of dramaturgy as not only an art form, but also a study of human nature in all its proportions. The fundamental principles of theatre and the cultural significance of drama will be examined with special attention to playwrights, literary themes, social backdrops, character analyses, and interpretation of ideas conveyed in a presentational, rather than explanatory, format. Through a study of representative historical and contemporary plays, students will learn to become passionate readers of dramatic literature, participating minute-by-minute in the lives and problems of dramatic figures and arriving at an understanding of their motives and conduct. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring

360 American Poetry (w) ................................................................. 3 hours
A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, Freneau, Emerson, Longfellow, Poe, Thoreau, Whitman, Dickinson, Robinson, Dunbar, Crane, Stein, Sandburg, Stevens, Williams, Pound, H.D., Moore, Eliot, Millay, Hughes, Cullen, Zukofsky, Auden, Roethke, Bishop, Berryman, Brooks, Lowell, Plath, Glück, Levertov, Ginsberg, Merrill, Kinnell, Rich, Pinsky, and Collins.
Prerequisite: ENG142 with a ‘C’ or better
Offered Spring odd numbered years

361 English Poetry (w) ................................................................. 3 hours
A survey of selected English poetry drawn from the Old English period to the twentieth century. The course examines leading figures from the eras studied. Trends and influences of each respective age in the progressive development of poetry in England are studied. Authors and works studied may include Beowulf, Taliesin, Marie de France, Malory, Chaucer, Dunbar, Skelton, Wyatt, Spenser, Sidney, Whitney, Elizabeth I, Raleigh, Marlowe, Shakespeare, Jonson, Donne, Wroth, Herrick, Herbert, Marvell, Philips, Milton, Swift, Pope, Gray, Blake Wordsworth, Coleridge, Southey, Shelley, Byron, Smith, More, Hemans, Clare, The Rosettis, the Brownings, Tennyson, Arnold, Swinburne, Eliot, Pound, H.D., and Moore. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better.
Offered Spring even numbered years
380 Shakespeare (w) .................................................................3 hours
This is a course covering the life, works, and contributions of William Shakespeare. His plays are the standard by which all other drama is judged, so his influence on other works will also be part of the course. Presentation of Shakespeare's plays as well as analysis of the plays and poetry will be parts of the course. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better and ENG221 for majors
Offered Fall even numbered years

463 Literary Theory (w) .............................................................3 hours
This course is a study of literary critical theory beginning with selected classical texts, such as Plato, Aristotle, Dryden, Nietzsche, Tolstoy, and others. Approaches such as Marxist, psychological, structural, post-structural, feminist, reader-response, and as well as contemporary theorists, such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michel Foucault, and Jean-Francois Lyotard will also be discussed and analyzed. Through examination of sample texts and the theoretical approaches to their analysis, students will learn to move from literal to figurative interpretations of a work of literature and to consider multiple interpretations of a text. The interrelation-ships between writer, reader, and analysis will be explored though advanced literary critical theory. This is a writing intensive course.
Prerequisite: ENG142 with a ‘C’ or better and 200 level ENG, CUL, or PHI
Offered Fall odd numbered years

499 Senior Seminar .................................................................3 hours
The capstone course for English majors. With guidance and regular meetings with a faculty member, this course is self-determined and self-directed project that shows depth of knowledge and critical and original thought. Grading will be performed by a committee of English faculty.
Prerequisite: ENG142 with a ‘C’ or better, 200 level ENG, CUL, or PHI, and Senior Standing
Offered Spring
ENGLISH LANGUAGE AND AMERICAN CULTURE [ELAC]

101 Reading Comprehension for 2nd Language Learners I ......................3 hours
Designed for foreign students with low to intermediate skills in reading English texts, this course provides the second language student with the basic skills necessary for reading texts in English and understanding them. Understanding a foreign language is more than simply knowing the correct translation of its words. Students learn how to read, evaluate, and comprehend texts written in English. This course is graded on a Pass/Fail basis; students must achieve at least a 70% score on total course assignments to receive a ‘P’.

Prerequisite: Placement is based on performance on the university assessment instruments.
Offered Fall, Spring

102 Reading Comprehension for 2nd Language Learners II ......................3 hours
Designed for high-intermediate to advanced students, this course focuses on developing skills and proficiency in reading authentic materials on various topics. Emphasis is placed on using reading strategies to increase speed and comprehension, reading for different purposes, and developing vocabulary in authentic contexts. The topics will include politics, history, popular culture and general fiction. Many of the articles that the students will read and review will be current events. Reading for pleasure is encouraged. A student must receive a grade of “C” or better to enroll in non-ELAC courses.

Prerequisite: ENG101 or performance on the university assessment instruments.
Offered Fall, Spring

103 Conversational English I .................................................................3 hours
This course is designed for low to intermediate level students who have demonstrated control of basic English grammatical structures and who need practice in oral expression of idea and thought. The course aims to increase fluency in spoken English and to expand vocabulary. This course is graded on a Pass/Fail basis; students must achieve at least a 70% score on total course assignments to receive a ‘P’.

Prerequisite: Placement is based on performance on the university assessment
Offered Fall, Spring

104 Conversational English II ...............................................................3 hours
This course is designed for high-intermediate to advanced students who have general fluency in spoken English. The course aims to develop oral expression as well as to expand vocabulary necessary for academic study in American higher education programs. Students will be required to read, synthesize and discuss passages from various educational resources selected by the instructor and discuss their own ideas, opinions and life experiences. A student must receive a grade of C or better to enroll in non-ELAC courses.

Prerequisite: ENG103 or performance on the university assessment instruments.
Offered Fall, Spring
105 Grammar and Writing in English ........................................................3 hours
This course is designed to further develop ESL students’ understanding of English grammar as a tool in writing effective sentences and paragraphs. The course seeks to develop writing abilities at all levels of the writing process, including generating ideas, planning and organizing content, drafting, proofreading, and revising. This course is graded on a Pass/Fail basis; students must achieve at least a 70% score on total course assignments to receive a ‘P’.
Prerequisite: Placement is based on performance on the university assessment
Offered Fall, Spring

106 Academic Writing .................................................................3 hours
This is a course in written communication in an academic environment. Emphasis is placed on development, structure, and writing of, summaries, reactions and critiques in paragraph and essay formats. The elements of academic research and writing are introduced. A student must receive a grade of C or better to enroll in non-ELAC courses.
Prerequisite: ENG105 or performance on the university assessment instruments.
Offered Fall, Spring

107 American Culture I .................................................................3 hours
A one semester course designed to cultivate insight into American Culture through a variety of classroom and field related activities. Exposes students to American manners, traditions, mores, etc., and prepares the students to use English appropriately in a range of situations and contexts for a variety of purposes. This course is graded on a Pass/Fail basis; students must achieve a 70% score on total course assignments to receive a ‘P’.
Prerequisite: Admittance to the English Language and American Culture program
Offered Fall, Spring

109 Academic Reading Skills .............................................................3 hours
This course is designed to expand the student’s ability to learn at the college level through effective and efficient reading strategies. Combining class lecture, collaborative groups, and individualized instruction, students will participate in a variety of activities focused on learning from textbooks. These activities will develop individualized approaches to before, during, and after reading strategies. A student must receive a grade of “C” or better to enroll in non-ELAC courses.
Prerequisite: ENG102 or performance on the university assessment instruments.
Offered Fall and Spring

* ELAC courses, ENG101 through ENG109, cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements.
140 Introduction to College Reading and Writing (ESL emphasis) ..........3 hours
An introductory writing course, English 140 concentrates on the development, structure, and composition of the essay. This course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction. This section offers special emphasis on the needs of ESL students. Students must receive a grade of C or better in this course to enroll in ENG141. This course can be used for open elective credit only.
Offered Fall, Spring

141 Rhetoric and Introduction to Research Writing (ESL emphasis) ..........3 hours
This is a course in written communication, culminating in a research paper. Emphasis is placed on development, structure, and writing summaries and paraphrases. Literary devices such as cause/effect, comparison/contrast, persuasion/argumentation are practiced, and research/synthesis skills are developed. This section offers special emphasis on the needs of ESL students. A student must receive a grade of C or better to enroll in ENG142.
Prerequisite: ENG140 or placement
Offered Fall, Spring

206 Academic Writing II .................................................................3 hours
This course continues written communication in an academic setting. It concentrates on different forms of written communication, such as summary/abstracts, critiques, and synthesis of sources in brief research essays, as well as on polishing writing. This is a graded course and may be used to fulfill an open elective. It does not satisfy the university's English Requirements.
Prerequisite: Placement by ELAC Program Director
Offered as needed

EQUINE BUSINESS MANAGEMENT (EQM)

154 Management of the Equine Environment .....................................3 hours
This course is an introduction to many of the important aspects of running a horse-housing establishment, including barn hygiene, air quality, fencing and pasture maintenance and improvement, a safety audit and many more. This course provides practical and updated information needed to ensure a safe and healthy environment for horses, through effective and responsible management techniques.
254 Equine Health and Disease Prevention ................................................3 hours
Preventing disease and health problems should be the goal of every horse owner and this course will help you do that. Many important topics are covered to help you maintain optimal health by developing a year-round health maintenance program. You will be introduced to many of the common problems faced by horses (many due to management problems) and you will learn the steps to take to reduce that risk for your horses. Topics covered are daily health checks, body condition scoring, developing a year round health maintenance program, first aid treatments, hoof health, lameness, teeth and dental care, colic, gastrointestinal problems, respiratory and cardiovascular health, pre-purchase exams and owner obligations.
Offered Spring

347 Equine Nutrition ..................................................................................3 hours
This course leads you through the maze of equine nutrition and gives you the practical knowledge and skills you need to develop and maintain a healthy nutritional program for your horse. The course covers the basics of nutrition, balancing rations and special populations for horse owners, trainers, coaches, barn managers, grooms and those working in the feed and tack industries. Topics covered are assessing your horse, digestive function and nutrient requirements, forages, concentrates, supplements, finding the balance, practice at rationing, broodmares and stallions, the growing foal, special cases, toxic plants, and problems of nutritional origin.

348 Equine Functional Anatomy ................................................................3 hours
The ability of the horse to move and achieve a variety of athletic feats is fascinating to watch. This course examines the components of the systems that enable these athletic achievements. It is a study of the functions of those components, and the anatomical structures that fulfill those functions. A case scenario is used to introduce anatomy and how it all works. Topics covered are the musculoskeletal system, anatomical features that supply fuel to the horse, lungs and respiratory system, the excretory systems, the nervous and endocrine systems, the reproductive system and the skin.

349 Equine Growth and Development ........................................................3 hours
The future career of a horse depends on the development of a solid foundation, even before conception! This course will introduce you to sound management practices for your broodmare and stallion, then follows through the breeding to birth cycle of the life of the horse. You will gain valuable insight on preventing problems and maintaining the health of your "equine family" establishment. Topics covered are structure and function of the mare and stallion, care and management, body condition scoring and estimating weight, breeding options, gestation, foaling and potential warning signs, newborns requirements for optimal growth and development.
Offer Fall
455 Equine Exercise Physiology ................................................................. 3 hours
This course introduces many of the important aspects of conditioning the equine athlete for various disciplines, including topics such as base conditioning, aerobic and anaerobic exercise and recovery, monitoring of conditioning gains and prevention of health and performance problems and more. This course provides practical and updated information needed to ensure a safe and effective training program through applied scientific knowledge of exercise physiology. Topics covered are how movement happens; muscles; energy sources; energy transfer to muscles; oxygen transfer to muscles; how NOT to cook a horse; water, electrolytes and thermoregulation; determining when it is better to excrete or recycle; determining endurance levels.

FINANCE (FIN)

101 Personal Finance .................................................................................. 3 hours
This course describes the study of methods for planning and building financial resources, which can meet the goals of the individual and her (his) household throughout the changing life cycle. Focuses on money and property management, budgeting, income generation, asset protection, tax considerations, and estate planning.

Offered Fall, Spring

301 Business Finance .................................................................................. 3 hours
This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ratio analysis, organization of financial markets, and international (global) finance.

Prerequisites: ACC201, ECO221, ECO222

Offered Fall, Spring

314 Risk Management and Insurance ............................................................. 3 hours
Study of the content and application of uncertainty, risk, and the management of risk (selecting among “reduction, assumption, or transfer” techniques). The application of risk management to individuals, businesses, and the public, focusing on insurance and its remedies for risk.

Prerequisite: FIN301

Offered Spring

390 Special Topics ...................................................................................... 3 hours
Topics will vary.

Prerequisite: FIN301, Permission of Instructor
421 Investments .......................................................................................... 3 hours
The study of the institutions, instruments, markets, and theories of valuation and investment. Students shall be exposed to the valuation of debt (bonds) and equity (stock) instruments, including derivatives. Other topics shall include the Capital Asset Pricing Model (CAPM), the Capital Management Line (CML), the Security Market Line (SML), the Efficient Market Hypothesis (EMH) portfolio theory, and international diversification.
Prerequisite: FIN301
Offered Fall

426 International Finance .......................................................................... 3 hours
The study of the institutions, concepts, and instruments of international finance. Current and past international monetary systems shall be discussed. Special attention shall be directed to consideration of accounting, finance and taxation differences global companies (multinational companies – MNCs) experience in the domestic and foreign economies. Other topics shall include the determination of exchange rates and their macroeconomic linkages, the effect of exchange rates on current and capital account balances, and the techniques global companies can engage in to hedge exchange rate risk.
Prerequisite: FIN301 or concurrent
Offered Spring odd numbered years

470 Internship ............................................................................................ 3 hours
Provides the student actual experience in applying the concepts, principles, and rules of finance in real-world circumstances. Hours and work assignments are arranged with the business or organizational sponsor on an individual basis.
Prerequisite: FIN301, Permission of Dean

FOREIGN LANGUAGES (ARABIC AND SPANISH)

ARB101 Elementary Modern Standard Arabic I ......................................... 3 hours
This course is the first of a two-term sequence in elementary Arabic. It begins with an introduction to the phonology and script of Modern Standard Arabic. During this initial phase the student is also introduced to common greetings, expressions, and simple phrases. This is followed by combined listening, speaking, reading, and writing exercises supported by simple texts, audio recordings, and interactive communicative drills involving instructor-student, student-student, and group interactions. These tasks complement the introduction of elementary grammatical features. Cultural skills, required for effective communication, are developed through short texts and dialogues.
Offered Fall
ARB102 Elementary Modern Standard Arabic II ........................................3 hours
This course builds upon those skills developed in ARB101. Having learned sound and script and basic grammatical features, this course continues to develop the students’ vocabulary and understanding of fundamental grammatical structures through situational exercises. Learning is supported by texts, audio recordings, and interactive communicative exchanges with other students and the instructor. As the students’ comprehension develops the language of instruction and interaction in the classroom incrementally shifts to Arabic. Basic texts and audio recordings further enhance cultural understanding and awareness in communication.
Prerequisite: ARB101
Offered Spring

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

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

SPA101 Elementary Spanish I .................................................................3 hours
The course will set the foundation for further language study. All elements of second language acquisition will be addressed. Due to the nature of the course and subject, all students are required to participate orally. Geography and cultural elements will also be covered.
Offered Fall even numbered years
SPA102 Elementary Spanish II .................................................................3 hours
The course will enhance the student's ability to communicate in the foreign language in the three types of oral communication - interpersonal, presentational, and interpretive. Further emphasis will be placed on cultural items and global awareness. Grammatical elements required to complete the listed tasks will be presented as needed. There will be no English spoken in this course.
Prerequisite: SPA101 or placement
Offered Spring odd numbered years
Tiffin University has contracted with several colleges and universities in the area to provide students with language courses on their campuses. Students may take French, German, Japanese, Chinese and Russian. Contact Tiffin University’s Registrar’s Office for more information.

FORENSIC PSYCHOLOGY (FOR)

105 Victimology .......................................................................................3 hours
This course focuses on the victims rather than the offenders; why they have been recently “rediscovered,” why they often do not report crimes to police; how some victims might share responsibility for the crimes with the offenders; how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crimes and resist attacks. The social and emotional responses of victims to crime are examined.
Offered Spring

344 Psychology of Violence and Aggression (w) .................................3 hours
Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, and important research about attitudes toward violence and the showing of force to bring about change are reviewed. This is a writing intensive course.
Prerequisites: FOR105, PSY101
Offered Fall

365 Drugs and Society ...............................................................................3 hours
Considers various types of drugs, dynamics of use, abuse, addiction, and recovery; social, legal, economic, and psychological impact on structure and function of society; current trends; diagnosis and treatment; prevention strategies.
Prerequisites: PSY101, PSY362
Offered Spring odd numbered years
430 Crisis Intervention Strategies ..............................................................3 hours
Focuses on the theory and practice of intervention in various acute situations common in work with criminal justice clients, e.g., domestic violence, suicide threat/attempt, physical or sexual abuse, and acute chemical dependency episodes.
Prerequisites: Senior standing and PSY362
Offered Spring

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

469 Sex Crimes ..........................................................................................3 hours
There are few crimes that shock people's sensibilities as sex crimes. Sex offenders are the only type of criminal who have to register with local law enforcement, have restrictions on where they can live and can be involuntarily committed to a psychiatric hospital at the end of their prison sentence. This course explores the myths and realities surrounding the wide range of behaviors encompassed by sex crimes. Students will also analyze the underlying sexual motivation of certain crimes and their relevance to the investigation and treatment of sex offenders.
Prerequisite: PSY101, junior standing or permission of instructor
Offered Fall odd numbered years

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

111 American Society to 1865 (w) .................................................................3 hours
This survey course focuses on the social, political, religious, economic and cultural experiences of the inhabitants of North America (excluding Canada) from colonization through revolution, to westward expansion and finally the American Civil War. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary source materials to develop both content knowledge and process skills. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines. This is a writing intensive course.
Prerequisite: ENG141 or concurrent
Offered Fall odd numbered years

112 American Society since 1865 (w) ..............................................................3 hours
This course surveys American History from Reconstruction, through late nineteenth century industrialization, into the development of the nation as a world power by the mid-twentieth century, and culminating in her role during the Cold War and beyond. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines. This is a writing intensive course.
Prerequisite: ENG141 or concurrent
Offered Spring even numbered years

137 Civilizations of the World (w) .................................................................3 hours
Students will study the history of the major world civilizations. For each, they will learn about the origins, their contributions, and reasons for their collapse. A key component of the course will be to discover areas of similarity or overlap among the various civilizations studied. This is a writing intensive course.
Prerequisite: ENG141 or concurrent
Offered Spring odd numbered years

190, 290, 390 Special Topics (w) .................................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.
211 Western Society to 1500 (w) .................................................................3 hours
This survey course focuses on the social, political, religious, economic, and cultural experiences of the inhabitants of the ancient Middle East, through Classical Greece and Rome, to the beginnings of the European nation-state. Students learn the historical process, tracing themes through time and noting important connections among them. In addition, they will work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines. This is a writing intensive course.
Prerequisite: ENG141 or concurrent
Offered Fall even numbered years

212 Western Society since 1500 (w) ..........................................................3 hours
This survey course focuses on the social, political, religious, economic, and cultural experiences of Europeans from approximately 1500 to contemporary times. Students learn the historical process, tracing themes through time and noting important connections among them. In addition, they will work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines. This is a writing intensive course.
Prerequisite: ENG141 or concurrent
Offered Spring odd numbered years

225 United States Diplomatic History since 1895 (w) ..............................3 hours
Students will learn the concepts, institutions and personalities that have driven the rise of America as a world power since 1895. Particular attention is placed on the post-World War II period, when the United States took a leading role in world affairs. Students will also assess the benefits and pitfalls of America’s role in the world today. This is a writing intensive course.
Prerequisites: HIS112, ENG142
Offered Fall odd numbered years

226 United States Military History since 1895 (w).................................3 hours
This course seeks to explain the role of the military in the growth and expansion of the country’s history. It begins with the early reliance on colonial militias, through nineteenth century wars of consolidation and expansion, to the emergence of the nation as a formidable world power in the two world wars of the twentieth century. From that point, the course will investigate the emphasis on a professional army over militias and the role of these forces in events around the world since 1945. This is a writing intensive course.
Prerequisites: HIS112, ENG142
Offered Spring even numbered years
312 History of the Middle East (w) ............................................................3 hours
A survey of the history of the Middle East from the time of Muhammad (500 AD) through the beginning of the 21st Century. Specific emphasis is placed on the 20th Century and the decisions made that have resulted in the current world situation. The countries covered include Turkey, Syria, Lebanon, Jordan, Israel, Egypt, Saudi Arabia, Iraq, Iran and Afghanistan. This is a writing intensive course.
Prerequisite: ENG141
Offered Fall

313 History of East Asia (w) ......................................................................3 hours
A survey of the history of East Asia focusing on the histories of China and Japan, their relationships with the other countries of East Asia and their relationships with the world at large. The majority of the course will concentrate on the 20th Century and particular emphasis will be placed on the impact these countries had on the United States and the Vietnam War. This is a writing intensive course.
Prerequisite: ENG141
Offered Fall as needed

320 Ohio History (w) ..................................................................................3 hours
This course introduces students to the history of the state of Ohio. It begins with the prehistory of Native people, follows the struggles among Europeans for the area during the colonial period, and traces the development of the region after statehood in 1803. The course will address a wide range of topics including the key role of Ohio during the late 19th century industrialization of the country, its contributions to the Civil War and national politics, the state’s changing demographics, and its relation with other states in the Midwest. Student field trips and the use of primary source material will also be encouraged. This is a writing intensive course
Offered Spring even numbered years.

425 Historiography (w) ..............................................................................3 hours
This capstone course investigates how the study of history has evolved, with a special emphasis placed on competing historical theories. Using samples of historical writing from representative historians over time, students will seek to understand the role of objectivity and the temptations of manipulating the past to influence the future. In addition, they will learn how technology has influenced the profession. Material studied will include European as well as American historical thought and practice. This is a writing intensive course.
Prerequisite: History major either enrolled in or completed all major courses
Offered Fall odd numbered years
104 Introduction to the Hospitality and Tourism Industry ......................... 3 hours
A survey of the interrelated industries that comprise the number one employer in
the world: tourism. Introduces the student to the major concepts and components
that represent the following industries: lodging, resorts, vacation clubs and spas,
restaurants, catering, attractions, theme parks, casinos, club management, convention
and event planning, cruises, and tourism services.
Offered Fall

215 Food Service and Safety Management ................................................3 hours
Students will be required to complete a program that is recognized by the National
Restaurant Association Educational Foundation as a preferred Food Protection
Manager Certification program. Topics include: how to prepare for a health inspec-
tion; HACCP food safety assurance system; local, state and federal regulations and
agencies; crisis management; and the significant impact of the food service industry.
Offered Fall

280 Hospitality Facilities Management ......................................................3 hours
Standard operational functions and procedures involved in servicing the facility will
be addressed. The property engineer’s role as a manager will be stressed with regard to
guest operations.
Offered Spring

330 Travel and Tourism ..............................................................................3 hours
To study the importance the travel and tourism industry is to the national and world
economy by evaluating the economic, social/cultural and political impacts. Topics
include current issues and trends, travel behavior and motivators, channels of distri-
bution, transportation systems, and tourism planning, development and policy.
Prerequisite: HOS104
Offered Spring

390 Special Topics ......................................................................................3 hours
Course is designed to meet the evolving needs and interests of the students in the
field of hospitality management.
Prerequisite: Permission of the Instructor

470 Internship ............................................................................................3 hours
Provides the student with on-the-job experience in varied aspects of hospitality and
tourism management. Hours and work assignments will be arranged on an individual
basis
Prerequisite: Junior Standing
LAW ENFORCEMENT (ENF)

150 Police and Society ................................................................................3 hours
A study of the various response methodologies available to the patrol officer in assisting the citizen’s request for police service. Discusses traffic enforcement from the stop of the violator through traffic accident investigation.
Prerequisite: JUS110
Offered Spring

154 Homeland Security Overview ..............................................................3 hours
The course presents an introduction to the public and private sector dimensions of the theory and practice of homeland security at the national, regional, state and local level. The perspective will include an overview of the administrative, legislative, and operational elements of homeland security programs and processes, including a review of homeland security history, policies, and programs. The student will examine, in general, terrorism and the intelligence issues that support homeland security operations.
Prerequisite: JUS110
Offered Fall

160 Crime Prevention ................................................................................3 hours
An examination of crime prevention and security programming responding to commercial, retail, industrial, and governmental proprietary needs. Review of physical, personnel, and informational security.
Prerequisite: JUS110
Offered Spring odd numbered years

234 Computers in Law Enforcement ..........................................................3 hours
The course is a survey of the use and potential of computers in law enforcement agencies. The ethical and legal problems confronting society and police agencies occasioned by the use of computers as information gathering and storage instruments are examined, as well as the advantage of using computers in research and agency operations. Students will know how to use computers for link network analysis, crime mapping, traffic analysis and accident plotting, crime analysis and other functions relating to the administration/operation of a law enforcement agency.
Prerequisites: CIT105/111 or INS105/111/205, and ENF150, or permission of Instructor
Offered Fall

237 Fundamentals of Criminal Investigation ..........................................3 hours
Fundamentals of criminal investigative techniques including initial response to the crime scene, location and recognition of evidence, interviewing, sketching, collection and transpiration of evidence, report writing and court testimony.
Prerequisite: JUS110
Offered Fall
239 Applied Criminal Investigation and Criminalistics ..............................3 hours
Emphasis on the investigation of specific crimes including, but not limited to, Homicide, Sexual Assault, Aggravated Assault, Robbery, Burglary, Theft, Auto Theft and Arson. Students will be required to investigate a "mock" crime scene, collect and analyze evidence obtained and present their investigation in a "moot" court.
Prerequisite: ENF237
Offered Spring

293 Criminology (w) ................................................................................3 hours
An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior. Study of social institutions and their influence on labeling and labeling behavior. Topics will include social pathology, traditional crime and criminals, and emergent criminal activities such as computer-assisted crime. This is a writing intensive course.
Prerequisite: SOC101
Offered Spring

312 History of Terrorism (w) ....................................................................3 hours
Students learn how terrorism has been used as a political tool throughout history, and how terrorism has influenced the course of world events. Emphasis is on the political dimension of terrorism. This is a writing intensive course.
Prerequisites: ENG142, POL101, ENF293
Offered Fall

322 Theories of Crime Analysis .................................................................3 hours
The course covers the three types of crime analysis. The focus of the class is an overview of the theory behind the crime analysis process and an outline of some of the major issues crime analysts and crime analysis units must face. Emphasis will be placed on the examination of how research supports the use of crime analysis theory to enhance the productivity of police departments.
Offered in the Online Crime Analysis Certificate Program only

332 Computer Applications in Crime Analysis, Community Policing, and Investigations..................................................3 hours
The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and see how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.
Offered in the Online Crime Analysis Certificate Program only

335 Law Enforcement Supervision (w) ......................................................3 hours
A study of management theories and their impact on law enforcement agencies. Topics include, but are not limited to, agency structure, management of personnel, fiscal management, and civil and criminal liabilities for police personnel. This is a writing intensive course.
Prerequisite: JUS110
Offered Fall
341 Survey of Computer Forensics ............................................................3 hours
This course will provide the student with an overview of current terms and concepts that form the basis for all computer investigations. A comparative analysis of computer forensics and other criminal forensic sciences will be conducted to provide the student understanding of the forensics field. The student will become familiar with computer hardware, operating systems, programming and networking (including a comprehensive review of internet protocols and routing). The course will conclude with a review of typical computer crimes and common computer intruder methods.
Prerequisites: JUS201, JUS202
Offered Fall

343 Weapons of Terrorism (w) .............................................................3 hours
This course provides an overview of the various weapons available to terrorists that threaten America and the rest of the nations of the world. Modern applications of technologies by current foreign terrorist organizations will be included. Utilization of such weapons (chemical and/or biological) will likely require a multi-jurisdictional response capability from incident site first responders and possible U.S. military specialty response units. Cyber-terrorism has come of age requiring public and private coordination of responses to such attacks. Other weapon platforms of terrorism to be examined include radiological and explosives (dirty bombs) designed to create mass contamination of the population and surroundings. Resulting decontamination issues will be discussed as well as new tactics the instructor deems appropriate. All shall be covered with students learning about the various means used by terrorist to create fear and death. This is a writing intensive course.
Prerequisites: JUS215
Offered Spring

344 Information Security .................................................................3 hours
This course will introduce information security as an essential component in our war against terrorism. All information must be secure or the probability of winning the war will be diminished. With advances in technology and software, cyber-terrorism has become very real. Computer hackers and terrorists can shut down our nation’s most critical infrastructures. There can be no doubt that cyber-terror can pose a very real threat to this nation’s security. Students will become familiar with the entire arena of information security.
Offered Spring
345 Emergency Organization and Management .................................3 hours
Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.
Prerequisites: JUS215
Offered Fall

348 Information Systems and Analysis for Intelligence Professionals ......3 hours
This course introduces the foundations of information systems and their expanding role in the business environment. It is designed to provide an introduction to the role of information technology as the principal tool of the Information Age. This course will also introduce the student to the system analysis and design process. Topics will include analyzing a business case, requirements modeling, data and process modeling, and development strategies, with an increased focus on object modeling and project management. Students also learn about output and user interface design, data design, systems architecture and implementation, and systems operation, support and security. A case study based approach will be used to further explain the concepts covered.
Prerequisites: ENF344
Offered Spring

400 Comparative Criminal Justice Systems ........................................3 hours
Study of national and international criminal justice systems with emphasis on law enforcement. The historical, cultural, and operational similarities and differences will be explored. Contemporary research relating to law enforcement, adjudicative, and correctional systems will be considered.
Prerequisite: JUS110, Junior Standing
Offered Fall

412 Criminal Intelligence .................................................................3 hours
Course is focused on the criminal intelligence process as a whole. This process defines problems, data collection and storage, data analysis and dissemination for action to be taken by appropriate personnel. Students will learn to consider relationships between individuals, between individuals and organizations and between organizations in developing pertinent analysis. Class will utilize both inductive and deductive logic.
Offered in the Online Crime Analysis Certificate Program only
422 Geographic Information Systems: Applications in Criminal Justice ............................................................3 hours
Course covers the concepts of how a geographic information system (GIS) can enhance the development of new data and assist in making data analysis more effective. Students will learn about the various types of maps and map analysis as well as the value of producing this type of analysis. One or more current software applications will be utilized in the instructional process for this course.
Prerequisite: May include an applications software lab fee. 
Offered in the Online Crime Analysis Certificate Program only

427 Crime Analysis Field Project ..............................................................3 hours
Capstone course utilizing the skills for other analysis courses, the student will work with an instructor to develop a crime analysis project. This project will describe a defined problem, set parameters for solving the problem, select tools and options for choosing a correct path for solving the problem. The project does not necessarily have to involve crime analysis but it must approach a significant problem that any police department might experience.
Offered in the Online Crime Analysis Certificate Program only

441 Counterintelligence/Counter-terrorism ................................................3 hours
This course addresses the issues of counterintelligence and counter-terrorism (covert information modification and planned preemptive responses). This course will provide an explanation of these two different tactical operational modalities. The interconnectivity of these two separate operational fields will be examined to determine their structural relationship in combating an enemy threat. Additionally, this course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign-based operatives providing security to U.S. domestic security interests. Lastly, this course will examine the use of technology and human intelligence in their application regarding counterintelligence.
Offered Spring

450 Crime Analysis ....................................................................................3 hours
An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units, and will focus on methods of how to collect, collate, analyze, and employ crime date to predict future criminal events, including when and where perpetrators will strike. Managerial and supervisory responsibilities in a crime analysis unit will also be discussed. The course is directed toward preparing students to obtain an entry-level crime analysis position in a law enforcement agency.
Prerequisite: Senior Standing
Offered Spring
COURSE DESCRIPTIONS

Law Enforcement (ENF)

460 Evidence Processing (w) ......................................................................4 hours
This course represents a capstone experience for the Forensic Science major. Students will explore the total evidence spectrum from discovery and collection of evidence through presenting courtroom testimony. The class will combine classroom and laboratory instruction and culminate with a field experience. Topics to be covered include: evidence collection, legal rules of evidence, the chain of evidence, the collection, processing and preservation of evidence, analysis and preparation of evidence, and presentation of courtroom testimony. This is a writing intensive course.
Prerequisite: Junior or senior standing in a Criminal Justice Major
Offered Spring

Management (MGT)

121 How Business Works ..........................................................................3 hours
This introductory course is designed to acquaint the student with a broad variety of topics that are fundamental to the understanding of business. These include the essentials of economics, finance, management, marketing, international business, strategy and ethics. The study and discussion of current issues in each of these areas will be used to increase the students’ understanding.
Offered Fall, Spring

140 Survey of Healthcare Organizations and Terminology ........................3 hours
This course includes an overview of the healthcare industry and the important concepts needed to manage in the healthcare field. It also includes a comprehensive study of the basic structure of medical terminology that is necessary to work in healthcare. Spelling and pronunciation are emphasized as the student develops a professional vocabulary.
Offered through the online Associate Degree Program only

160 Introduction to Sport and Recreation Management ............................3 hours
This course will give the students a fundamental understanding of the career avenues in sport and recreation. Industry specialists present an eclectic orientation of the sport and recreation field. Academic topics include industry definitions, evolution, curriculum components, experiential learning, career and internship opportunities, applied and theoretical research, leadership, governance, and ethics.
Prerequisite: ENG141
Offered Spring

175 Medical Management Systems ............................................................3 hours
This course introduces the student to computerized medical office management software used in account management, file organization, scheduling, and overall practice management.
Offered through the online Associate Degree Program only.
201 Management of Organizations (w) ......................................................3 hours
This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. The course will also examine the nature of the managerial job. This is a writing intensive course.
Prerequisite: ENG141 and Sophomore standing
Offered Fall, Spring

221 Supply Chain Management ..................................................................3 hours
This course is an overview of supply chain management and will briefly cover the topics of Procurement, Lean Organizations, Total Quality Management, Logistics and Materials Management.
Prerequisite: MGT201, MAT273
Offered Spring

240 Healthcare Office Management ............................................................3 hours
This course applies management planning and controlling concepts for the students to learn how to evaluate and improve processes for the healthcare office environment. Topics include process selection and design, project implementation, capacity planning, and forecasting that are unique to healthcare.
Offered through the online Associate Degree Program only
Prerequisite: MGT201

290 Special Topics in Healthcare ...............................................................3 hours
This course will address current topics in the healthcare field. The topics discussed in any term may change based on changes in the industry.
Prerequisite: None unless specified in the course schedule.

291 Recreation and Sport Program Administration.....................................3 hours
This course emphasizes the history, philosophy, scope, and value of recreation administration. Working closely with municipal park and recreation department personnel, students explore the principles and techniques for effective leadership in the organization and operation of recreational sport programming in a variety of settings. Practical experience is available in supervising recreation programs at the YMCA, community parks, college intramurals, and local school systems. This course requires a minimum of ten hours of field experience.
Prerequisite: MGT160
Offered Spring

301 Organizational Behavior .................................................................3 hours
A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.
Prerequisite: MGT201
Offered Fall, Spring
317 Human Resources Management ................................................................. 3 hours
A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.
Prerequisite: MGT301
Offered Fall, Spring

319 Labor Relations .................................................................................... 3 hours
Studies policies applying to labor-management relations along with a history of unionization, current practices, and legal guidelines with emphasis on the negotiation process.
Prerequisite: MGT301
Offered Spring

325 Facilities Design and Management ...................................................... 3 hours
Provides dynamic models and options for planning, maintaining, and managing sport & entertainment facilities in the present and future. Concentration is on the design, maintenance, and full utilization of facilities that are realistic, cost efficient, environmentally sound and aesthetically pleasing. Topics include design, construction, refurbishing, finance options, risk assessment, risk management, security, operations, and procedures.
Prerequisites: LAW260, MGT201
Offered Fall

351 Managing Diversity in the Workplace (w) .......................................... 3 hours
In the context of the growth of multinational enterprises and the increasing diversity of the American workforce, this course deals with gender, racial, age, cultural, and other differences in the workplace. The course will focus on being open, sensitive, and fair in dealing with differences and on using diversity as a positive force within organizations. This is a writing intensive course.
Prerequisite: MGT201
Offered Fall

359 Small Business Management ................................................................. 3 hours
A study and analysis of the problems of operating a small business. Additionally, a discussion of the how's, what's and why's an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.
Prerequisites: MGT201 and Junior standing
Offered Spring
360 Business of Sport (w) .................................................................3 hours
Course covers topics relating to league structures, the management of sporting clubs, branding and pricing, sponsorship, media contracting, financial valuation and facilities development in a variety of sport settings. The primary method of instruction is case development and analysis. This is a writing intensive course.
Prerequisites: MGT160, ACC201
Offered Fall

367 Advanced Topics in Human Resources Management ...............3 hours
This course builds on topics introduced in MGT317 Human Resources Management. Further study of important issues in human resources will be undertaken, including: Compensation and Incentive Systems, Benefits, Human Resource Development, Occupational Health and Safety, and Workforce Planning.
Prerequisite: MGT317
Offered Fall

390 Special Topics ...........................................................................3 hours
Course is designed to meet the evolving needs and interests of the students and the field of management.
Prerequisite: None, unless listed in the schedule of courses

404 Organization Theory .................................................................3 hours
An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.
Prerequisite: MGT301
Offered Spring

411 International Management .......................................................3 hours
This course focuses on business across national boundaries. Topics covered include functional areas of management in MNEs, impact of policy, society, economy, and geography on the international business environment and global strategic management.
Prerequisite: MGT301
Offered Fall

470 Internship ..............................................................................3 hours
Provides the student with on-the-job experience in varied aspects of management. Hours and work assignments will be arranged on an individual basis.
Prerequisite: Permission of Department Chair
475 Internship and Professional Development Seminar .............................3 hours
Students majoring in Sport and Recreation Management or Hospitality and Tourism will be required to gain a minimum of 200 hours of volunteer or paid practicum experience related to their chosen field. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as interviewing, dining etiquette, and business career information.
Prerequisite: Senior Standing
Offered Fall

495 Organizational Strategy (w) .................................................................3 hours
An advanced course designed to integrate the functional concepts and techniques from the foundation courses in the curriculum. It provides the student with a thorough appreciation of the role of the general manager, with emphasis on strategy formulation and implementation. This is a writing intensive course.
Prerequisites: Enrollment in a Business major, FIN301 and 96 or more credits
Offered Fall, Spring

MARKETING (MKT)

151 Introductory Marketing........................................................................3 hours
This course exposes the student to the vocabulary of marketing and introduces many of the major principles and theories of the discipline. The focus of the course is on marketing's relationship to the other business functions and on marketing function management as opposed to day-to-day marketing operations
Offered Fall, Spring

252 Buyer Behavior ....................................................................................3 hours
This course introduces the basic processes of and influences upon decision-making by both individual consumers and organizational buyers, as well as the implications of such information toward the development of marketing strategies.
Prerequisite: MKT151
Offered Fall

253 Marketing Communications ................................................................3 hours
This course deals with operation and management of the advertising and promotion function with respect to both its positions within the marketing system and its relationship to the other business functions.
Prerequisite: MKT151
Offered Spring
350 Retailing Management .............................................................................. 3 hours
This course includes discussions of retailing functions and management of retailing as a system. Emphasis is on understanding the external environment of retailing and on the creation of an appropriate internal environment.
Prerequisite: MKT252 or MKT253
Offered Fall

353 Marketing Research .............................................................................. 3 hours
This course provides a study of marketing function information needs as well as an understanding of operating and managing the research process. This research process and its integral parts are studied in detail from the perspectives of providing actionable results and marketing controls.
Prerequisites: MKTI51, MAT273
Offered Fall

354 Personal Selling .................................................................................... 3 hours
Personal Selling focuses on customers as individuals rather than target market groups. To do this, the student salesperson will learn to tailor sales call approaches and presentations, negotiation strategies, and service provisions tailored to that specific person and organization. Given the independent nature of professional sales positions, the course also examines motivation, time management, and ethical issues.
Prerequisite: MKTI51
Offered Fall

357 Business Marketing ............................................................................... 3 hours
Focusing on function management rather than function operation, this course explores in detail the nature of business-to-business markets and the differences in industrial buyer behavior and the marketing mix from that encountered in consumer markets.
Prerequisite: MKT253 or MKT350
Offered Spring

364 Event Marketing and Management ...................................................... 3 hours
Examines the practices for scheduling, planning, organizing, promoting, and supervising commercial and private events. Business planning is emphasized as students are familiarized with theories, terminology, and logistics for marketing, promotions, management, decision making, and analyses of customer behavior. This course emphasizes the creation and implementation of core documents to present to prospective investors, clients, and employees.
Prerequisites: MKTI51, MGT201 and Junior standing
Offered Spring

390 Special Topics ...................................................................................... 3 hours
This course, which is offered when dictated by demand, deals with a variety of special interest marketing topics. Examples of such areas are services marketing, marketing for nonprofit organizations, and marketing research consulting.
Prerequisite: None, unless listed in course schedule.
404 Global Marketing ................................................................. 3 hours
This course examines the increasingly global nature of marketing management and addresses the issues involved when organizations expand into the arena of international competition. Particular attention is paid to the differences between cultures and the importance of sensitivity to them.
Prerequisites: MKT151, MKT353
Offered Spring

470 Internship ................................................................. 3 hours
Under faculty member guidance and reporting to an agent of a selected firm the individual student works in some aspect of the marketing field: e.g., retail or wholesale sales, advertising and promotion or distribution. This real-world work experience contributes directly and substantially to the student's major area of marketing interest. Work assignments are arranged on an individual student/company basis.
Prerequisite: Permission of Department Chair

MATHEMATICS (MAT)

100 Foundations of College Mathematics ..................................... 3 hours
See Freshman Studies Program for course description.

173 College Mathematics ................................................................. 3 hours
See Freshman Studies Program for course description.

174 Finite Mathematics ................................................................. 3 hours
This course applies mathematical techniques to solve real-world problems and involves the study of topics including linear models, systems of equations, financial math, logic, probability, and statistics.
Prerequisite: MAT173 with "C" or better, or placement
Offered Fall, Spring

181 College Algebra ................................................................. 3 hours
The course topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices, sequences, and counting principles with probability.
Prerequisite: MAT173 with "C" or better, or placement
Offered Fall, Spring

190, 290, 390 Special Topics ................................................................. 3 hours
Topics will vary. These courses offer topics of special interest to students to further their interest and knowledge in the area of mathematics.
Prerequisite: None, unless listed in the schedule of courses.
251 Applied Mathematics .................................................................3 hours
An applied approach of fundamental arithmetic and algebraic concepts and basic
problem-solving skills. Emphasis is placed upon a problem-solving approach that
requires students to be active participants in the examination of numerical concepts.
(Required for Middle Childhood Math Concentrations)
**Prerequisite:** MAT173
*Offered Fall even numbered years*

271 Geometry for Middle School Teachers ........................................3 hours
Considers synthetic methods, foundations of Euclidean geometry with a brief treat-
ment of non-Euclidean geometry, and groups of transformations associated with
geometry.
**Prerequisite:** MAT174/181
*Offered Spring even*

273 Applied Statistics I ..................................................................3 hours
A study in descriptive and inferential statistical methods that aid decision-making.
Includes the following topics: probability, probability distributions, calculation of
parameters from a universe, calculation of statistics from a sample, hypothesis testing,
regression, and correlation. A hand-held calculator with scientific functions is
required.
**Prerequisites:** CIT105/111 and MAT174, MAT181 or EDU150
*Offered Fall, Spring*

275 Elementary Analysis ...............................................................3 hours
This course covers traditional pre-calculus topics, including topics from advanced
algebra, trigonometry and analytic geometry.
*Offered Spring odd*

370 Teaching Mathematics in Middle School .................................3 hours
This course will introduce students to current research and issues related to teaching
mathematics in middle school. Students in this course will learn how to engage mid-
dle school students in meaningful mathematics, how to work with middle school stu-
dents who are not meeting minimum standards and how to prepare middle school
students for high school courses in mathematics. They will become knowledgeable
about the current State of Ohio Math Standards.
*Offered Fall odd*

373 Applied Statistics II .................................................................3 hours
This course further develops topics introduced in Applied Statistics I. Additional top-
ics covered will include analysis of variance, multiple regression, time series analysis,
quality control and decision theory. The course makes use of available computer soft-
ware as a problem-solving tool.
**Prerequisite:** MAT273
*Offered Spring odd numbered years*
110/210/310 Instrumental Ensembles .........................................................1 hour
Students in the University Bands explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles, in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.
Offered Spring

112/212/312 Choral Ensembles ....................................................................1 hour
Students in the University Choral and Vocal Ensembles explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.
Offered Spring

115/215/315 Private Music Instruction: Instrumental ..............................1 hour
This individual study is based on fundamentals of technique and basic musicianship on the student's primary instrument. Students meet with an instructor of their given instrument 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.
Offered Fall, Spring

116/216/316 Private Music Instruction: Instrumental ..............................1 hour
This individual study is based on fundamentals of technique and basic musicianship on the student's primary instrument. Students meet with an instructor of their given instrument 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.
Offered Fall, Spring

117/217/317 Private Music Instruction: Vocal ..............................................1 hour
This individual study is based on fundamentals of vocal technique and basic musicianship. Students meet with an instructor of their voice part 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.
Offered Fall, Spring
118/218/318 Private Music Instruction: Vocal .............................................1 hour
This individual study is based on fundamentals of vocal technique and basic musicianship. Students meet with an instructor of their voice part 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.
Offered Fall, Spring

121 Basic Music Theory and Ear Training ..................................................3 hours
This course teaches concepts of sound, music notation, rhythm, meter, intervals, modes, scales and triads through the use of harmonic analysis, composition, sight singing and transcription. Introduces the basic terminology of music theory and further development of aural and cognitive skills.
Offered Fall even numbered years

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

230 Introduction to Sound and Recording Technology ..............................3 hours
Students will explore the basic principles involved in the process of sound reinforcement and recording, including microphones and the principles of sound transduction, basic analog audio electronics, device interconnection, shielding and grounding, analog-to-digital conversion, magnetic recording processes in both analog and digital systems, and standard practices of recording, mixing, editing and mastering. Studio and live sound equipment are used in class, in studio exercises, and student projects.
Prerequisite: MAT173
Offered Fall odd numbered years

321 Music Theory and Application ..........................................................3 hours
This course will allow students to develop an understanding of intermediate music theory and ear training, and will also teach functional keyboard skills. The course will address harmonic and formal analysis, basic part-writing techniques, basic arranging and orchestration, and give students a survey of compositional techniques used in classical music and modern-day practices.
Prerequisite: MUS121
Offered Spring odd numbered years
324 Survey of American Popular Music (w) .........................................................3 hours
This course is designed to provide a general historical overview of the development of popular music in the United States. Students will learn to listen closely and critically to popular musical styles; appreciate the historical and social contexts of popular music; understand some of the people, institutions and conditions that have shaped popular music; and think creatively and critically about the cultural role of popular music. This is a writing intensive course.
**Prerequisite:** ENG142  
*Offered Spring even numbered years*

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

427 Music Business Seminar .............................................................................3 hours
This course provides students with the opportunity to explore the current state and the future of the recording industry, music publishing industry, and music industry and intellectual property law. Students conceive and develop ideas and proposals for musical entrepreneurship, and create an individual project that draws together work from previous courses and their own musical and professional experience.
**Prerequisites:** MUS230, MUS324, MUS327  
*Offered Spring*

**NATURAL SCIENCES (NAT)**

114 Survey of Science ........................................................................................3 hours
A general science course that entails a brief overview of the major science disciplines of biological science, earth science, physics, and chemistry. The student will be able to demonstrate knowledge of basic concepts and principles of biology, earth/space science, chemistry, and physics and demonstrate and understanding for the process of scientific discovery and their implications in our society.
*Offered Spring/Fall*

124 Introduction to Athletic Training ..................................................................3 hours
This course emphasizes the prevention, recognition, and treatment of athletic injuries. Taping, wrapping, and reconditioning of athletic injuries are also covered in this course. Additionally, First Aid and CPR are a part of the curriculum.
*Offered Spring even numbered years*
150 Introduction to Anatomy & Physiology ..............................................3 hours
This course will provide students with an introduction to the structure and function of each body system. The most common diseases and disorders are explored to understand the physician's diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.
Offered through the online Associate Degree Program only.

190, 290, 390 Special Topics .................................................................3 hours
Topics will vary. These topics will be of special interest to students to further their interest and knowledge in the area of natural science.
Prerequisite: None, unless listed in the schedule of courses.

201 Principles of Physical Science..........................................................3 hours
An introductory study of physics, chemistry, astronomy, earth science, and weather. The following topics are explored: motion, energy, heat, wave motion, sound, light, atomic structure, elements, chemical change, the universe, the solar system, rocks and minerals, earthquakes, weathering and erosion, volcanoes, plates, the atmosphere, clouds, storms, tornadoes, and climate.
Offered Fall even numbered years

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

210 Oceanography ..........................................................3 hours
An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.
Offered Fall odd numbered years

215 Environmental Science ..........................................................3 hours
An introduction to the basic chemical, physical, and geological aspects of environmental sciences. Topics to be covered include ecosystems, physical, chemical, and geological processes involved in shaping the environment, political, economic, and social impacts of the environment, pollution, and the major contemporary environmental issues with examples from Ohio and surrounding states.
Offered Spring even numbered years
220 Survey of Health Issues .................................................................3 hours
Health decisions made today are the building blocks for future personal health. This
course will assist the student in making personal health decisions by introduction of
resources and information pertaining to various health issues, health trends and exam-
ination of issues pertinent to the life of today’s college student.
Offered Fall odd numbered years

275 Introduction to General Chemistry .................................................3 hours
The General Chemistry course is a three credit hour lecture class with no laboratory
required. The course is an introduction into the basic concepts of chemistry and will
serve as the chemistry requirement for the general science major and for the training
of the middle school teachers.
Prerequisites: MAT174/181, basic chemistry or biology recommended
Offered Spring

291 Drugs and the Body (w) .................................................................3 hours
The focus of this course is to develop an effective perspective on the multifaceted
aspects and problems associated with drug use, abuse, addiction, and treatment. This
is a writing intensive course.
Offered Spring odd numbered years

300 Introduction to Green Technologies ..............................................3 hours
This foundation courses is an introduction to the science of clean or “green” technolo-
gies that are either currently utilized in the world or under development. Special
focus will be placed on solar, water, and wind power and their applications to con-
serve and protect the world’s natural resources. Emphasis will be placed on the cur-
rent trends for preserving and sustaining the world’s ecosystems both here in the
United States and abroad.
Offered Fall

310 Anatomy and Physiology .............................................................3 hours
This course will acquaint the student with the general structure (anatomy) and func-
tion (physiology) of the human body and its interrelated systems. Focus will be
placed on the interdependence of body systems to maintain stability within the
human body.
Offered Fall even numbered years

370 Pollution Prevention and Conservation .......................................3 hours
A study of pollution prevention techniques and practices both within the United
states and around the world. Emphasis will be placed on the history of water
reclamation, soil remediation, and air stripping methods. The course will also explore
how governments, cities, and industries are conserving natural resources and what is
being done with “green” or clean technologies to improve conservation efforts.
Prerequisite: NAT300
Offered Spring
450 Renewable Energies and Sustaining Ecosystems ............................3 hours
A comprehensive study of the earth’s renewable energy sources including a review of
the various types of energies used in society both past and present. The course will
also focus on the ecosystems of the world especially the high profile ecosystems in the
rainforest areas, Great Lakes, and the polar regions. A special focus will be placed on
the reliance of green or clean technologies to protect and preserve the ecosystems.
Prerequisite: NAT300
Offered Fall

PHILOSOPHY (PHI)

110 The Art of Reasoning .................................................................3 hours
This course introduces students to philosophy through a study of the art of reasoning,
which is essential in any field or endeavor that requires clear, skillful and critical
thinking. Students will learn how to classify concepts, formulate definitions, analyze
and evaluate propositions, analyze, construct and evaluate arguments, and identify
common fallacies in reasoning. The study is oriented towards practical applications
and involves a variety of skills in the analysis and evaluation of reasoning in daily life,
scientific inquiries and professional fields.
Prerequisite: ENG141 or Concurrent
Offered Fall, Spring

112 Great Philosophers .................................................................3 hours
This course introduces students to philosophy through a historical study of great
philosophers and their representative works. The course study may be a survey of the
history of philosophy, or the history of philosophy in a particular culture (e.g.,
a history of Chinese philosophy), or the history of a particular area in philosophy
(e.g., a history of epistemology), or a survey of a particular historical period (e.g.,
ancient Greek philosophy), or a study of a particular school (e.g., pragmatism) or a
study of one philosopher’s work (e.g., Plato).
Prerequisite: ENG141 or Concurrent
Offered Fall, Spring

190, 290, 390 Special Topics ..........................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.
210 Philosophical Problems (w) .................................................................3 hours
This course introduces students to philosophy through a survey of the core questions in some of the main areas in philosophy. These areas of philosophy may include philosophy of religion, metaphysics and epistemology, philosophy of mind, ethics, philosophy of life, social and political philosophy, and so on. In the study of each area, students will be exposed to different schools of thought. The course may also be taught as a study of a particular school of thought in philosophy (e.g., rationalism), examining its theories in the above-mentioned areas of philosophy. This is a writing intensive course.
Prerequisites: ENG141
Offered Fall

212 Symbolic Logic .....................................................................................3 hours
This course introduces students to philosophy through a study of reasoning in a symbolic system, including sentential (or propositional) and quantificational (or predicate) systems. Students will learn how to translate claims and arguments expressed in a natural language into a system of logical symbols, evaluate those claims and arguments in accordance with logic rules that are also formulated in that system of logical symbols, and enjoy the simplicity and precision of logical thinking.
Prerequisite: ENG141
Offered Spring

215 Ethics ..................................................................................................3 hours
This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.
Prerequisite: ENG141 or concurrent
Offered Fall, Spring

305 Applied Ethics..........................................................................................3 hours
This course is a critical examination of various moral problems present in contemporary society and involved in various professions from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that are involved rational decision between conflicting values each of which represents something good in itself in order to do what is right.
Prerequisites: ENG142, 3 hours of PHI
Offered Fall
POLITICAL SCIENCE (POL)

101 Introduction to the American Political Process .................................3 hours
A survey course that covers the American democratic process and the distribution of
authority and responsibility between the federal, state, and local levels.
Offered Fall, Spring

151 Introduction to National Security Studies .........................................3 hours
This course provides an introduction to the study of national security and the national
security process. It introduces students to the instruments of national power and how
those instruments are used to support and achieve national interests and objectives.
The course introduces the key actors, processes, and issues associated with national
security. Students will have a better understanding of the complexities and challenges
associated with security policy in a world characterized by globalization.
Prerequisite: ENG140
Offered Fall, Spring

190, 290, 390 Special Topics .................................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.

201 Political Geography ........................................................................3 hours
This course begins with an introduction to the current political map of the world.
Students will learn to identify continents, countries, capitals, and major cities. Second
emphasis is on the relationships among the physical environment, landforms, climate,
resources, and political boundaries.
Offered Fall odd numbered years

205 The Presidency (w) ........................................................................3 hours
The course studies the American presidency from 1787 to the present and examines
the history, development, and operation of the U.S. Presidency. Analysis is of the institu-
tion of the presidency, its functions, formal and informal relationships, and its limi-
tations within the American political system. Emphasis is on the dynamics of the pres-
idency, including presidential personality, conceptions of role, impact of public opin-
ion, and responses to changes in the environment. Also considered are the evolution
of the presidency, its powers and restraints; organizing and using White House staff;
executive decision-making; and contemporary views of the office. This is a writing
intensive course.
Prerequisite: POL101
Offered Spring
206 Congress ........................................................................................................3 hours
The course studies the organization, operation, and politics of Congress; problems of
representation, leadership, relations with interest groups, the White House, and the
bureaucracy. The course examines the history, development, and operation of the U.S.
Congress. Attention is given to congressional elections, congressional-presidential rela-
tions, and the policy-making process, and the sociology and politics of legislative
process; legislative recruitment, structure and influence of the committee system,
impact of party leadership, and nature of legislative decision-making.
Prerequisite: POL101
Offered Spring

207 The Courts ....................................................................................................3 hours
The course analyzes the political context of the judicial process. Topics covered
include the structure and function of American court systems, court staffing, judiciary,
roles of lawyers and other actors in the American legal system.
Prerequisite: POL101
Offered Fall

310 Public Policy ..................................................................................................3 hours
This course uses the case study method to analyze current issues in public policy.
Students study both policy formation and implementation. Typical topics include
social security, welfare, education, energy, defense, and tax reform.
Prerequisites: POL101, MGT201
Offered Fall even numbered years

311 Federalism .....................................................................................................3 hours
The course examines the nature of American Federalism and the dynamics of inter-
governmental relationships; its organization, structure, powers, and functions of state
and local governments. The course examines the role of the national and the state
governments in intergovernmental relations as well as the state, local, interstate and
inter-local relations. Issues of federal grants, fiscal outlook of cities, problems of inner
cities, and metropolitan governments are also discussed.
Prerequisite: POL101
Offered Fall even numbered years

320 Public Administration.....................................................................................3 hours
This course examines the management of government at local, state, and federal lev-
els. Emphasis is on the function and control of government agencies, the nature of
bureaucracy, planning, budgeting, and decision making in the public sector.
Prerequisite: POL101, MGT201
Offered Spring odd numbered years

330 Political Parties and Pressure Groups..........................................................3 hours
This course examines the history, organization, and function of parties and pressure
groups. Topics covered include methods of political action, nomination, elections,
campaign finance, and interest articulation.
Prerequisite: POL101
Offered Fall odd numbered years
341 Covert Action and Intelligence ............................................................3 hours
This course examines the function and functioning of the intelligence process – from collection to analysis to policy use – within the three branches of our federal government, within our constitutional system more generally, and with regard to our need to protect our national security and national interests. Students will develop their intelligence analysis through application problems and scenarios.
Prerequisite: POL151
Offered Fall

345 Economic Instruments of Security Policy ............................................3 hours
The course examines the government's evolving use of economic instruments of national power to promote our national security and our national interests.
Prerequisite: POL101 and ECO221
Offered Spring even numbered years

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

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

400 The Constitution, Liberty, and Order ..................................................3 hours
This course examines inherent conflicts between individual liberties and social order under our constitutional system. It uses the case study approach to analyze issues including freedom of speech, assembly, press, and religion; due process; equal protection; voting rights; and privacy rights.
Prerequisite: POL101 or JUS110, and Junior standing
Offered Spring even numbered years

411 American National Security Policy ......................................................3 hours
Students trace the development of national security in the United States from its conceptual birth during World War II to the present day, including the role that intelligence plays in national security policy. The course examines how national security policy has developed through succeeding presidential administrations.
Prerequisite: POL151
Offered Spring odd numbered years
420 Transnational and Unconventional Threats ........................................3 hours
Students will examine some of the unconventional security threats posed by transnational actors and organizations. Topics to be covered include: globalization, WMD proliferation, drug cartels, energy security, information security, pandemics, and border security. Students will also critically assess how best to organize American’s national security apparatus to respond to these wide-ranging unconventional threats.
Prerequisite: POL151
Offered Fall even numbered years

425 Intelligence Analysis ............................................................................3 hours
The intelligence world is one of ambiguity, nuance, and complexity. Knowing one’s enemies and knowing one’s self has been sage advice for centuries. But how does one know what your enemies are thinking? This course focuses on the conversion of processed information into intelligence through the integration, analysis, evaluation, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. Analysis is but one phase of the intelligence process, but it is perhaps the most important. Students who take this course will expand their research, computer, communication, and analytical skills in order to identify significant facts and derive sound conclusions from imperfect and often contradictory information and flawed evidence.
Prerequisite: CIT355 or concurrent, POL341 recommended
Offered Spring

491 Senior Seminar in Government and National Security ......................3 hours
Students complete a case study/project designed to test the totality of knowledge gained in the GNS major. Seminar projects must demonstrate explicitly, through scholarship, teamwork, and /or creative thinking, a meaningful integration of the student's course of study.
Prerequisite: Senior status and permission of the dean
Offered Spring

PSYCHOLOGY (PSY)

101 Introduction to Psychology .................................................................3 hours
Introduction to psychology as a behavioral science, including historical background, human development (genetic and physical) from birth through death, the senses and perception, intelligence and creativity, and the principles of conditioning, learning, memory, and forgetting.
Offered Fall, Spring

190, 290, 390 Special Topics .................................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.
201 Introduction to Professional Practices (w) ..........................................3 hours
Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional resume. Guest speakers, field trips, and other out-of-class experiences expand students’ understanding of the diversity and challenges of modern behavioral science and practice. This is a writing intensive course.
Prerequisite: PSY101
Offered Fall

263 Theories of Personality ........................................................................3 hours
An overview of historical and current theories regarding personality formation and development, and methods of measuring personality characteristics. Psychodynamic, humanistic, behaviorist, trait, and cognitive approaches are discussed.
Prerequisite: PSY101
Offered Fall even numbered years

265 Lifespan Development ........................................................................3 hours
This course takes a life span approach in studying human development from conception through death. Students will examine the major theories and scientific research findings on our physical, cognitive, social, and personality development.
Prerequisite: PSY101
Offered Spring even numbered years

302 History and Systems of Psychology ....................................................3 hours
The long past and short history of the formal discipline of psychology are presented in a combined lecture/seminar format. Of primary emphasis are the philosophical foundations of modern psychological concepts and the personal lives and times of those who founded the field. Students engage in classroom debates, find and present in class biographical information pertaining to historical figures in psychology, and complete a project with a historical theme.
Prerequisite: PSY201
Offered Spring

320 Motivational Psychology ......................................................................3 hours
Course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.
Prerequisite: PSY101
Offered as needed
325 Introduction to Industrial/Organizational Psychology ........................3 hours
This course is an overview of the field of Industrial/Organizational Psychology. It includes such areas as a history of I/O, methodology, job design and analysis, psychological testing, employee recruitment, selection, training, performance appraisal, motivation, satisfaction, emotions, personnel and organizational development, multiculturalism and diversity, leadership, group dynamics, health and safety, stress and conflict management, ergonomics, and consumer psychology.
Prerequisite: PSY101
Offered as needed

333 Experimental Psychology .................................................................3 hours
Intensive instruction and hands-on experience in the designing, conducting, interpreting and reporting of psychological experiments. Ethical considerations, measurement and sampling issues, and various categories of experimentation are discussed.
Prerequisites: PSY101, SCS300
Offered Spring

360 Introduction to Counseling ...............................................................3 hours
Provides a theoretical survey of the field of counseling. Major emphasis is on such topics as ethical considerations, the intake interview, counselor roles and client roles, goals of counseling, referrals and liaisons in the community, vocational counseling, tests and instruments used in the counseling process and research on the counseling process.
Prerequisite: PSY101
Offered Spring

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

363 Cognitive Psychology .................................................................3 hours
An overview of the issues, concepts, and current research evidence regarding the mechanisms, processes and content of thought. Attention and perception, memory, language, and problem solving are discussed.
Prerequisite: PSY101
Offered Fall odd numbered years
364 Evolutionary Psychology .........................................................................................3 hours
Students examine current evidence regarding the origins of human thought and behavior from the perspective that many aspects of "human nature" can be understood usefully as sets of processes that were designed by natural selection to solve adaptive problems faced by our evolutionary ancestors. Among the issues to be addressed are human survival, sex, and mating strategies, conflict between the sexes, and the emergence of moral codes.

**Prerequisite:** PSY101 or SOC101

*Offered Spring even numbered years*

369 Human Sexuality .................................................................................................3 hours
Examines physiology of human sexuality as well as psychosocial aspects of the field. Considers sexual orientation, sexual dysfunction and paraphilia, sex therapy, theories of attraction, and current research.

**Prerequisite:** PSY101

*Offered Fall even numbered years*

401 Biological Foundations of Behavior .................................................................3 hours
This course is an introduction to behavioral neuroscience, a branch of psychology that concerns itself with relationships between the brain, nervous system and behavior. Topics include the structure and functioning of individual nerve cells; the structure and functioning of brain components; brain/nervous system control of relatively simple behavior such as movement, sensation, perception, and motivated behaviors; physiological regulation of sleep and memory; and, biologically based clinical syndromes such as mood disorders, schizophrenia, and Alzheimer's disease.

**Prerequisites:** PSY101, NAT310 – Education students: EDU250, NAT310

*Offered Spring even numbered years*

440 Comparative Psychotherapies and Therapeutic Techniques .....................3 hours
An in-depth exploration of the major, extant psychotherapeutic theories and experiential exposure to those techniques appropriate for use by an entry level counselor; emphasis will be on behavioral, cognitive and humanistic approaches.

**Prerequisite:** PSY360

*Offered Spring*

445 Psychometrics (w) .............................................................................................3 hours
A survey of issues and concepts involved in the measurement of psychological characteristics such as knowledge, personality, intelligence, creativity, psychopathology, etc., including demonstrations of some commonly employed psychological tests. This is a writing intensive course.

**Prerequisite:** PSY101, SCS300

*Offered Fall even numbered years*
SOCIAL SCIENCES (SCS)

220 Introduction to Leadership .................................................................3 hours
This foundational course introduces students to concepts and theories of leadership to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership.
Prerequisite: ENG141

300 Research Design (w) .................................................................3 hours
A skill development course focused on generating, obtaining, analyzing and disseminating data, information and knowledge in behavioral sciences. Students will undertake a formal research project. This is a writing intensive course.
Prerequisite: MAT273
Offered Fall, Spring

440 Theory and Application of Leadership ........................................3 hours
This interactive course examines theories and approaches to leadership. This course provides historical analysis of leaders and the evolution of leadership theory as well as gender and cultural approach to the topic. Students will gain an understanding of the leadership process and its elements, leaders, followers and contexts. The course will review the scholarship and research of leadership and provide a synthesis of the contemporary leadership models.

450 Human Services Capstone .........................................................3 hours
This capstone course in Human Services is designed for students nearing the end of their undergraduate program. It is designed to help students integrate their knowledge and apply the skills they have acquired in the program to think critically about important issues in Human Services and professional helping. The capstone course includes development of a professional portfolio which can be utilized towards the requirements of National Certification from the National Organization in Human Services. It is also designed to help students use their undergraduate training and experiences to help them understand personal issues and formulate career goals and directions.
Prerequisite: SCS300, Senior Standing

470 Internship I ..............................................................................3 hours
Internship is fieldwork in an agency appropriate to the student’s career objectives.
Prerequisite: Junior standing and permission of the School

471 Internship II ..............................................................................3 hours
A continuation of Internship I for students who wish a more rigorous and in-depth experience.
Prerequisites: SCS470 and permission of the School
491 Senior Seminar I ..................................................................................3 hours
Students will design a project and complete a documented literature review for that project. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student’s course of study to date. This course is a foundation for and an integral part of SCS492. Psychology majors only.
Prerequisites: SCS300, senior Psychology majors only.

492 Senior Seminar II ................................................................................3 hours
Students will implement, complete, document, and report on individual senior projects deriving directly from and building on work completed in SCS491. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student’s course of study to date.
Prerequisites: SCS491, senior Psychology majors only

SOCIology (SOC)

101 Principles of Sociology ........................................................................3 hours
Introduction to the basic concepts of sociological study, elements of social life, social patterns and institutions, and the process of maintenance and change in society.
Offered Fall, Spring

190, 290, 390 Special Topics ......................................................................3 hours
Topics will vary.
Prerequisite: None, unless listed in the schedule of courses.

250 Social Psychology ................................................................................3 hours
Study of the influences that people have on the beliefs and behaviors of others. Topics will include social perception and attribution, self-presentation, attitudes and attitude change, aggression and violence, group dynamics, and their relationship to selected fields.
Prerequisite: PSY101 or SOC101 – Education students: EDU250 or EDU316
Offered Spring

280 Sports in American Society ..................................................................3 hours
Survey of the influential role of the growth of sports and the sports industry in American culture. Examines the ideas of sports building character; providing for social mobility; and acting as a positive outlet for aggressive action. Considers the problems of cheating, drug usage, and the fostering of racism. The values and practices of professional and commercial sports will be compared and contrasted with those of educational and amateur athletics.
Prerequisite: SOC101
Offered Fall
310 Sociology of the Family ................................................................. 3 hours
The sociological analysis of the family, its development as a social institution, its relationship to society, and its contributions to personality development.
Prerequisite: SOC101
Offered Spring even numbered years

320 Community Sociology ...................................................................... 3 hours
Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the Basis for community research.
Prerequisite: SOC101
Offered Fall even numbered years

360 Multicultural Issues in Society (w)...................................................... 3 hours
Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the Basis for community research. This is a writing intensive course.
Prerequisite: SOC101
Offered Fall, Spring

361 Sociology of Gender ........................................................................ 3 hours
Sociopsychological development of sex roles within contemporary society. Analysis of the significant influences social institutions play throughout development of sex roles.
Prerequisite: SOC101
Offered Spring odd numbered years

380 Social Movements and Ideologies...................................................... 3 hours
The analysis of the collective response to situations of social tension and change that take the form of social movements and their accompanying ideologies, both from a historical and contemporary viewpoint.
Prerequisite: SOC101
Offered Fall odd numbered years

395 Sociological Theory ........................................................................... 3 hours
Historical review of the major theoretical contributions and a critical examination of the development of sociological theory.
Prerequisite: SOC101
Offered Fall odd numbered years
THEATRE (THR)

222 Introduction to Theatre .................................................................3 hours
A survey course in theatre and drama designed to help develop an aesthetic awareness of all forms of performance combined with an appreciation of theatre in history. The fundamental principles of theatre and the cultural significance of drama will be examined with special attention to the role of playwright, actor/performer, designer, and critic. Through a study of representative historical and contemporary plays, students will hone skills of thoughtful inquiry important to the pursuit of any profession.
Prerequisite: ENG141, students must be available for play production.
Offered Spring

250 The Art of Acting .............................................................................3 hours
This course is the study and practice of the art of acting through identification with one’s own personality and vision of oneself in the development of a character. Students will learn to appreciate themselves as human beings, with experiences, emotions, and intellect that must be employed in the development of a role, and to replace masks, clichés, and stereotypes with human behavior, instinct, and action in the characters they portray. Students will gain an appreciation for discipline, practice, and concentration as necessary components of theatrical success. Through lecture and object exercises, students will practice their craft and learn new ways to “wear the pants” of a specific role. They will learn to conduct research as an initial preparation step, as they study and explore a specific role to be portrayed in a final class presentation.
Prerequisite: THR222
Offered Spring odd

261 Elements of Theatre .......................................................................3 hours
This course is designed to offer students an amalgamation of the various elements that make up theatre, including play production, dramatic literature, and the artisans of theatre. Students will gain hands-on experience in play production by joining a specific crew for TU’s semester theatre production, and they will read and discuss a sampling of dramatic works by modern playwrights, including O’Neill, Synge, Shepard, and Miller. By looking at theatre as both literature and performance, students will learn to appreciate the social and psychological elements of modern dramatic works, as well as the creative measures used in turning a dramatic work into a production.
Prerequisite: ENG141, students must be available for play production
Offered Fall
PARTNERSHIP SCHOOLS COURSE OFFERINGS

HEIDELBERG COLLEGE CHEMISTRY (CHM)

305 Quantitative Analysis .................................................................4 hours
Study of both theoretical and practical aspects of quantitative chemical analysis, including classical and modern methods. Theoretical emphasis is on treatment of data, acid-base, solubility, oxidation-reduction, and complex ion equilibria, electro-chemistry and spectrophotometry. Laboratory work includes quantitative gravimetric, volumetric, and instrumental analysis. Three recitations and two 3-hour laboratory periods per week.
**Prerequisite:** CHM111 and CHM112.

404 Instrumental Analysis .................................................................4 hours
This course includes the study of the theory and applications of instrumental methods of chemical analysis. Emphasis is on (1) Spectroscopy (UV, Visible, IR Raman, NMR, AA, emission, mass), (2) Electrochemistry (electrolysis, potentiometry, voltammetry, coulometry) and (3) Chromatography (GC, HPLC). Laboratory work involves solving analytical problems using instrumental techniques. Two recitations and two 3-hour laboratory periods per week.
**Prerequisite:** CHM305

LOURDES COLLEGE ADOLESCENT AND YOUNG ADULTS

EDA

210 Teaching Adolescents and Young Adults .....................................3 hours
Provides students with opportunities to examine the developmental needs and unique aspects of educating adolescents and young adults and how schools and teachers effectively respond to such needs. Students will not only examine the history and philosophy of adolescent education but will also explore the latest theories regarding learning and effective instructional practices.
**Prerequisites:** EDU100 and permission of education advisor

235 Curriculum & Instruction for Adolescents & Young Adults ..........3 hours
Builds on the general concepts presented in EDA225, Teaching Adolescents and Young Adults, by providing students with opportunities to plan curriculum and instruction, which is developmentally appropriate for adolescents and young adults. This course will begin to bridge the gap between content and practice.
**Prerequisites:** EDU100, EDA225, and permission of education advisor.
250 General Teaching Methods and Field Experience I ........................... 3 hours
Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the adolescent (secondary) level. This course will examine various instructional methods used to teach adolescents and young adults in the student’s chosen concentration area and will provide students with actual field experience in teaching.

**Prerequisites:** EDU100, EDA225, EDU230, EDU250, EDA235, permission of advisor. Required Field Base Experience.

351 Social Studies Methods and Field Experience II .............................. 3 hours
Offers students opportunities to learn and practice the skills and competencies of effective teaching of Social Studies at the adolescent (secondary) level. This course will examine various instructional methods used to teach Social Studies and will provide students with actual field experience in teaching Social Studies.

**Prerequisites:** EDU100, EDU230, EDU250, EDU316, EDU318, EDA225, EDA235, EDA250, admission to education program and permission of advisor. Required Field Base Experience.

353 Language Arts Methods and Field Experience II ............................. 3 hours
Provides students with opportunities to learn and practice the skills and competencies of effective teaching of language arts at the adolescent (secondary) level. This course will examine various instructional methods used to teach language arts and will provide students with actual field experience in teaching language arts.

**Prerequisites:** EDU100, EDU230, EDU250, EDU316, EDU318, EDA225, EDA235, EDA250, admission to education program and permission of advisor. Required Field Base Experience.

450 Adolescent and Young Adult Student Teaching ............................... 12 hours
Provides students with an opportunity to put into practice the skills and competencies of effective teaching of adolescents. This course is the culminating experience in the student’s educational program. This course will include experiences and practices in an Adolescent and Young Adult Classroom along with weekly seminar sessions.

**Prerequisites:** completion of all professional education and curriculum content courses, permission of the education advisor. Required Field Base Experience.
EDM

210 Education for Young Adolescents .........................................................3 hours
Fosters an understanding of the unique developmental needs and aspects of young adolescents. This course will examine not only the history and philosophy of middle school education but will explore exemplary practices, which are characteristics of effective middle childhood education.
Prerequisite: EDU250 or concurrent

235 Integrated Curriculum & Instruction in the Middle School ..............3 hours
Explores theories, issues, research, resources and exemplary practices, which promote developmentally appropriate education for the young adolescent. Students will observe and examine how integrated curriculum and instruction uses the unique needs and interests of young adolescents and promote the development of basic skills as well as critical thinking skills, problem solving and creativity. Topics include: student centered curriculum, interdisciplinary learning, assessment, and developmentally appropriate instruction.
Prerequisites: EDU100, EDU250, EDU230, EDM225. Required Field Base Experience.

250 Middle Childhood Methods & Field Experience I .............................3 hours
Provides students with opportunities to learn and practice the skills and competencies of effective teaching of young adolescents. This course will examine methods of developing appropriate experiences in all four curriculum content areas and reading in the Middle Childhood program.
Prerequisites: EDU100, EDU250, EDU230, EDM225. Required Field Base Experience.

350 Middle Childhood Methods & Field Experience II .........................3 hours
Reinforces instructional methods and focuses on the two (2) areas of curriculum concentration selected by the student. Students will participate regularly in a young adolescent classroom along with a weekly class reinforcing such topics as planning appropriate responsive experiences, classroom management, learning styles, parent issues, mainstreaming, interdisciplinary teaming, integration, professionalism, creating assessment materials, and technology.
Prerequisites: EDU100, EDU250, EDU230, EDM225 and cumulative GPA 2.50. Qualifying test scores.

450 Middle Childhood Student Teaching ..............................................12 hours
Provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of young adolescents. This course is the culmination of all Professional Education and Curriculum Content courses, which comprise the Middle Childhood Education Program. This course will include experiences and practices in a Middle Childhood setting along with weakly seminar sessions.
Prerequisites: Permission of EDM Advisor, BATE 2, EDM350, EDU318 and completion of all content course work. Required Field Base Experience.
**EDU**

100 **Foundations of Education** ................................................................. 3 hours
Offers historical, philosophical, political and social overviews of education. Students will examine how schools are organized, administered and financed. In addition, students will explore and experience the skills and competencies (ten performance standards) necessary to be an effective teacher. Legal issues such as the Professional Code of Ethics, legal rights of teachers and their legal responsibilities will be addressed. Required Field Base Experience. Must pass with a “C” or better.

150 **Introduction to Technology in Education** ........................................ 3 hours
Provides practical skills in various ways to incorporate technology into the student’s personal educational program as well as integrating instructional technology into the classroom. Must pass with a “C” or better.

218 **The Role of Phonics in Emergent Literacy** ...................................... 3 hours
Integrates cognitive and language development in children and across cultures, the linguistic aspects of language (content), and pedagogy or the teaching of phonics (theory and research) and its role in emergent literacy (reading). The focus is on the physiological, developmental, and sociological aspects of cognition and receptive and expressive language. The course uses the Ohio Academic Content Standards as the basis for curriculum development of literacy approaches and content in early childhood and middle school classrooms.
**Prerequisites:** ENG141 and ENG142

230 **Survey of Special Needs Education** ............................................... 3 hours
Focuses on the foundations of special education with emphasis on historical background, legal issues, a positive learning environment, disabilities and health disorders in a regular/inclusive classroom, as well as developing teaching skills for use in an inclusive classroom. Must pass with a “C” or better.
**Prerequisites:** EDU100, EDU250, permission of education advisor.

250 **Educational Psychology** ................................................................. 3 hours
Addresses the foundation of Educational Psychology. Four major areas will be explored: general overview of psychology, life span development, human learning, and behavioral issues and problems. Must pass with a “C” or better.
**Prerequisites:** EDU100 and permission of education advisor
312 Teaching Reading Through Literature for Young Adolescents ..........3 hours  
Focuses on the acquisition and development of reading skills, and the nature, implementation and process of reading instruction through literature. Students study the psychological and linguistic foundations of reading instruction with emphasis on the value of reading aloud to learners and strategies and skills needed to encourage and motivate students to pursue and respond to reading and writing. The course presents a practical study of fiction and nonfiction literature for young adolescents, including a study of literary elements, reading strategies, the implementation of flexible literacy programs, critical evaluation of texts and their use in the classroom. It also examines ways that various factors, such as content, purpose, tasks, settings, and cultural, linguistic, and ethnic diversity influence the reading process.  
**Prerequisites:** Permission of EDM advisor, ENG200 and EDU218.

316 Multicultural and Social Issues in Education ........................................3 hours  
Gives an overview of the interaction of school and society. Emphasis will be placed on exploring the social issues affecting education and the appropriate role and response of school and teacher.  
**Prerequisites:** EDU100, junior standing, permission of education advisor.

318 Classroom Management and Behavioral Issues .................................3 hours  
Provides students with the knowledge and skills necessary to create an effective learning environment and to deal appropriately and effectively with behavioral issues within the classroom setting. The course covers both legal and ethical implications and provides practical management techniques.  
**Prerequisites:** EDU100, permission of the education advisor.

328 Integration of the Arts in Instruction ..............................................3 hours  
Explores theories, issues, research, resources and exemplary practices, which promote aesthetic education for children. Students will explore and experience how the visual arts, music, performing arts and dance can be integrated across the curriculum, using the unique needs and interests of students and promoting the development of basic skills as well as critical thinking skills, problem solving and creativity.  
**Prerequisites:** EDU100, EDM225 (EDM majors only), permission of education advisor.

330 Developmental Reading Through Content Area Reading .............3 hours  
Focuses on reading as a tool for constructing meaning from text by accessing prior knowledge, applying schema, developing a purpose for reading, and emphasizing the value of reading aloud to learners. A basic understanding of the reading process combined with the application of reading strategies to build knowledge of study strategies will be examined. Explores questioning techniques, and cognitive processing in the comprehension of narrative and expository text to enhance the quality of life.
332 Reading Diagnosis and Assessment ....................................................3 hours
Focuses on reading as a tool for constructing meaning from text by accessing prior knowledge, applying schema, developing a purpose for reading, and emphasizing the value of reading aloud to learners. A basic understanding of the reading process combined with the application of reading strategies to build knowledge of study strategies will be examined. Explores questioning techniques, and cognitive processing in the comprehension of narrative and expository text, application of readability factors to the content textbook, study/learning strategies for the teacher and the student, and techniques for developing higher level thinking skills.
Prerequisites: through Gate 1 and accepted into the Department of Education, permission of education advisor, EDE250, EDM250, EDA250.

HTW254 Health Science for Teachers of AYA ............................................3 hours
Designed to acquaint students with basic information, history, philosophy and competencies unique to health education in the school setting. The course will help education majors apply the information they learn in a health content course to a grade 4-12 teaching experience. Areas covered include conflict management, mental health and stress, drug use and abuse, sexuality, relationships, nutrition, fitness, infectious diseases, environmental health, and death and dying. This course is designed to address these concerns of the student, as well as the future teacher.
Prerequisites: EDU100 and EMD, EDE or EDA or concurrent.

SCI370 Integrated Science for Teachers ....................................................3 hours
An interdisciplinary science course for education majors designed to provide content knowledge in areas outlined in the National Science Standards and Science for All Americans. The course will demonstrate, through praxis, themes/project based approaches to teaching and learning science. The course will focus on science as an inquiry process. The course will involve students in lecture, relevant classroom projects, participation in hands-on-science labs, resource portfolio development and creation of a teachable science unit.
Degree Completion Programs

ADMISSION REQUIREMENTS
Admission Requirements for Degree Completion Programs

1. Submit Application
2. Submit official high school transcript or GED if Associate Degree was not earned.
3. Submit official transcripts from all previously attended colleges/universities
4. Submit a writing example

TUITION, FEES AND EXPENSES FOR 2010 – 2011
Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees.

DEGREE COMPLETION PROGRAMS
Bachelor of Business Administration Tuition per credit (including books) ............$475
Bachelor of Arts in Professional Studies and Bachelor of Criminal Justice
    Tuition per credit ...........................................................................................................$400
Portfolio Fee ......................................................................................................................$200
Proficiency Examination Fee (plus tuition) .................................................................$25
    Tuition is assessed at 50% of normal rates
Degree Completion Program Incomplete Fee, 
    per seated course ........................................................................................................$15
Incomplete Fee for courses through eCollege
    After two weeks, per course .........................................................................................$25
    Six weeks and beyond, additional per course ............................................................$50
Transcript Fee ....................................................................................................................$4
Graduation Fee ...................................................................................................................$65
Returned Check Fee .........................................................................................................$40

Tiffin University provides a tuition payment plan option to allow for monthly payments. Interest is charged on past due accounts @ 1% per month. Contact the Bursar for more information.
DEGREE COMPLETION PROGRAM ACADEMIC POLICIES
Professional Studies, Organizational Management, and Justice Administration Majors

Auditing a Course
Students in any Degree Completion Program are required to take each course in the Degree Completion Program. If a student has already completed one of the courses through Tiffin University, they are eligible to audit the course. Only three courses are permitted to be audited. Students do not have to pay for the course, but must meet the following requirements:
- Adhere to the attendance policy for the course
- Participate in all class activities to the satisfaction of the instructor
- Complete any in-class assignments.
Students who fail to comply with the requirements for auditing a Degree Completion Program course will be stopped out of the program. A course taken for audit does not count toward the required course load for financial aid.

Attendance Policy
Due to the concentrated scheduling and the emphasis placed upon participatory learning, adult learners need to be in attendance every week. Students are permitted one class session absence in a five or six week course and two class session absences for a seven, ten or eleven week course. Absences permitted due to illness or other emergency situations must be made up through activities required by the instructor in that module or the Academic Center Director. General guidelines for make-up work are:
1. Make-up work will be graded on a pass/fail basis, and will be assigned at the discretion of the instructor.
2. For make-up in any module, adult learners will discuss the missed class with the instructor. It is expected that make-up arrangements will be equivalent to four hours of class time.
3. Make-up work for the missed class will be turned in to the instructor when the student returns to class the next week.
4. If make-up work is not handed in when due, the student will receive an “F” for the course.

Instructors will take attendance weekly and immediately report any absence from the module to the Director of the appropriate academic center. If more than one class session is missed in a five or six week module, or more than two class sessions are missed in a seven, ten, or eleven week module, the adult learner must be withdrawn from the module and current cohort. The student will have the option to restart the program with a later cohort.

Tiffin University will monitor attendance records. Attendance records are essential in order to comply with regulations established by the Department of Veterans’ Affairs for recipients of VA benefits or federally insured student loans. If long-term medical, family or employment concerns develop, the adult learner must contact the appropriate Tiffin University administrative office immediately. The adult learner will be assisted both academically and financially to address any issue which affects their participation in the program.
Incomplete Course Work - Degree Completion Program
All course work is expected to be completed for each course by the last meeting of that class. Summary papers are due one week from the time the course ends. If the student finds that he/she cannot complete the work by the due date(s), the student may request an incomplete for the course. The request must be made to the instructor no later than the last night of the course. It is at the instructor's discretion to grant or to deny the request. If the instructor grants the request, the student is to complete an Incomplete Grade Request Form. The form is to be signed by the student and the instructor and immediately submitted to the appropriate Academic Center. The instructor will record the grade as “I” (Incomplete). An incomplete cannot be submitted without this signed document. Students are required to submit work within 30 days of the final paper's original due date. If the student does not request an incomplete by the last class session or does not submit the completed assignment on time, the grade will be based on the work that has been completed and submitted.

Academic Probation – Degree Completion Program
Any student whose cumulative grade point average falls below 2.0 will be placed on probation. If, after the completion of an additional six semester hours, the cumulative grade point average shows no improvement, the student will be academically dismissed.

Academic Dismissal – Degree Completion Program
Academic dismissal of students enrolled in degree completion programs will be considered only after the student has completed courses during at least two five-week sessions. A student will be dismissed from the program because of failure to maintain a 2.0 cumulative grade point average to remain in good academic standing after being placed on academic probation.

Receiving a failing grade in nine or more hours attempted during the first term or receiving a failing grade in four or more courses in any term will result in the student being dismissed from the program.

Any student dismissed from the University for academic reasons may apply for re-admission, but the student must first satisfactorily complete all non-module courses before petitioning for re-admission to the Degree Completion Program. A petition for readmission must be sent to the Registrar. Readmitted students will be placed on academic probation and must maintain a grade point average of 2.0 to remain in good academic standing.
ACADEMIC HONESTY

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an “F” for the assignment or for the course in question at the discretion of the instructor. If warranted, acts of academic dishonesty may also attract more severe sanctions, such as suspension or dismissal.

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member may assign a grade of “XF”. The faculty member will provide the Dean of Degree Completion Programs with documentation of the circumstances surrounding the occurrence.

2. A tracking mechanism and database is maintained by the Registrar’s Office to identify students who receive a grade of “XF”. The Dean of Degree Completion Programs will be notified when a student receives an “XF”. In the case of individual instances of academic dishonesty that are not severe enough to lead to a grade of “XF”, but are severe enough to lead to a student failing an individual assignment, faculty members will report these cases of academic dishonesty to the Dean of Degree Completion Program. The process through which these instances are documented and handled, including any remediation, is at the discretion of the faculty of the respective schools.

3. First Occurrence - Upon the submission of a grade of “XF” the student will be placed on academic probation. The student will be required to undergo remediation and a warning letter from the Dean of Degree Completion Programs will be sent to the student notifying the student that the receipt of a second “XF” will result in permanent dismissal.

4. Second Occurrence - All second occurrences will be reviewed by the Vice President for Academic Affairs to confirm the dismissal.

5. Grades of “XF” will be expunged from the student’s record upon dismissal, transfer or graduation from Tiffin University

GRADUATION WITH HONORS

All course work that a student has completed at TU and any other college(s), which is used to meet specific TU degree requirements will be used in calculating graduation with honors.

- **Distinction** GPA Range: 3.90 – 4.00
- **Summa Cum Laude**: 3.70 – 3.89
- **Magna Cum Laude**: 3.50 – 3.69

A student who has a 3.90 grade point average in Tiffin University classes, but transferred in mostly Cs and Bs from previous coursework, may have less than a 3.50 grade point average when grades for all transfer credits are included. The grades and credits transferred from another college are listed on the TU transcript. However, the cumulative grade point average on the TU transcript only reflects TU credit hours.
Other Graduation Requirements
Students must have a 2.50 cumulative grade point average in their major courses in order to graduate, regardless of the overall cumulative grade point average. Major courses are indicated by an asterisk (*) in the academic bulletin or on the student's curriculum sheet. The grade point average for major courses does not appear on the transcript and is calculated individually for each student. Students should monitor these grades carefully as they take required major courses.

Refund Policy
Following is the refund amount for Degree Completion Program students who withdraw:

5, 7 or 10 Week Session
Date of withdrawal during the semester ...............................................................Refund
Before the start of the semester ............................................................................100%
During the first calendar week .............................................................................50%
During the second calendar week .................................................................25%
After the second calendar week ......................................................................No Refund

Students receiving federal financial aid should read the Return of Federal Financial Aid Policy: Title IV Funds below.

Financial Aid Policies
The decision to award certain federal grants and loans rests with the Director of Financial Aid who acts in compliance with policy established by the University's Financial Aid Committee and applicable federal and state regulations. To qualify for federal financial aid a Degree Completion Program student must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree granting program and registered for at least a half-time load of six hours a semester. It is necessary to reapply each year for student assistance as family circumstances may change.
Satisfactory Academic Progress
Tiffin University students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP) toward completion of a degree, according to federal and state laws. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal PLUS Loan
- Federal Stafford Student Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Other programs as determined by the Financial Aid Office, federal, and state regulations.

To receive assistance under the Student Financial Assistance (SFA) Programs, a student must meet the Standards of Satisfactory Academic Progress. The University has established a satisfactory progress policy for the purpose of monitoring whether or not the student meets these standards. Students who fail to make progress towards completion of their degree as specified under this policy will be issued warning letters, placed on probation, or suffer suspension or termination of financial aid. For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed annually at the end of the Spring semester. All periods of enrollment at the University are considered even if the student did not receive Title IV aid. A copy of the policy is enclosed with each electronic financial aid award notification. The following components are measured to determine if satisfactory progress has been achieved:

**Qualitative:** Financial aid recipients must maintain a minimum cumulative GPA for his or her category as specified in the Tiffin University Academic Bulletin under the section on Academic Policies and defined as Academic Standing.

**Quantitative:** Credit Hour Completion. All students must successfully complete 67% of all the courses that they attempt each academic year. Attempted course categories include completed, incomplete, withdrawal, noncredit, repeated, and failed course grades.

Maximum Time Frame (Time Limitation for Degree Completion). Students must graduate within 10 semesters of full-time attendance — or other time frame as determined by the program. Students who change majors and transfer from other institutions are subject to the same maximum time frame limitations. Students attending less than full-time must still complete 67% of the courses they attempt and must graduate in a time frame comparable to the 10 semesters.
Reinstatement of Financial Aid
A student whose financial aid has been terminated can become eligible for financial aid by fulfilling one of the following conditions:
- Eliminate all academic deficiencies by completing the number of credit hours that are lacking, or
- Complete enough credit hours to achieve the minimum cumulative GPA at the student’s own expense, or demonstrate special or extenuating circumstances through the appeals process.

Appeals
Any student denied financial aid and who can prove special circumstances has the right to appeal the decision within 60 days of the Financial Aid Office notification. The appeal must be submitted in writing and supportive documentation must be attached. The Director of Financial Aid will submit the documentation to the Scholarship and Financial Aid Committee for review.

The Financial Aid Appeals Committee Appeal Process:
1. The Scholarship and Financial Aid Committee is made up of administrators and staff. The Financial Aid Office convenes the Committee as needed.
2. Student submits a letter of appeal along with supporting documentation to the Scholarship and Financial Aid Committee via the Financial Aid Office.
3. The letter along with supporting documentation is reviewed by the Director of Financial Aid to determine if additional information is needed.
4. The Director presents letter of appeal, supporting documentation and institutional data to the Committee.
5. The Committee reviews information and issues a decision to the Director of Financial Aid.
6. The Director of Financial Aid notifies the student of the decision of the Committee.

If the Scholarship and Financial Aid Committee denies the appeal, the student may submit a final appeal to the Vice President for Enrollment Management.

Financial Aid Probation
A student who has not completed at least 67% of the total hours attempted, is below the minimum cumulative grade point average for credit hours attempted, or is within one semester of meeting the maximum timeframe allowed to complete a program will be placed in a status of Financial Aid Probation. The student will then be allowed one semester to correct the deficiencies in SAP or complete a degree. If the deficiency is not corrected, the student will have his/her eligibility for financial aid suspended until all SAP requirements are met. During the Probation stage, the student may continue to be eligible for loans and grants; however, he/she may be required to complete all or part of the Learning Assistance Program.
Return of Federal Financial Aid Title IV Refund Policy
Title IV funds include, but are not limited to Federal Pell Grant, Federal Subsidized and Unsubsidized Stafford Loans, and Federal PLUS loans. For federal financial aid purposes, a student who completes at least one course in a module and then withdraws is not considered to have withdrawn. However, because the student failed to begin attendance in the number of credit hours for which the Federal Aid was awarded, the institution must recalculate the student's eligibility for aid based on a revised cost of education and enrollment. Disbursed loans may remain intact after the student's eligibility has been calculated based on the reduced cost of attendance. Loans that have not been disbursed may not be available to the student. Contact the Financial Aid Office for more information.

A student who withdraws without completing at least one module is considered to have withdrawn. Because the student failed to begin attendance in the number of credit hours for which the federal financial aid was awarded, the institution must first recalculate the student's eligibility based on a revised cost of education and enrollment status then perform the Return of Title IV funds calculation using this revised award.

Dropping and Adding Courses
Students can add classes to their schedule before that class has met for four hours. Students are responsible for notifying the Academic Center Director of all withdrawals from classes. All classes dropped after the withdrawal date will carry the grade of WF (withdraw failing) or WP (withdraw passing) based upon the grade earned in the class at the time of withdrawal.

When a student officially notifies the college of his or her intent to withdraw, any refund of tuition will be computed from this date of withdrawal. If a student drops out of school without notifying the University in writing, the student will be automatically dropped when the absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the date of notification.

Students receiving federal aid may be refunded tuition based on the Federal Refund Policy (page 27). Students receiving federally insured loans must notify their lending institution and/or the U.S. Department of Education Direct Lending Service Center about their withdrawal from college.
Writing Intensive Courses
Tiffin University is committed to the total education of the student. Good writing skills are an essential requirement for a well-rounded education. With that as a goal, certain courses across the curriculum are designated as Writing Intensive Courses and are noted with a (w) in the Academic Bulletin. Writing Intensive Courses require writing assignments in which writing skills and clarity constitute a significant part of course work. Not only does writing show mastery of a skill, it enables the student to learn and process information so that knowledge can be applied in practical and abstract areas.

The following courses are designated as writing intensive:
- CIT312 Information Systems for Managers
- CUL443 Comparative Mythology
- ENF312 History of Terrorism
- ENG365 Issues in Literature
- FOR344 Violence and Aggression
- HIS312 Middle East History
- JUS463 Applied Research Design
- MGT468 Action Research Project
- MGT495 Organizational Strategy
- SOC360 Multicultural Issues in Society
BACHELOR OF ARTS IN PROFESSIONAL STUDIES

The Tiffin University School of Arts and Sciences awards the Bachelor of Arts in Professional Studies online through the Degree Completion Program.

Professional Studies
BA degree candidates must complete the coursework and semester hours as specified below. Students are required to maintain a 2.50 cumulative grade point average in major courses. Six of the major courses (18 sem. cr. hrs.) are selected by the student upon admission to the program from the 54 hours offered in the BA Professional Studies Program. These six courses (18 sem. hrs.) along with 30 sem. hrs. of major coursework taken at the transfer institution will comprise the 48 hours for the major requirement. Of the 30 hours transferred as major course work, 24 will be recorded under the major and 6 will be recorded under elective requirements.

Degree Requirements:

Knowledge Skills and General Education Core .................................................49 hours
Core Curriculum of the School of Arts and Sciences .................................18 hours
Total semester hours for the Major ..............................................................30 hours
Open Electives/Minor .................................................................................24 hours
Total semester hours for the Degree .........................................................121 hours

In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to ensure that pre-requisites are satisfied for both the School of Arts and Sciences Core and the major:

ACC201 Survey of Accounting
COM Oral Communication
CIT Information Technology
MAT174 Finite Math
MGT201 Management of Organizations
Writing or composition: six hours
**BA in Professional Studies**

The program is provides courses which rely on student projects, team assignments, and experiential learning. The program incorporates liberal studies requirements, business courses, political science, psychology and social science courses. The following courses are offered in the program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART310</td>
<td>American Art</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIT312</td>
<td>Information Systems for Managers (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>COM441</td>
<td>Organizational Communication</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL443</td>
<td>World Mythology (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG365</td>
<td>Issues in Literature (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS312</td>
<td>Middle East History (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>LAW302</td>
<td>Business Law for Managers</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT376</td>
<td>Statistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT301</td>
<td>Organizational Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT317</td>
<td>Human Resource Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT359</td>
<td>Small Business Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT320</td>
<td>Survey of Health</td>
<td>3 hours</td>
</tr>
<tr>
<td>PHI305</td>
<td>Applied Ethics</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL320</td>
<td>Public Administration</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY320</td>
<td>Motivational Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY301</td>
<td>Adult Development and Life Assessment</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC350</td>
<td>Social Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC360</td>
<td>Multicultural Issues (w)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Total** ........................................................................................................... **54 hours**
BACHELOR OF BUSINESS ADMINISTRATION

Tiffin University’s School of Business awards the Bachelor of Business Administration Degree, BBA, in the Degree Completion Program of study. This program is not offered on the Tiffin Campus.

Knowledge Skills and General Education Core ................................................. 49 hours

Core Curriculum of the School of Business ...................................................... 18 hours

Total semester hours for the Major ................................................................. 30 hours

Open Electives/Minor ..................................................................................... 24 hours

Total semester hours for the Degree .............................................................. 121 hours

In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that pre-requisites are satisfied for both the School of Business Core and the major:

- ACC201 Survey of Accounting
- COM130
- CIT105
- MAT174: Finite Math
- MGT201 Management of Organizations

Writing or composition: six hours
**Major: Organizational Management**

This major is designed from a general managerial perspective and is meant only for adult students. The instruction is cohort-based and relies heavily on student projects, team assignments, and experiential learning from experience. The program incorporates some General Studies requirements, the School of Business core requirements and the Professional Major.

*This program is not offered on the Tiffin Campus.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC305</td>
<td>Accounting for Decision-Making</td>
<td>3</td>
</tr>
<tr>
<td>CIT312</td>
<td>Information Systems for Managers (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM441</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG365</td>
<td>Issues in Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>FIN301</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>LAW302</td>
<td>Business Law for Managers</td>
<td>3</td>
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<td>*MGT301</td>
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<td>*MGT411</td>
<td>International Management</td>
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<tr>
<td>*MGT468</td>
<td>Action Research Project (w)</td>
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<td>*MGT495</td>
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<td>PSY301</td>
<td>Adult Development and Life Assessment</td>
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**Major: Organizational Management with a concentration in Elder Care Management**

*This program is offered online only.*

**Management Core**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACC305</td>
<td>Accounting for Decision-Making</td>
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<tr>
<td>CIT312</td>
<td>Information Systems for Managers (w)</td>
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<td>COM441</td>
<td>Organizational Communication</td>
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<td>ENG365</td>
<td>Issues in Literature (w)</td>
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189
Elder Care Management Concentration Courses:
*MGT326 Operations Management for Elder care Services ........................................3 hours
MGT335 Social Aspects of Aging Populations .................................................................3 hours
*MGT352 Service Delivery for Elder care Management ....................................................3 hours
FIN413 Finance of Elder care Management ....................................................................3 hours
PHI411 Ethical Issues of Aging Populations .................................................................3 hours
Total ................................................................................................................................15 hours

Total ................................................................................................................................54 hours

BACHELOR OF CRIMINAL JUSTICE
Tiffin University’s School of Criminal Justice and Social Sciences awards the Bachelor of Criminal Justice Degree, BCJ, in the following Fast Track Degree Completion program of study:

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

Knowledge Skills and General Education Core ..........................................................49 hours

Core Curriculum of the School of Criminal Justice ......................................................18 hours

Total semester hours for the Major .............................................................................30 hours

Open Electives/Minor .....................................................................................................24 hours

Total semester hours for the Degree .............................................................................121 hours
Major: Justice Administration

This course is designed exclusively for adult learners. The instruction is cohort-based and relies heavily on student projects, team assignment and experiential learning. The major incorporates some General Studies requirements, the School of Criminal Justice core requirements and the Professional Major.

*It is not offered at the Tiffin Campus.*

Theoretical and Historical Perspectives:
- *ENF312 History of Terrorism (w) ..............................................................3 hours
- *ENF393 Criminal Nature ..........................................................................3 hours
- FOR344 Psychology of Violence and Aggression (w) ..............................3 hours
- SOC350 Social Behavior ..........................................................................3 hours
- *JUS463 Applied Research Design (w) ...................................................7 hours

Criminal Justice Agencies and Processes:
- *ENF345 Emergency Organizations and Management ..........................3 hours
- *COR320 Correctional Thought and Procedures ....................................3 hours
- *ENF401 Comparative Criminal Justice Systems ..................................5 hours
- *ENF450 Crime Analysis ..........................................................................3 hours

Contemporary Issues and Problems:
- PSY301 Adult Development and Life Assessment .................................3 hours
- FOR366 Substance Abuse .......................................................................3 hours
- SOC360 Multicultural Issues in Society (w) ...........................................3 hours
- ENF441 Counterintelligence/Counter-terrorism ....................................3 hours
- PHI306 Applied Ethics ...........................................................................3 hours

Arts and Sciences:
- ENG365 Issues in Literature (w) ..............................................................3 hours
- MAT326 Statistics for Criminal Justice Majors ......................................3 hours

Total ............................................................................................................54 hours
Course Descriptions

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

ACCOUNTING (ACC)

305 Accounting for Decision-Making .......................................................... 3 hours
The course will build on the fundamentals covered in earlier, introductory accounting courses. Students will develop relevant accounting related skills and integrate accounting knowledge with broader management issues. External, financial accounting topics will be explored by moving through the sequence of balance sheet accounts and the related revenue and expense accounts. Cost accounting issues will be addressed. The course will explore the relationship of these two accounting environments and integrate the two fields.
Offered as part of the Organizational Management major only.
Prerequisite: ACC201

ART (ART)

310 American Art ...................................................................................... 3 hours
This course addresses the material culture of what is now the continental United States. Material culture in this context emphasizes painting, sculpture, and architecture, but also explores the development of the visual arts and the historical references associated with the arts in the United States. Emphasis will be place on learning to identify and interpret artists, styles, and international influences.
Prerequisite: ENG142

BUSINESS LAW (LAW)

302 Business Law for Managers .............................................................. 3 hours
This course studies the history, background, sources and influences of our modern day law as it pertains to the business activities of individuals, corporations and other legal entities, with particular emphasis upon business litigation, legal liabilities, and the laws governing contracts, creditors’ rights, secured transactions, bankruptcy, agency, partnerships, and corporations.
Offered as part of the Degree Completion Program only.
COMMUNICATION (COM)

441 Organizational Communication ..................................................3 hours
An advanced course designed to examine interpersonal relationships and patterns of managerial communication within the organizational structure. Focus is on organizational channels of communication, an examination of problems encountered in various leadership styles, coping with complementary relationships in the organization, and effective use of intervention.
Prerequisite: COM130

COMPUTERS AND INFORMATION TECHNOLOGY (CIT)

312 Information Systems for Managers (w) .............................................3 hours
Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.
Prerequisite: CIT105, MGT201

CORRECTIONS (COR)

320 Correctional Thought and Procedures .............................................3 hours
Course considers the social, economic, and political consequences of crime and punishment from a number of critical perspectives. These perspectives enable adult learners to understand the causal relationships between various social factors.
Offered as part of the Justice Administration Program only.

CRIMINAL JUSTICE (JUS)

463 Applied Research Design (w) ......................................................7 hours
Course provides a unique, integrative research experience. Students will learn the fundamental steps of the research process including formulating research questions, developing specific hypotheses, designing various types of studies, and collecting, analyzing and interpreting the results. With this knowledge, students will design, conduct, and write a formal report on a criminal research project in a criminal justice agency. Students will design, conduct, and write a formal report on a research project in a criminal justice agency. Students will stay current in the field by reading and understanding articles that appear in scholarly and professional journals. This is a writing intensive course.
CULTURAL STUDIES (CUL)

443 Comparative Mythology (w) ................................................................. 3 hours
A study of the great epics and myths of the world, possibly ancient and modern, and the common themes, archetypes, and folklore around the world and their roles in defining archetypes and influencing the contemporary world. The course might discuss creation myths, fertility myths, and hero/heroine myths/epics. This is a writing intensive course.
Prerequisites: ENG142

ENGLISH (ENG)

365 Issues in Literature (w) ........................................................................ 3 hours
This course is conducted as a forum wherein students read, analyze, and discuss different works of fiction and poetry. Special attention is given to those literary works that focus on the challenges of being responsible adults. Students will be asked to make personal connections with the material, using their own lives and work experiences as a means to focus on literary technique in the established literary canon. They will be challenged to make the transition from superficial reading of a text to a deeper interpretation and appreciation for literary theories and concepts. This is a writing intensive course.
Offered as part of the Degree Completion Program only.
Prerequisite: Six hours of writing or composition

FINANCE (FIN)

301 Business Finance .................................................................................. 3 hours
This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ratio analysis, organization of financial markets, and international (global) finance.
Prerequisites: ACC201

413 Finance of Elder Care Management .................................................... 3 hours
This course is an introduction to issues in Elder care management finances with a description of the current environment in which these services function. It explores the basics of finance that are unique to the elderly and presents concepts that are critical to making sound financial decisions to improve the cost-effectiveness of Elder care management.
Prerequisite: ACC201
**FORENSIC PSYCHOLOGY (FOR)**

344 Psychology of Violence and Aggression (w) .........................................................3 hours
Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, take out and important research about attitudes toward violence, and the showing of force to bring about change are reviewed. This is a writing intensive course.

366 Substance Abuse ................................................................................................3 hours
This is a comprehensive course that explores the topic of substance abuse from many perspectives including the history of drug abuse and drug laws; physiological and physical effects of drugs on the body, emotional, psychological, & social perspectives/effects; the differentiation of use, abuse, and addiction and how they affect therapy; and comprehensive examination of therapies. The course provides an in-depth overview of the multi-faceted issues related to substance abuse.
*Offered as part of the Justice Administration Program only.*

**HISTORY (HIS)**

312 History of the Middle East (w) .................................................................3 hours
A survey of the history of the Middle East from the time of Muhammad (500 AD) through the beginning of the 21st Century. Specific emphasis is placed on the 20th Century and the decisions made that have resulted in the current world situation. The countries covered include Turkey, Syria, Lebanon, Jordan, Israel, Egypt, Saudi Arabia, Iraq, Iran and Afghanistan. This is a writing intensive course.
Prerequisite: ENG141

**LAW ENFORCEMENT (ENF)**

312 History of Terrorism (w) ..................................................................................3 hours
Students learn how terrorism has been used as a political tool throughout history, and how terrorism has influenced the course of world events. Emphasis is on the political dimension of terrorism. This is a writing intensive course.

345 Emergency Organizations and Management ...........................................3 hours
Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.
393 Criminal Nature ..................................................................................3 hours
Course examines the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior. Topics will include social pathology, traditional crime and criminals, and emergent criminal activities such as computer-assisted crime. An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior and the study of social institutions and their influence on labeling and labeling behavior.

401 Comparative Criminal Justice Systems ..............................................5 hours
Study of national and international criminal justice systems with emphasis on law enforcement. The historical, cultural, and operational similarities and differences will be explored. Contemporary research relating to law enforcement, adjudicative, and correctional systems will be considered.
Offered as part of the Justice Administration Program only.

441 Counterintelligence/Counter-terrorism..............................................3 hours
This course addresses the issues of counterintelligence (covert information modification and planned preemptive responses). This course will provide an explanation of different tactical operational modalities, the use of counterintelligence in combating an enemy threat and examine the use of technology and human intelligence. This course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign based operatives providing security to U.S. domestic security interests.

450 Crime Analysis ....................................................................................3 hours
An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units, and will focus on methods of how to collect, collate, analyze, and employ crime data to predict future criminal events, including when and where perpetrators will strike.
MANAGEMENT (MGT)

301 Organizational Behavior ................................................................. 3 hours
A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.
Prerequisite: MGT201

317 Human Resources Management .................................................... 3 hours
A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.
Prerequisite: MGT301

321 Operations Management ............................................................... 3 hours
This course deals with the managerial functions directly related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRP, forecasting, scheduling, quality assurance and project management.
Offered as part of the Organizational Management major only.

326 Operations Management for Elder Care Management .................... 3 hours
This course applies planning and controlling concepts to increase the value of the supply chain to the manager of elder care services supplier. Students learn to evaluate and improve processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location and business forecasting that are unique to elder care.

335 Social Aspects of Aging Populations ............................................ 3 hours
This course provides a general overview of the sociological views on aging populations. Public and personal aspects of aging will be discussed through historical and social perspectives. Topics will include work and retirement, physical and mental health, physical care needs, social support, disability, and death and dying.

352 Service Delivery for Elder Care Management ............................... 3 hours
This course discusses with the connection between consumers and elder care management. The focus is to provide students with a knowledge base of challenges consumers face in service delivery of elder care. The course will cover a wide range of services elderly persons need, including service coordination and integration. The role of both consumer direction and professional case management in negotiating service systems will be discussed.
359 Small Business Management ................................................................. 3 hours
A study and analysis of the problems of operating a small business. Additionally, a discussion of the how’s, what’s and why’s an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.
Prerequisites: MGT201 and Junior standing

361 Managerial Research Design and Analysis ................................. 3 hours
This course is an introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete the Action Research Project and understand managerial decision-making.
Offered as part of the Degree Completion Program only.
Prerequisite: MAT174

404 Organization Theory ................................................................. 3 hours
An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.
Prerequisite: MGT301 and six hours of writing or composition.

411 International Business ................................................................. 3 hours
This course focuses on business across national boundaries. Topics covered include functional areas of management in MNES, impact of policy, society, economy, and geography on the international business environment and global strategic management.
Prerequisite: MGT301

468 Action Research Project (w) ...................................................... 6 hours
This is a major research effort designed to enhance the student’s knowledge in a field related to work or community to develop research skills that managers need for effective decision-making. This is a writing intensive course.
Offered as part of the Degree Completion Program only.
Prerequisite: Six hours of writing or composition.

495 Organizational Strategy (w) ...................................................... 3 hours
An advanced course designed to integrate the functional concepts and techniques from the foundation courses in the curriculum. It provides the student with a thorough appreciation of the role of the general manager, with emphasis on strategy formulation and implementation. This is a writing intensive course.
Prerequisite: 96 or more credits completed, including six hours of writing or composition.
MARKETING (MKT)

355 Marketing Management (w) .................................................................3 hours
This course will cover marketing theory and terminology. Students will be given the opportunity to apply these principles and concepts to real world, domestic and international situations. This exploration provides students with an appreciation of the role of marketing in organizational strategic planning; an awareness of how customer behavior and decision data are collected and analyzed in the marketing planning process; and the confidence to participate with other organizational members to “connect with customers” in a variety of effective and meaningful ways.
Offered as part of the Organizational Management major only.

MATHEMATICS (MAT)

326 Statistics for Criminal Justice Majors..................................................3 hours
This course provides the mathematical framework for our capstone research methods class. It will provide students with a basic understanding of how to use data for research purposes. It will focus on the various statistical methods and formulas for analyzing and interpreting data.
Offered as part of the Justice Administration major only.
Prerequisite: MAT 174

376 Statistics ..............................................................................................3 hours
A study in descriptive and inferential statistical methods that aid decision-making. Includes the following topics: variable, descriptive statistics, normal distribution, probability distribution, statistical inferences, sampling distribution, levels of confidence, and hypothesis testing. The focus is on the various statistical methods and formulas for analyzing and interpreting data.
Offered as part of the Professional Studies Degree Completion only.
Prerequisites: CIT 105 and MAT 174

NATURAL SCIENCE (NAT)

320 Survey of Health ..................................................................................3 hours
This course provides students with an understanding of personal wellness, to increase knowledge pertaining to common health problems, and to obtain an understanding of the promotion of personal health and prevention of illness. Students will learn strategies to maintain and/or improve well-being.
PHILOSOPHY (PHI)

305 Applied Ethics ......................................................................................3 hours
This course is a critical examination of various moral problems present in contemporary society and involved in various professions from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decisions between conflicting values, each of which represent something good in itself in order to do what is right.
Prerequisites: ENG142

306 Business Ethics ....................................................................................3 hours
Several major ethical theories are reviewed. Adult learners are asked to examine personal values through readings and workplace analyses to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.
Prerequisite: Six hours of writing or composition

411 Ethical Issues of Aging Populations ..................................................3 hours
This course provides an in depth study of the ethical foundations and principles related to aging populations. The philosophical and specifically ethical issues associated traditionally with aging will be examined and analyzed in terms of technological, cultural, sociological, economic, and legal changes in attitudes, knowledge and personal experiences

POLITICAL SCIENCE (POL)

320 Public Administration ........................................................................3 hours
This course examines the management of government at local, state, and federal levels. Emphasis is on the function and control of government agencies, the nature of bureaucracy, planning, budgeting, and decision making in the public sector.
Prerequisite: MGT201
PSYCHOLOGY (PSY)

301 Adult Development and Life Assessment ..................................................3 hours
Course closely examines the nature of transitions in adult life and explores the skills needed to successfully navigate those transitions by “mastering the art of self-renewal”. Through a process of self-discover, adult learners come to a new understanding of themselves and others.

320 Motivational Psychology .................................................................3 hours
This course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.

SOCIOLOGY (SOC)

350 Social Psychology .............................................................................3 hours
This course focuses on how people think about, influence, and relate to others as well as how others influence our perception of ourselves. This course will also examine how people act in groups and how groups affect their members. Some of the topics in this course include social perception, attitudes and persuasion, prejudice and discrimination, different sources of social influence, helping behavior and aggression. Emphasis will be placed on how concepts and research in social psychology can be applied to various aspects of the criminal justice system.

Offered as part of the Degree Completion Program only.

360 Multicultural Issues in Society (w).....................................................3 hours
An analysis of the problems and economic and social positions of minority groups in the United States will be presented. Interactions among historical and current social forces and institutions that influence group and individual behavior will be examined. New trends in inter-group relations, emergence of new minorities, and the contesting for program funding and services will be explored. This course also examines the struggles over income, property, and power on the interpersonal, community, national, and international levels. This is a writing intensive course.
Graduate Studies

ACCREDITATION
Academic programs at Tiffin University are authorized by the Ohio Board of Regents. Tiffin University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, www.ncahlc.org.

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

NODISCRIMINATION POLICY
Tiffin University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs, policies, athletics, activities, admissions, and other school administered programs.
CAMPUSS AND PROGRAM LOCATIONS
Graduate Academic programs are offered by Tiffin University at the following locations:

Tiffin Campus (MBA, MSCJ)
The Tiffin Campus offers master's degree programs in a seated, classroom format. On-campus housing and food services are provided in addition to student and university services, intercollegiate athletics, and extracurricular activities.

Foreign Countries (MBA)
Tiffin University offers its MBA degree, taught in English in Bucharest and Timisoara, Romania; Taipei, Taiwan; Prague, Czech Republic; Warsaw and Poznan, Poland.

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

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

Certificate Programs
Certificate programs are designed for working professionals who wish to take additional courses in a particular area of study. Certificate programs are made up of 6-10 courses in a specific concentration and are completely online, except for the Addictions Counseling Program. The Addictions Counseling Program is only offered in a seated format on the Tiffin Campus.
GRADUATE ADMISSION POLICIES

1. A bachelor's degree from a U.S. college or university, or its equivalent, is required to be considered for admission. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
   a. If the applicant has fewer than five years of work experience, a minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE; generally a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
   b. If applicant has below a 3.00 G.P.A. the Graduate Admissions Committee will review and consider admission under probationary status.
   c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, writing samples or other material that supports the candidate's application.

2. Work and life experience of an applicant is another factor considered in the admission process. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.

3. A completed online application, including one required essay stating why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her educational and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant. This is also a requirement for Certificate Programs.

4. International applicants must demonstrate proficiency in English and submit TOEFL scores along with the application material. A minimum score of 550 (paper-based) or 213 (computer-based), IELTS score 6 is required or iTET score 5.5.

Because admissions requirements for the different graduate programs vary, applicants should contact the Office of Graduate Admissions and Student Services for the most current information before applying. It is the responsibility of the applicant to submit all required credentials and supporting documents by the deadline set by Tiffin University. The completed application and all required materials must be submitted to the Office of Graduate Admissions and Student Services. The Graduate Admissions Committee for each school will review the applicant's credentials.
Recognizing that people and situations change, or that less experienced students may demonstrate outstanding potential, the Graduate Admissions Committee may recommend exceptions for students who may not meet all of the above criteria. These exceptions or conditions include, but may not be limited to, the following:

- Students may be admitted on a probationary basis. Probationary admission requires the student to achieve a 3.0 or better cumulative GPA for the first semester of enrollment (defined as 8 credit hours in the MBA and MEd or 9 credit hours in MSCJ and MH).
- Alternative admission, which provides prospective graduate students with an opportunity to prove themselves through additional coursework or by taking and completing the GMAT with a minimum score of 475.
- The Graduate Admissions Committee may require the applicant to take three or four 300-400 level courses (as determined by the Dean of Graduate Studies in conjunction with respective Program Chair based on preparatory needs and/or poor undergraduate performance). The student is then admitted on probation.
- The Graduate Admissions Committee may also require applicants to acquire additional proficiency in areas such as accounting, finance, marketing, quantitative methods, writing skills, or information technology use through additional coursework. In such cases, the Office of Graduate Admissions and Student Services will notify the student about the specifics of the preparatory courses at the time of admission.

Non-matriculated admissions

Non-matriculated status is also available for students who choose to take a few (no more than three) graduate level courses outside the degree track or for students who do not fulfill the admission process requirements (résumé, transcripts, or application) in time for enrollment. Students must be able to provide some documentation (e.g., transcript, University Registrar verbal confirmation, and diploma) of completion of a bachelor’s degree. Successful graduate course completion, while considered in any admission decision, is no guarantee of admission. Students admitted as non-matriculated are not eligible for federal financial aid.

Conditional Admission

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their college performance. They are admitted on the condition that they provide the Office of Graduate Admissions and Student Services with official transcripts before the next registration period in their program. If a student is unable to comply, they will be placed on inactive status until the required transcripts and provided. Note: Some students may be accepted on both a conditional and a probationary basis. Students admitted conditionally are not eligible to receive federal financial aid.
International Graduate Students

International students enrich academic and cultural life at Tiffin University. The University welcomes qualified international students into its graduate and undergraduate programs. International students must meet the following admission requirements:

Minimum Requirements for International Graduate Admission

1. A bachelor's degree from an accredited higher education institution is required to be considered for admission. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
   a. If the applicant has fewer than five years of work experience, a minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE; generally a minimum of 475 on the GMAT or equivalent on the GRE is expected.
   b. If the applicant has below a 3.00 GPA the Graduate Admissions Committee will review and consider admission under probationary status.
   c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may be asked to provide letters of recommendation, writing samples or other material to support the application.

2. Satisfactory TOEFL score (550 PBT/213 CBT/79-80 iBT), IELTS score 6, or iTEP score 5.5.

3. A clear goal for pursuing graduate studies (as articulated in a personal statement).

4. For MBA applicants, successful completion of undergraduate courses in at least eight of the following subject areas: Marketing, Business Finance, Accounting, Management, Legal Environment, Economics, Business Ethics, Global Dimension, Information Systems, Statistics/Mathematics or Business Policy. Applicants who do not meet this requirement may be admitted on the condition that they fulfill the undergraduate prerequisite before participating in the graduate program.
Required Documents for Graduate Application
1. Application form completed online at http://www.tiffin.edu/apply/
2. Completed and signed International Student Financial Statement form.
3. Copies of all undergraduate transcripts.
4. A copy of TOEFL or IELTS scores.
5. A Personal Statement articulating the purpose of pursuing graduate studies.
6. A current Resume.
7. Bank statement that supports the International Student Financial Statement.
8. Completed and signed Initial Request for Room and Meal Plan form.
9. International Students may be required to post a deposit of up to $2500

Semesters for Admissions:
- Fall Semester (beginning late August and ending mid December): Accepting all types of applications, both undergraduate and graduate. Graduate application deadline is July 15.
- Spring Semester (mid January – early May) and Summer Semester (mid May – mid August): Accepting all undergraduate applications and only those graduate applications that might be accepted on the condition that the applicants would need to begin with the ELAC program and/or fulfill some undergraduate prerequisites. Graduate programs on the Tiffin Campus start during Fall only. The application deadline for January starts is November 15.
MASTER’S DEGREE PROGRAMS 2010-2011

Tuition and fees are in effect as of the date of publication of this bulletin. They are subject to change by vote of the Board of Trustees.

MBA Tuition per credit hour ................................................................. $700
MSCJ Tuition per credit hour ................................................................. $700
MH Tuition per credit hour ................................................................. $500
MEd Tuition per credit hour ................................................................. $400
Incomplete fee, per seated course ..................................................... $15
Incomplete Fee for courses through eCollege
  After two weeks, per course ......................................................... $25
  Six weeks and beyond, additional per course ............................. $50
Application Fee ................................................................................ $50
Transcript Fee ................................................................................ $4
Graduation Fee ............................................................................. $65
Returned Check Fee ....................................................................... $40

Information about insurance coverage is available to full-time Tiffin campus graduate students upon request. Insurance is required for all full-time international students on the Tiffin campus.

Tiffin University provides a tuition payment plan option to allow for monthly payments. Contact the Bursar, 419-448-3409, for more information.

Re-admission to Tiffin University

Any student who falls into any of the following categories below must apply for re-admission to Tiffin University.

1. Was enrolled at Tiffin University, but has not taken classes for one academic year or more.
2. Any student who was admitted to Tiffin University, registered for courses, but did not attend for one academic year or more.
3. Any student dismissed for academic reasons may not enroll for the semester immediately after the dismissal but may apply for readmission for a later semester.

Re-admission Procedures

- A student seeking readmission must complete and submit an application for readmission. The application form can be obtained by contacting the Office of Graduate Admissions and Student Services. The readmission application must include a listing of and transcripts from all schools attended during the absence from Tiffin University.
- Students who have been academically dismissed must obtain approval for readmission, and should contact the Office of Graduate Admissions and Student Services for more information.
- Readmission applications will be reviewed by the Dean of Graduate Studies and the Office of Graduate Admissions Committee.
Tuition Fees for Preparatory Course Work
Where deemed necessary, students admitted to any graduate program may be asked to enroll in specially designed graduate-level courses to fulfill the preparatory needs of the student. Credit hours accrued in prerequisite work do not count toward graduation requirements. Tuition charged for the preparatory course work will be the same as for any graduate course.

STUDENT RESPONSIBILITIES
Students are responsible for being familiar with all program requirements listed in the catalog. The university reserves the right to change its course offerings, academic policies and requirements for graduate degrees. Information in the catalog is subject to change. Be sure to check with Graduate Admissions and Student Services for the latest catalog and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up to date curriculum sheets from the Office of Graduate Admissions and Student Services or online.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the academic bulletin for the year they entered or the year they officially changed their major. Regardless of the term of matriculation, students are typically governed by the policies in the most current annual academic bulletin. First-time students are governed by the degree requirements in the annual academic bulletin in effect the year of their matriculation.

STUDENT EXPECTATIONS
Tiffin University expects that graduate students will:
1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues sharing what they know.
2. Act as life-long learners and knowledge-seekers, not simply degree-seekers, while demonstrating academic maturity beyond that of undergraduates. They will participate as partners, not merely subjects, in their education by taking a major role in defining what learning takes place and assuming ownership of their learning process.
3. Employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone projects conceived and created in collaboration with peers serve as models for ongoing and future research and signify points on a learning lifestyle continuum.
4. Take personal responsibility for their learning and thus will act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.
STUDENT RECORDS AND RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day the University receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to have a statement by the student entered into the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Tiffin University's Office of Human Resources or the Registrar's Office.
Directory Information
The University designates the following items as directory information, which may be disclosed without the student's written consent. The student's name, local address, and telephone listing; home address, telephone listing, and email address; parent's or legal guardian's name, address and telephone listing; student's date and place of birth, major field of study, class standing, and participation in officially recognized activities and sports; weight and height of members of athletic teams; student's dates of attendance, enrollment status, and degrees and awards received; most recent previous educational institution attended by the student; and photographs of students. A student may inform the institution that all of the categories of information should not be designated as directory information with respect to that student, but must do so in writing. (The University cannot accommodate requests for partial non-disclosure.) Written requests for non-disclosure must be made, each year, through the Registrar's Office.

GRADUATE ACADEMIC POLICIES
Tiffin University awards credit based on semester hours. Graduate courses are numbered 500 through 699.

Transcripts
Official transcripts are issued at a charge of $4.00 if all financial obligations to the University have been satisfied. When two or more transcripts are issued at the same time, there will be a charge of $4.00 for the first copy and $2.00 for each additional copy. Transcripts will not be released if a student has a balance due on his/her account. Students requesting transcripts must submit a written request to the Registrar's Office. Payment must be made before transcripts are released.

ACADEMIC HONESTY
Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an “F” for the assignment or for the course in question at the discretion of the instructor. If warranted, acts of academic dishonesty may also attract more severe sanctions, such as suspension or dismissal.
Transfer of Credit from Other Institutions*

Graduate level credits earned at fully accredited colleges or universities may be transferred and applied toward a student’s degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of “B” or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Dean of Graduate Studies, in consultation with the Graduate Admissions Committee and/or the Program Chair will determine the suitability of the course for transfer credit.

A maximum of one-third of the required credit hours for a degree can be transfer credits. Transferred credits must not have been used to meet the requirements of any other completed graduate degree. Applicants can apply for advance approval of transfer credits by contacting the office of Graduate Admissions and Student Services.

In admitting transfer or returning students, the University will, when possible, allow credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of such courses is the responsibility of academic units and generally occurs after the student has matriculated or been readmitted.
CLEE Certified Law Enforcement Executive*
A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to ten hours of credit (three courses) toward the Master of Science in Criminal Justice degree. The student must have completed the entire CLEE program, meet the admissions criteria for the MSCJ, write an 8 – 12 page paper on an assigned topic related to the TU graduate course for credit, and pay an administrative and processing fee of $100 per course. Contact the Office of Graduate Admissions and Student Services for more information.

PELC Police Executive Leadership College*
A student who has successfully completed the PELC may receive up to seven hours of credit (two courses) toward the Master of Science in Criminal Justice degree. The student must have completed the entire PELC program, meet the admissions criteria for the MSCJ, write an 8 - 12 page paper on an assigned topic related to the TU graduate course for credit, and pay an administrative and processing fee of $100 per course, $200 total. Contact the Office of Graduate Admissions and Student Services for more information.

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

Class Load
Full-time student class load is 8 credits per semester for all graduate programs. Students who wish to enroll beyond 8 credit hours for the MBA, or MEd and 10 credit hours for the MSCJ or MH must receive permission from the Office of Graduate Admissions and Student Services before enrolling. Financial Aid regulations require that a student be enrolled in and take four credits per semester to be considered a half-time student.

GRADING SYSTEM
Tiffin University awards credit based on semester hours.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Points</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>–</td>
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<td>C</td>
<td>2</td>
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<td>F</td>
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<td>Failure</td>
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<td>I</td>
<td>–</td>
<td>Incomplete Work</td>
<td></td>
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<tr>
<td>P</td>
<td>–</td>
<td>Pass</td>
<td></td>
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<tr>
<td>WD</td>
<td>–</td>
<td>Officially withdrew through the Registrar’s Office before deadline</td>
<td></td>
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</tbody>
</table>

Grades of A, B, or C may be indicated with a “+” or “-” on the student’s transcript. However, the “+” or “-” is not used in the computation of the quality point average.
Grades
When an instructor has released a grade, it should not be changed unless there has been a mistake in computing or in transcribing it. Any change of grade must be reviewed by the Vice President for Academic Affairs.

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

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

The appeal begins with the faculty member who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member. The faculty member must acknowledge, in writing, to the student within one week of the receipt of the appeal. Should the faculty member grant the appeal, a change of grade form will be submitted to the VPAA who will then forward the change of grade to the Registrar's Office. The student will receive a letter (or e-mail) from the faculty member indicating the decision.

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

Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the VPAA, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the VPAA will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member who assigned the original grade, consult the Dean, and respond in writing, to the student, the faculty member, the Dean and the VPAA, within three weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the VPAA that the grade be changed. The Vice President for Academic Affairs will submit a change of grade form to the registrar, indicating that the grade has been changed on appeal.
If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal.

In a case where the faculty member is no longer employed by the university, the appeal begins directly with the Dean of Graduate Studies. The Dean will attempt to notify the faculty member of the appeal, in writing, within one week of the receipt of the appeal. The faculty member will have two weeks from the mailing of the Dean’s notice to respond, at which point the Dean will follow the procedure outlined above.

**Graduate Incomplete Policy**

If a student cannot finish the work by the end of the course, the student may request an incomplete (grade of “I”) by submitting a written incomplete request form to the instructor. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the grade of “I” will automatically become an “F”. Any student with more than 2 incompletes on their transcript will not be allowed to register for courses.

There will be a fee assessed for incompletes in online courses of $25 for the first six weeks and an additional $50 beyond six weeks.

**Academic Probation and Dismissal**

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on academic probation and given one semester in order to achieve the required 3.00.

A graduate student is allowed a maximum of two “C” grades in any graduate program. A third “C” or lower grade will result in academic dismissal. A grade of “F” in any course in a graduate program will also result in academic dismissal.

The student may submit an appeal at any time, but will not be allowed to return to class until the student has sat out at least one academic semester, 15 weeks.

When an application for re-admission is received in the Office of Graduate Admissions and Student Services, the request for re-admission will be forwarded to the Dean of Graduate Studies who will consult with the Graduate Admissions Committee to consider the request. Based on the student’s past record, reasons for previous poor achievement, and the student’s plan for improvement, the committee will decide whether to re-admit the student to the program from which he/she was dismissed.

If the appeal is approved, the Dean may grant the student probationary status, during which time the student must re-take the course(s) and receive a “B” grade or better. In accordance with Tiffin University policy, the new grade would appear on the transcript, while the original course grade will no longer be calculated in the cumulative grade point average.
No other courses may be taken until the make-up course, either one of the “C” grades or the “F” grade course is successfully repeated with a grade of “B” or better.

Students can appeal only one time after being dismissed. Any failing action following re-admission, such as the receipt of a “C” grade or lower after being re-admitted or failure to achieve a cumulative GPA of 3.00, will result in permanent dismissal from the university.

**Time Limit to Complete the Degree**

All course work for graduate degrees must be completed within six (6) years from the semester the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must ask the Office of Graduate Admissions and Student Services for an extension. A request for such extension of time must be for good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by a vote of the Graduate Faculty.

**Add or Withdraw from classes**

A student may add a class, or classes, prior to the first meeting of the course or with permission of the professor after the course has begun for online, or met one time for seated.

The student is responsible for notifying the Office of Graduate Admissions and Student Services of all withdrawals from classes. Students may withdraw from a class prior to the 60% point in the term for MBA or the semester for MEd, MH and MSCJ. Students who wish to withdraw after the 60% point must petition the Dean of the School for an administrative withdrawal. Students who stop attending or participating without officially dropping the course will receive a failing grade in the class. Once a grade is posted, a student has recourse through the published Grade Appeal Process.

When a student officially notifies the Office of Academic Support Programs of the intent to withdraw from a course, refund of tuition will be computed based on the date of withdrawal, according to the following schedule:

**MBA / MEd (seven week sessions)**

Before the start of the 7-week session ................................................................. 100%
During the first calendar week of classes .......................................................... 50%
During the second calendar week of classes .................................................. 25%
After the second calendar week of classes ...................................................... No Refund

**MH / MSCJ (15 week semester)**

Before the start of the semester ................................................................. 100%
During the first calendar week ................................................................. 75%
During the second calendar week ............................................................. 50%
During the third calendar week .............................................................. 25%
Beginning the fourth calendar week ........................................................ No Refund
Graduation Requirements
To be eligible for graduation, a candidate for the Master’s degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. A student may not graduate with more than two Cs.

Tiffin University holds commencement once each academic year, at the end of the Spring Semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University Faculty at the last Faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status, will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. In order to qualify for the graduation exercise, the student must:
1. The student must successfully complete the course work required and the number of semester hours specified by the school in which the degree is housed.
2. Have no more than two courses to complete. The student must be able to complete these courses in the summer and must be registered for these courses.

Graduation Awards and Honors
Graduation Distinction Medals
These medals are awarded to outstanding students in any graduate degree program offered at Tiffin University. At the graduation ceremony, the Dean of the School housing the degree will make note of this honor by stating “with distinction”, after reading the graduate’s name. The criteria for graduation with distinction are completion of the graduate degree program, cumulative grade point average of 4.0, and good standing with the University. The cumulative grade point average will include all courses taken at Tiffin University and courses transferred from other colleges and universities.

Graduate Student of the Year Awards
This honor is awarded, upon the recommendation of the faculty, to the outstanding student in each graduate degree offered at Tiffin University. The criteria for this award is completion of the graduate degree program, cumulative grade point average of 4.0, and good standing with the University; significant involvement in learning and life at Tiffin University; and noteworthy contributions to the workplace, industry, and society.
**FINANCIAL AID POLICIES**

The decision to award certain federal grants and loans rests with the Director of Financial Aid, who acts in compliance with policy established by the University's Financial Aid Committee and applicable federal and state regulations. To qualify for federal financial aid, a graduate student must be enrolled in, or admitted to, a degree granting program and registered for at least a half-time load of four hours a semester. It is necessary to reapply each year for student assistance as family circumstances may change.

**Satisfactory Academic Progress**

Tiffin University students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP) toward completion of a degree, according to federal and state laws. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Direct PLUS Loan
- Federal Direct Stafford Student Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Federal Work Study Program
- Other programs as determined by the Financial Aid Office, federal, and state regulations.

To receive assistance under the Student Financial Assistance (SFA) Programs, a student must meet the Standards of Satisfactory Academic Progress. The University has established a satisfactory progress policy for the purpose of monitoring whether or not the student meets these standards. Students who fail to make progress towards completion of their degree as specified under this policy will be issued warning letters, placed on probation, or suffer suspension or termination of financial aid. For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed annually at the end of the Spring semester. All periods of enrollment at the University are considered, even if the student did not receive Title IV aid. A copy of the policy is enclosed with the initial financial aid award. The following components are measured to determine if satisfactory progress has been achieved:

**Qualitative:** Financial aid recipients must maintain a minimum cumulative GPA for his or her category as specified in the Tiffin University Academic Bulletin under the section on Academic Policies and defined as Academic Standing.
Quantitative: Credit Hour Completion. All students must successfully complete 67% of all of the courses that they attempt each academic year. Attempted course categories include completed, incomplete, withdrawal, noncredit, repeated, and failed course grades.

Maximum Time Frame (Time Limitation for Degree Completion). Students must graduate within 150% of full-time attendance – or other time frame as determined by the program. Students who change majors and transfer from other institutions are subject to the same maximum time frame limitations. Students attending less than full-time must still complete 67% of the courses they attempt and must graduate in a comparable time frame.

Reinstatement of Financial Aid
A student whose financial aid has been terminated can become eligible for financial aid by fulfilling one of the following conditions: Eliminate all academic deficiencies by completing the number of credit hours that are lacking, or complete enough credit hours to achieve the minimum cumulative GPA at the student’s own expense, or demonstrate special or extenuating circumstances through the appeals process.

Appeals
Any student denied financial aid and who can prove special circumstances has the right to appeal the decision within 60 days of the Financial Aid Office notification. The appeal must be submitted in writing and supportive documentation must be attached. The Director of Financial Aid will submit the documentation to the Scholarship and Financial Aid Committee for review. If the Scholarship and Financial Aid Committee denies the appeal, the student may submit a final appeal to the Vice President for Enrollment Management.
RETURN OF FEDERAL FINANCIAL AID POLICY: TITLE IV FUNDS

Students who withdraw from all classes prior to completing more than 60% of a traditional enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid. This policy shall apply to all students who withdraw, drop out, or are expelled from Tiffin University (TU) and receive financial aid from Title IV funds. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Unsubsidized Federal Stafford loans, Federal Subsidized Stafford loans, Federal PLUS loans, and the Federal Perkins Loan. Contact the Financial Aid Office for more detailed information on withdrawals, incompletes, and failing grades.

Department of Veterans Affairs

Students with VA eligibility may be certified to receive Veteran’s Educational Benefits by registering with Tiffin University’s Veteran’s Coordinator. The number of credit hours per semester the student enrolls in determines the amount of benefits available to the student. Students needing funds to help cover their initial educational expenses may apply for an advance payment. More information can be obtained from the Veteran’s Coordinator. Other groups that may be entitled to VA Educational Benefits include children of deceased or service-connected disabled veterans, service personnel, widows, and war orphans. Contact the Veteran’s Coordinator for more information. Veterans having a 10% or more service-connected disability rating may qualify for the Department of Veterans Affairs Vocational Rehabilitation Program. This would, for the disabled veteran, replace the regular VA program.
Special Academic Programs

Internships
Internships may be available for MBA General Management students only. Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan and 200 hours of fieldwork. For more information see the course description for MGT670 Business Administration Internship or contact Graduate Admissions and Student Services.

Washington Center Internships
Graduate students interested in internships, may take advantage of The Washington Center Internship program in Washington, D.C. A participating student works full time in his or her chosen field in a placement chosen to match individual interests and skills. In some cases the student may receive Tiffin University credit as determined by the department chair and the Dean of the School. Housing arrangements can be made through the Center. There are not for credit options available to graduate students. Contact the Washington Center Internship liaison on Tiffin University’s campus. Financial aid in the form of loans may be available if the student is receiving academic credit. Additional information can be found at the Washington Center website www.twc.edu

Study Abroad
Tiffin University has established a number of semester abroad programs in cooperation with Regent’s College in London, Oxford University in Oxford, England, American Institute for Foreign Study, Webster University in St. Louis, Missouri, and Hult International Business School in London. These programs are located in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English. Students may also study and/or intern in Bucharest, Romania.

Contact the Study Abroad Coordinator or the Office of Graduate Admissions and Student Services for information on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition, room, and board (if applicable). Students eligible for financial aid may be able to receive assistance to attend one of these programs. International students or students who have lived or studied outside the U.S. may not be eligible to participate in their home country or the country in which they have studied.
Support Services

Academic Advising
Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an advisor in his or her academic area. Academic Advising for Graduate students is done through the Office of Graduate Admissions and Student Services. The student is ultimately responsible for his or her progress toward completion of a degree. The Office of Graduate Student Services will monitor students’ progress through their chosen curriculum and provide guidance as needed. Individual schools and programs may provide additional academic support and advising for the purpose of research and/or credential preparation.

Career Development
Tiffin University provides a career development resource center for students at all levels of their college education. The office has a variety of services for students as they prepare for their careers, whether it is their first job or a change in profession. These services include internship opportunities, part-time, summer, and full-time employment opportunities, one-on-one career counseling, workshops and sessions on jobs and job search, assistance with résumé and letter writing, and practicing for interviews. The Center also has a career library containing contacts, job leads, and resource information on career requirements, trends and graduate schools. It publishes a Job Insert every week in the campus newspaper. It arranges on-campus recruiting for employers. Information about the services provided can be found on Tiffin University’s websites, www.tiffin.edu and tunet.tiffin.edu

Counseling Services
Tiffin University has contracted with local health care professionals to provide counseling services to its students. Referrals may be made by Dean of Students Office or by health care professionals from the University Health Services. The health care professional on duty will make an assessment of the student’s overall physical and mental state in order to make the appropriate counseling referral. The Dean of Students Office will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university.
University Health Services
The University Health Services will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Some of the services available include diagnosis and treatment for common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; orthopedics; counseling referral; sexually transmitted disease diagnosis, treatment, and counseling; a variety of health education and prevention materials.

Information Technology Services
Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and internet and intranet sites. All faculty, staff, and students have electronic mail accounts. The residence halls have network connections for students to gain access to the campus network and to the Internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus. All students regardless of their location, may contact the ITS department at 419-448-3430 or pctech@tiffin.edu

Student Success Center
On the Tiffin Campus, the Student Success Center offers one-on-one and group-based tutoring to students across the curriculum. The students benefit from such interaction and support outside of the classroom, and for many students this interaction is vital in their academic success. Writing skills, study techniques, revision techniques, and mathematics are some of the areas in which students receive assistance at the Center.

Online Tutoring
Online tutoring for graduate students is available through SMARTHINKING, a 24 hour a day, 7 day a week service.

Students can work in real-time with a tutor, submit questions or essays for a next day response, or pre-schedule online appointments. Students communicate with tutors using a virtual whiteboard and other online technology.

This service is offered free to Tiffin University graduate students. For information on how to access SMARTHINKING, contact the Office of Graduate Admissions and Student Services.
Orientation for Online students:
Each semester, students entering online programs in the graduate school are required to complete an orientation with their Admissions Representative. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University’s online environment, including eCollege and MyTU. The orientation covers:
• How to log into MyTU, using the student’s assigned username and password and the services available on MyTU.
• How to interact with online courses, demonstrated by utilizing the Orientation Course posted on MyTU.
• An overview of the location of relevant documents and policies, including the current academic bulletin, Graduate Student Handbook, curriculum sheets, course descriptions, and semester schedules.
• How to utilize services from the bookstore and Career Development.
• Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the Library, including the OhioLink library database system.
• Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
• Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Graduate Admissions and Student Services (academic advising, scheduling, referrals, etc.)

Orientation for On-campus students:
Students entering on campus, seated programs are invited to attend an orientation prior to beginning their program of study at TU. The orientation includes:
• A tour of campus to locate campus buildings and services that are relevant to graduate students such as the bookstore, Career Development Office, Financial Aid Office, Office of Graduate Admissions and Student Services, and ITS.
• An overview of the Graduate Student Handbook, which outlines policies relevant to being a graduate student at TU, including a review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Graduate Admissions and Student Services (academic advising, scheduling, referrals, etc.)
• Distribution of library cards and information about the services offered by the Tiffin University library and OhioLink.
• How to log into the MyTU, using the student’s assigned username and password.
• A brief welcome presentation by the Dean of Graduate Studies and different Academic Deans regarding expectations and requirements for graduate students.
Pfeiffer Library
Pfeiffer Library has an outstanding collection of books and journals all in support of the University’s academic programs. In addition to print resources, the Library provides journals in both microfiche and online formats. Special collections include the National Criminal Justice Reference Service Document Collection and the University Archives.

Pfeiffer Library is a member of both OPAL (Ohio Private Academic Libraries) and OhioLink, providing the entire University community with online access to interlibrary loans, full-text journals, and research databases. The circulation system is automated and requires the use of a bar code located on the back of the Tiffin University Student ID cards provided to all graduate students. Through OhioLink, students can search for and print full page articles. Students in all programs and locations can search for materials. Ohio residents can arrange to pick up books at any OhioLink member library in the State of Ohio. Students out of state can search for material and either borrow it from a library in their area, or if it is in the Pfeiffer Library collection, it may be sent to the student. Contact the Pfeiffer Library staff for additional information, 419-448-3435.
MASTER OF BUSINESS ADMINISTRATION

The MBA program focuses on developing competencies in communication skills, leadership and teamwork, information technology, and problem solving. A distinguished faculty leads a rich and diverse student body through current issues in management and prepares the students for the technology-driven global workplace of the third millennium.

MBA Core Curriculum

ACC510 Financial Accounting .................................................................2 hours
ACC512 Managerial Accounting ..............................................................2 hours
ECO524 Managerial Economics ..............................................................2 hours
FIN612 Managerial Finance .................................................................2 hours
CIT514 Information and Decision Support ................................................2 hours
MAT513 Statistical Methods for Managers .............................................2 hours
MGT511 Individual and Teamwork .........................................................2 hours
MGT522 Management of Human Resources .........................................2 hours
MGT613 Operations Management .........................................................2 hours
MGT614 Global and Transnational Management ....................................2 hours
MGT622 Strategic Management ............................................................2 hours
MGT623 Legal and Ethical Issues in Management ....................................2 hours
MKT523 Marketing Management ..........................................................2 hours
MKT611 Business Research Analysis ......................................................2 hours
Total ..................................................................................................28 hours

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

Concentration: Elder Care Management

This concentration is offered online only.

The MBA Elder Care Management concentration is a program designed for working professionals serving the elderly population in society. Study of the many effects of aging, today's public policies, and the various options available to older adults will increase understanding of this growing population and build awareness of the issues that involve elder care management. The concentration is designed for professionals who will manage this growing sector of the population.

MGT 536 Aging in American Society ........................................................2 hours
MGT 564 The Politics of Social Security and Elder Care Management ....2 hours
MGT 628 Organizational Theory and Behavior in Elder Care Management ....2 hours
MGT 653 Ethical Issues of Elder Care Management ....................................2 hours
Total ..................................................................................................8 hours
Concentration: Finance
This concentration is offered online only.
The finance concentration enables the student to build upon the solid foundation from the course work in the MBA program and provides students with greater exposure to economic and financial business practices. The finance courses will provide an opportunity for students to learn about local, national and international economies in cooperating and competing markets. Students will explore performance of stocks, bonds, commodities, and other types of investments. The program prepares students to work in the field of financial management either independently or with a corporation, bank, securities firm, non-profit organization, or an investment agency.

FIN616 International Financial Management ....................................................2 hours
FIN624 Financial Markets and Institutions .....................................................2 hours
FIN625 Investment Analysis ............................................................................2 hours
FIN626 Emerging Markets Finance .................................................................2 hours
Total .............................................................................................................8 hours

Concentration: General Management
The concentration is designed for a mid-career manager interested in moving into general management from functional or operational management. That is, these employees have had successful careers in marketing, accounting, human resources, or line operations, but now wish to move into positions of authority that span many different function (i.e., general management). To do this, they need to understand in a coherent conceptual way the processes and interactions that connect the various pieces in a well-functioning organization.

MGT531 Leadership & Influence ......................................................................2 hours
MGT621 Organization Analysis & Design .......................................................2 hours
MGT624 Industry & Competitive Analysis .....................................................2 hours
One of the following:
   MGT690 Special Topics, or
   MGT670 Internship, or.................................................................
   Any course taught in any other concentration..........................................2 hours
(prerequisites apply)
Total .............................................................................................................8 hours
Concentration: Healthcare Administration
This concentration is offered online only.
The MBA Healthcare Administration concentration is a program designed for working professionals employed in the areas of education, child care, social services, health care and business. The curriculum will focus on management systems, decision making tools, new technologies, financial management, referral systems as well as current issues in health law and ethics.

MGT540 Managing Healthcare Systems .........................................................2 hours
MGT552 Current Issues in Healthcare Administration ....................................2 hours
MGT633 Healthcare Process Management ....................................................2 hours
MGT642 Healthcare Policy, Law, and Ethics ..................................................2 hours
Total ............................................................................................................8 hours

Concentration: Human Resource Management
This concentration is offered online only.
The MBA with a Human Resource concentration enables the student to integrate the knowledge and skills gained from the core coursework in the MBA program in order to address the issues and challenges faced by today's human resource management professional. Students will benefit from exposure to theories and applications involved in acquiring and developing talented employees, managing the ongoing employer/employee relationship, and providing competitive advantages through strategic human resource policies and practices.

MGT603 Negotiations & Conflict Management ................................................2 hours
MGT625 Human Resource Planning & Talent Acquisition ..............................2 hours
MGT626 Talent Development & Performance Management ............................2 hours
MGT627 Strategic Human Resource Management .......................................2 hours
Total ............................................................................................................8 hours

Concentration: International Business
This concentration is offered online only.
The MBA with an International Business concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the knowledge and capability necessary to function effectively as managers in today's competitive and globalized economies. The courses in the IB concentration will give the students an opportunity to learn about the functioning of the international economy and how multinational firms of all sizes – both governmental and non-governmental working in a variety of cultural and political/legal environments - interact with it. The courses will also allow students to learn about international trade theories and agreements, global financial markets and the financial skills required for effective management of companies engaged in international business with an emphasis on international financial management.

MGT614 Global and Transnational Management ..........................................2 hours
ECO626 International Trade and Investment .............................................2 hours
FIN616 International Financial Management .............................................2 hours
MKT628 Global Marketing Management ....................................................2 hours
Total ............................................................................................................8 hours
Concentration: Leadership
*This concentration is offered online only.*

The Leadership concentration is for individuals focusing on moving up the organizational ladder into new supervisor roles, middle management, or upper-managerial positions. The program is designed for the working professional across a range of professions including education, health care, social services, church, government, law enforcement, and business. The program centers upon those characteristics that develop and promote leadership. Within the leadership framework, the program stresses decision-making and managerial skills.

MGT531 Leadership & Influence .................................................................2 hours
MGT603 Negotiations & Conflict Resolution ...............................................2 hours
MGT618 Organizational Leadership and Group Performance ........................2 hours
MGT620 Leading Organizational Change .....................................................2 hours
Total ...........................................................................................................8 hours

Concentration: Marketing
*This concentration is offered online only.*

The MBA with a Marketing concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the advanced knowledge in marketing products and services. Students will explore the practices and techniques commonly used to increase exposure and market positions. Challenges and benefits in negotiating sponsorships and endorsement deals allow the students to develop competencies to potentially maximize revenue for organizations and individuals. Students will also be exposed to marketing in an international arena.

MKT525 Information Systems for Marketing...............................................2 hours
MKT622 Strategic Brand Management.......................................................2 hours
MKT628 Global Marketing Management ....................................................2 hours
MKT630 Marketing Field Analysis ...............................................................2 hours
Total ...........................................................................................................8 hours

Concentration: Sports Management
*This concentration is offered online only.*

The Sports Management concentration is one of just a handful of programs in the U.S. offered entirely online. Our program is designed to maximize convenience while providing the necessary structure to enhance your marketability and to improve your business skills. We are prepared to help you make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

MGT532 Communication and Fund Raising in Sports ..............................2 hours
MGT534 Business Strategies in Sport .........................................................2 hours
MGT537 Personnel Management in Sport ..................................................2 hours
MGT570 Sport Mentorship ..........................................................................2 hours
Total ...........................................................................................................8 hours
MASTER OF EDUCATION

The major goal of Tiffin University’s Master of Education program is to help PK-12 educators and other interested in education more effectively identify and promote high-quality classroom instruction that is aligned with the academic content standards in their respective disciplines. The courses are designed to accomplish this goal by focusing on effective teaching practices and educational leadership strategies. By providing the right conditions and motivation for learning, TU education faculty will model ways graduate students might use a variety of data to make decisions that ultimately lead to improved student achievement in their own classrooms. This program does not lead to licensure.

Core Curriculum

One of the following:

- EDU534 Foundations of Education .............................................................2 hours
- EDU536 Philosophy of Education .................................................................2 hours
- EDU538 Information Literacy for Educators ..................................................2 hours
- EDU542 Multicultural Education .................................................................2 hours
- EDU544 Integrating the Arts Across the Curriculum ....................................2 hours
- EDU548 Advanced Technology for Teachers ..............................................2 hours
- EDU550 Special Needs Learners .................................................................2 hours
- EDU552 Educational Leadership .................................................................2 hours
- EDU571 U.S. History of Education ...............................................................2 hours
- EDU611 Psychology & Sociology of Learning ............................................2 hours
- EDU613 Current Trends in Curriculum and Instruction ...............................2 hours
- EDU615 Ethical & Legal Issues in Education ...............................................2 hours
- EDU617 Current Practices in Classroom & Behavior Management ............2 hours
- EDU621 Reading in the Content Areas ......................................................2 hours
- EDU641 Educational Research ....................................................................2 hours
- EDU643 Educational Measurements ...........................................................2 hours

One of the following:

- EDU650 Analysis of Ohio Standards in Arts, Foreign Languages, Library,
or Technology for out of state candidates.
- EDU651 Analysis of Ohio Standards in Language Arts
- EDU652 Analysis of Ohio Standards in Mathematics
- EDU653 Analysis of Ohio Standards in Science
- EDU654 Analysis of Ohio Standards in Social Studies
- EDU655 Analysis of State Standards (Out-of-State Candidates) ...............2 hours

Total .............................................................................................................32 hours
MASTER OF HUMANITIES

This program offers a broad interdisciplinary approach to knowledge. That is, students explore more than one academic field in a single course of study. This approach shows the interrelatedness of the fields and how they connect us through human experience, human thought, and human practice, the three thematic approaches used in the program.

The Human Experience: Courses in this area engage a variety of perspectives that intersect important questions and issues in the experience of being human. Readings may deal with the topics of phenomenological experience, psychology, aesthetics, consciousness, intentionality, or relationships.

Systems of Human Thought: Courses in this area engage a variety of perspectives that intersect important questions and issues in human thought. Readings may deal with topics of ideologies, religion, literature, epistemology, scientific, or political belief systems.

Study of Human Practice: Courses in this area engage a variety of perspectives that intersect important questions and issues in human practice. Readings may deal with historical, economic, sociological, or aesthetic practice.

HUM 510 Introduction to Graduate Humanities ..............................................4 hours
HUM 522 Introduction to Graduate Research ....................................................3 hours

Human Experience - Choose one of the following:
- COM 520 Philosophy of Communication
- COM 630 Cybercultures and Issues in Cyberspace
- CUL 511 Culture and Identity
- CUL 515 Mythologies in Human Experience
- CUL 530 Cult and Independent Films
- ENG 583 Poetics of Western Drama
- HIS 521 British History I: Prehistory to 1066
- HIS 522 British History II: 1066 to 1660
- HIS 523 British History III: 1660 to 1910
- HIS 640 History of Africans in America
- HUM 592 Special Topics in Human Experience ..............................................3 hours

Human Thought – Choose one of the following:
- ART 623 Aesthetics
- ENG 530 The Culture and Literature of Modernity 1880 – 1920
- NAT 517 History and Philosophy of Scientific Exploration
- PHI 522 Reasoning, Formal Logic and Persuasion
- PHI 570 Atheism, Agnosticism, and Skepticism
- PHI 625 Discovering the Golden Rule: Philosophers and Philosophies Of the Axial Age
- HUM 593 Special topics in Human Thought ....................................................3 hours
**Human Practice** – Choose one of the following:
- ART524 Creativity and Its Development
- ART525 History of Photography
- COM580 Politics and the News
- ENG541 Creative Writing: The Short Story
- ENG542 Creative Writing: The Novel
- ENG543 Creative Writing: Poetry
- HUM550 Development of Government Systems
- HUM554 Social Practice: How people behave and shy
- HUM594 Special Topics in Human Practice ..................................................3 hours

**Program Electives**
Choose two of any courses offered in the Master of Humanities Program ........6 hours
Open Electives – Choose three Master of Humanities courses or
other graduate program courses .................................................................9 hours
HUM680 Thesis Project .................................................................................4 hours
Total ........................................................................................................35 hours
MASTER OF SCIENCE IN CRIMINAL JUSTICE

The highlights of the MSCJ curriculum are an interdisciplinary curriculum, an experienced and accomplished faculty, the latest thinking in the field, and professional development. A Master of Science in Criminal Justice (MSCJ) assembles practitioners from the various components of the criminal justice system. The diversity in background and experience provides synergy in the classroom. The MSCJ faculty contribute their expertise and professional experience to the educational experience.

The Master of Science in Criminal Justice has five concentrations: Crime Analysis, Criminal Behavior, Homeland Security Administration, Justice Administration and Forensic Psychology. Fall semester begins in late August, Spring semester begins in early January, and Summer semester begins in mid-May. Each semester lasts for 15 weeks and students may enroll on a full-time or part-time basis.

Criminal Justice Core Courses
JUS510 Contemporary Criminal Justice: Issues and Trends
   Or PSY511 Psychology and Law for Forensic Psychology ..................3 hours
JUS515 Research Design and Analysis
   Or PSY515 Research Design and Analysis for Forensic Psychology ....4 hours
JUS520 Statistical Applications in Criminal Justice
   Or PSY520 Statistical Applications for Forensic Psychology ...........4 hours
One of the following:
   JUS525 Legal and Ethical Issues in Criminal Justice
   JUS526 Legal and Ethical Issues in Homeland Security
   PSY530 Legal and Ethical Issues in Forensic Psychology ..............3 hours
Total ..........................................................................................................14 hours

Concentration: Crime Analysis
This concentration is offered online only.
The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Analysis. A full-time student enrolls in three courses each semester. The first semester will provide the student with a theoretical overview of crime analysis, statistical applications, and contemporary issues in Justice Administration. The second semester covers computer applications in crime analysis and investigation, the criminal intelligence process, and research design. The third semester explores legal and ethical issues, the use of geographic information systems, and the design and implementation of a crime analysis project.

ENF512 Theories of Crime Analysis .......................................................3 hours
ENF532 Computer Applications in Crime Analysis,
   Community Policing, and Investigation ...........................................3 hours
ENF612 Criminal Intelligence ..............................................................3 hours
ENF622 Geographic Information Systems: Applications in Criminal Justice ...3 hours
ENF627 Crime Analysis Project ...........................................................4 hours
Total ..........................................................................................................16 hours
Concentration: Criminal Behavior

This concentration is offered online only.

The completion of 33 semester hours of course work is required for the MSCJ degree with a concentration in Criminal Behavior. It is offered in three a three semester format if taken full-time. The emphasis of the Criminal Behavior concentration is to provide students with a specific area of expertise in the psychological causes of crime.

- **PSY 512 Introduction to Forensic Psychology** .................................................... 3 hours
- **PSY 548 Mental Health Law** .............................................................................. 3 hours
- **PSY 552 Criminogenic Psychopathology** ............................................................ 3 hours
- **PSY 615 Drug Abuse and Society** ................................................................. 3 hours
- **PSY 626 Advanced Psych Assessment Theory** ................................................ 4 hours
- **PSY 636 Cultural Competence in Professional Practice** ................................ 3 hours

**Total** ........................................................................................................ 19 hours

Concentration: Homeland Security Administration

This concentration is offered online only.

The completion of 30 semester hours of course work is required for the MSCJ degree with a concentration in Homeland Security Administration, offered in a three semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

- **ENF 535 Administration of Strategic and Actionable Intelligence** ............... 3 hours
- **ENF 540 Continental United States (CONUS): Border/Transportation Security** ................................................................. 3 hours
- **ENF 645 CONUS: Counter-Terrorism** .......................................................... 3 hours
- **ENF 650 Critical Infrastructure Protection** ...................................................... 4 hours
- **ENF 660 Response: Natural Catastrophic Events – Emergency Preparedness** ................................................................. 3 hours

**Total** ........................................................................................................ 16 hours
Concentration: Justice Administration

*This concentration is offered online only.*

The course work of 30 hours is divided into three courses each semester if full-time. The first semester will provide the student with perspectives in human resource management, statistical applications, and contemporary issues in Justice Administration. The second semester explores legal and ethical issues, policy formation and analysis, and research and analysis. The final semester covers law and management practices, administrative theory, and the design and analysis of educational programs and training sessions.

JUS530 Human Resource Management ............................................................3 hours  
JUS610 Justice Administration Policy Formulation and Analysis ......................3 hours  
JUS615 Administrative Law and Management ................................................3 hours  
JUS620 Administrative Theory in Justice Administration. ............................4 hours  
JUS625 Education/Training Analysis and Design ...........................................3 hours  
**Total .............................................................................................................16 hours**

Concentration: Forensic Psychology

*This is offered only on the Tiffin Campus.*

The Forensic Psychology concentration requires 42 credits and is offered in a four-semester format with the addition of a thesis or one-week May term. The Forensic Psychology concentration is designed for students interested in examining the relationship between Psychology and the Criminal Justice system. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

PSY525 Victimology .......................................................................................3 hours  
PSY547 Mental Health Law ..........................................................3 hours  
PSY551 Psychopathology and Criminal Behavior ......................................3 hours  
PSY613 Professional Seminar in Advanced Clinical and  
    Experimental Forensic Psychology ....................................................3 hours  
PSY614 Substance Abuse ........................................................................3 hours  
PSY620 Psychology of Sex ........................................................................3 hours  
PSY625 Applied Advanced Psychological Assessment ............................4 hours  
PSY637 Forensic Counseling .................................................................3 hours  
One of the following:  
    PSY630 Lifestyles and Career Development  
    PSY635 Cultural Competence  
    PSY640 Thesis .......................................................................................3 hours  
**Total ............................................................................................................28 hours**
CERTIFICATE PROGRAMS

Tiffin University certificate programs are designed for working professionals who wish to enhance their professional knowledge, skills, and leadership abilities. This practical, flexible and learner-centered curriculum is offered completely online with no residency requirement. Mid-career professionals, traditional and non-traditional students may find certificate programs particularly valuable for:

- Exploring a new professional path or career.
- Staying current with industry trends, strategies, philosophies, and knowledge.
- Justify a promotion.
- Continuing lifelong learning goals.
- Complimenting a formal course of academic study with practical training and skills.

Courses completed in the graduate certificate program may be applied to Tiffin University’s graduate degree programs.

CRIMINAL JUSTICE - Certificates

Justice Administration

This concentration is offered online only.

This certificate program provides learners with perspectives in human resource management, policy formation and analysis, law and management practices and administrative theory.

JUS510 Contemporary Criminal Justice: Issues and Trends .................3 hours
JUS515 Research Design and Analysis ................................................4 hours
JUS525 Legal and Ethical Issues .........................................................3 hours
JUS530 Human Resource Management ...........................................3 hours
JUS610 Justice Administration Policy Formulation and Analysis ..........3 hours
JUS615 Administrative Law and Practice .........................................3 hours
JUS620 Administrative Theory in Justice Administration (4) ..........4 hours
JUS625 Education/Training Analysis & Design .................................3 hours

Total .....................................................................................................26 hours

Crime Analysis

This concentration is offered online only.

This certificate program provides students with a theoretical overview of crime analysis, the criminal intelligence process, the use of geographic information systems and contemporary issues in Justice Administration.

ENF512 Theories of Crime Analysis .....................................................3 hours
ENF532 Computer Applications in Crime Analysis ...........................3 hours
ENF612 Criminal Intelligence .........................................................3 hours
ENF622 Geographic Information Systems: Applications in CJ ..........3 hours
ENF627 Crime Analysis Field Project .............................................4 hours

Total .....................................................................................................16 hours
Criminal Behavior

This concentration is offered online only.

This certificate program provides learners with expertise in the psychological causes of crime. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

PSY512 Introduction to Forensic Psychology ....................................................3 hours
JUS525 Legal and Ethical Issues .................................................................3 hours
PSY547 Mental Health Law ......................................................................3 hours
PSY552 Criminogenic Psychopathology ......................................................3 hours
PSY615 Drug Abuse & Society ..................................................................3 hours
PSY626 Advanced Psych Assessment Behavior (4) ....................................4 hours
PSY636 Cultural Competence in Professional Practice ..............................3 hours

Total ........................................................................................................22 hours

Homeland Security Administration

This concentration is offered online only.

This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for criminal justice personnel.

ENF535 Administration of Strategic & Actionable Intelligence .....................3 hours
ENF540 Continental United States (CONUS):
  Border/Transportation Security .............................................................3 hours
ENF645 CONUS: Counter-Terrorism .........................................................3 hours
ENF650 Critical Infrastructure Protection ..................................................4 hours
ENF660 Response: Natural Catastrophic Events
  Emergency Preparedness .....................................................................3 hours

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

Addictions Counseling

The goal of the Graduate Addictions Certificate Programs is to equip its students with the skills, knowledge, and attitudes which will enable them to function well in the demanding and ever-changing world of the criminal justice and/or behavioral health professional. This mission is closely aligned with that of Tiffin University’s mission to offer quality, professionally-focused, learning-centered graduate programs and lifelong learning opportunities to prepare for successful careers and for productive and satisfying lives of excellence, leadership and service. The Program faculty’s goal is to provide high quality training programs grounded in self-evaluation and improvement—with the intention to remain responsive to the changing requirements of a dynamic and pluralistic society. The program also aims to develop the knowledge, attitudes, and skills necessary in working successfully with chemically involved individuals and families across a broad range of settings.

Tiffin University’s professional certificate programs in Addiction are designed for returning or existing professional students (those already with at least a bachelor’s degree in a behavioral science). The certificate program begins with a basic level, which is where many students are likely to start.
Addictions Counseling: Post-Bachelor Certificate  
This is offered only on the Tiffin Campus.  
Geared to meet the requirements of LCDC II: Licensed Chemical Dependency Counselor II in Ohio or LCDC III: Licensed Chemical Dependency Counselor III.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CSL510</td>
<td>Addiction Theory &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>CSL520</td>
<td>Counseling Procedures: Strategies with</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Addicted &amp; Disordered Populations</td>
<td></td>
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<tr>
<td>CSL525</td>
<td>Group Process &amp; Techniques: Working with Addicted and Disordered Population</td>
<td>3</td>
</tr>
<tr>
<td>CSL535</td>
<td>Assessment &amp; Diagnosis of Addictive &amp; Behavioral Health Problems</td>
<td>3</td>
</tr>
<tr>
<td>CSL540</td>
<td>Prevention, Intervention, and Treatment Planning in Addictions</td>
<td>3</td>
</tr>
<tr>
<td>CSL545</td>
<td>Theory and Practice of Relationship Counseling in Addictions &amp; Behavioral Health</td>
<td>3</td>
</tr>
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<td>Total</td>
<td>18</td>
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</tbody>
</table>

Addictions Counseling: Post-Masters Certificate  
This is offered only on the Tiffin Campus.  
Geared to meet the requirements of LICDC: Licensed Independent Chemical Dependency Counselor, The LICDC requires a masters degree and these additional course content areas for licensure.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CSL515</td>
<td>Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>CSL530</td>
<td>Cultural Competence in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CSL600</td>
<td>Research and Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>CSL625</td>
<td>Testing &amp; Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>CSL630</td>
<td>Advanced Counseling Theories in Prevention and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CSL650</td>
<td>Supervision &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>18</td>
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</tbody>
</table>

Healthcare Administration  
This is offered only online.  
This certificate program is designed for working professionals employed in the areas of education, child care, social services, healthcare, and business. The curriculum will focus on management systems, decision making tools, new technologies, financial management, referral systems as well as current issues in health law and ethics.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>MGT522</td>
<td>Management of Human Resource</td>
<td>2</td>
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<tr>
<td>MGT540</td>
<td>Managing Healthcare Systems</td>
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<tr>
<td>MGT552</td>
<td>Current Issues in Health Care Administration</td>
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<tr>
<td>MGT613</td>
<td>Operations Management (prereq for MGT642)</td>
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<td>MGT633</td>
<td>Healthcare Policy, Law, and Ethics</td>
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<td>MGT642</td>
<td>Healthcare Process Management</td>
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BUSINESS

Leadership for Managers and Supervisors
This concentration is offered online only.
This certificate program helps individuals focus on moving up the organizational ladder into new supervisory roles, middle management, or upper managerial positions. The program centers upon those characteristics that develop and promote leadership and stress decision making and managerial skills.

MGT511 Individual & Teamwork .................................................................2 hours
MGT531 Leadership & Influence ...............................................................2 hours
MGT603 Negotiations & Conflict Resolution ............................................2 hours
MGT618 Organizational Leadership and Group Performance .....................2 hours
MGT620 Leading Organizational Change ..................................................2 hours
MGT623 Legal and Ethical Issues in Management .......................................2 hours
Total ........................................................................................................12 hours

Small Business Management
This is offered only on the Tiffin Campus.
This certificate program helps learners obtain practical business knowledge in marketing, accounting, and management to successfully achieve their personal and professional goals. The program focuses on developing competencies in communication skills, leadership, and problem solving.

ACC510 Financial Accounting .....................................................................2 hours
MGT511 Individual & Teamwork ...............................................................2 hours
CIT514 Information & Decision Support ....................................................2 hours
MGT522 Management of Human Resource .................................................2 hours
MKT523 Marketing Management ...............................................................2 hours
MGT623 Legal and Ethical Issues in Management .......................................2 hours
Total ........................................................................................................12 hours

Sports Management
This concentration is offered online only.
This certificate program is designed to be convenient while providing the structure necessary to enhance your marketability and improve your business skills. We are prepared to help you make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

MGT511 Individual & Teamwork .................................................................2 hours
MGT532 Communication and Fundraising in Sport .....................................2 hours
MGT534 Business Strategies in Sport ........................................................2 hours
MGT537 Personnel Management in Sport ................................................2 hours
MGT570 Sport Mentorship .........................................................................2 hours
MGT623 Legal and Ethical Issues in Management .......................................2 hours
Total ........................................................................................................12 hours
Professional Development for Educators Curriculum and Instruction

This concentration is offered online only.

This certificate program focuses on effective teaching practices and educational leadership strategies. By providing the right conditions and motivation for learning, TU education faculty will model ways learners might use a variety of data to make decisions that ultimately lead to improved student achievement in their own classrooms.

EDU611 Psychology and Sociology of Learning ..............................................2 hours
EDU613 Current Trends in Curriculum and Instruction ..................................2 hours
EDU615 Ethical & Legal Issues ........................................................................2 hours
EDU617 Current Practices in Classroom Behavior & Management ................2 hours
EDU620 Reading in Content Areas .................................................................2 hours
EDU548 Advanced Technology for Teachers ....................................................2 hours

TOTAL ....................................................................................................12 hours
Graduate Academic Programs

MASTER OF BUSINESS ADMINISTRATION (MBA)

MGT505 Fundamentals of Business Enterprise ........................................... 2 hours
This course is the first step in a well-planned learning agenda that prepares students in understanding the basic tenants of the business environment. Students will be exposed to common professional components within the Tiffin University MBA program including Business Policy, Business Ethics, Legal Issues, Globalization, Marketing, and Management (Organizational Behavior, Human Resources and Operation Management).

MGT 506 Fundamentals of Quantitative Business Methods................. ......2 hours
This class is for MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of Accounting, Economics, Finance, Information Systems and Statistics.

ACC510 Financial Accounting.................................................................2 hours
This course will focus on the principles underlying the development and use of financial statements with emphasis on business applications.

ACC512 Managerial Accounting ............................................................2 hours
This course builds on the students’ knowledge of accounting concepts. The focus is on evaluation and use of accounting data for internal planning, control, and decision-making.
Prerequisite: ACC510

CIT514 Information and Decision Support..............................................2 hours
This course reviews basic information technology and systems, discusses the importance of data, information and knowledge management in organizations, the role these play in obtaining and maintaining competitive advantages, the use of e-commerce nationally, internationally and globally and the impact of the digital divide on an increasingly global economy, the formation and appraisal of sound information systems, and issues of cyber crime and cyber ethics.

ECO524 Managerial Economics..............................................................2 hours
This course builds on basic concepts of microeconomics, and places an emphasis on the firm’s use of limited information in an uncertain environment. A global perspective is stressed.
ECO626  International Trade and Investment ..............................................2 hours
Overview of the dynamic economic, ethical, cultural, legal, and political issues that affect operations in the global arena. Discussion of various trade theories, trade barriers, and trade agreements. Examination of the external environment for trade and investment - the course seeks to equip future business leaders to exploit opportunities presented by selling to global markets instead of a single national market and adding value by locating different aspects of the value chain in countries where they can be performed most efficiently based upon differences in wage rates and national resource endowments. The course will allow students to understand the structural economic factors that govern locational benefits, government policies that encourage/discourage the integration of national economies with the global economy, and the risks of the global macroeconomic environment. It will also help them cope with the challenges posed by globalization (the increase in potential competition) by studying different modes of entry into emerging markets.
**Prerequisites:** ECO 524 and MGT614

FIN612 Managerial Finance ...........................................................................2 hours
Financial decision making addressing the structure of capital, its cost, availability, and selection, along with management of cash flows and distributions are the focus of this course.
**Prerequisite:** ACC512

FIN616 International Financial Management ..............................................2 hours
Structure and operation of global financial markets: The international monetary system, global banking, eurocurrency markets, global securities markets, foreign exchange markets, emerging capital markets, and global portfolio management. Financial skills required for effective management of companies engaged in international business with an emphasis on international financial management – extension of closed economy financial management techniques to the global market environment. Topics include balance of payments and exchange rate determination, the hedging of exchange rate risk, multinational capital budgeting, political risk management, taxation, the corporate management of short-term and long-term assets and liabilities and financing the global operations of firms.
**Prerequisite:** FIN 612

FIN624 Financial Markets and Institutions................................................2 hours
This class introduces students to the institutions and markets that form the worldwide economic system of trading financial and real assets. The course will cover concepts of financial theory, institutional detail, regulations, and the history of the financial markets. Students will be exposed to legal, ethical, technological, and global issues facing financial managers, financial markets, and the financial assets traded in these markets. The course is designed to provide an overview of the financial world, the financial assets that are traded, and the people who participate in the financial markets.
**Prerequisites:** ECO524 and FIN612
FIN625 Investment Analysis  .................................................................2 hours
This class examines the investment process. Students will learn how to put together a portfolio and understand and interpret news about the financial markets. It will discuss different types of securities (bonds, stocks, mutual funds, derivatives) and how they are combined to form a portfolio. It includes background information relative to these securities. This information includes topics such as types of markets, placing orders, and what interpreting stock indices represent.
Prerequisite: FIN612

FIN626 Emerging Markets Finance .............................................................2 hours
This course deals with investment issues that are unique to emerging economies since they are likely to afford significant growth opportunities for global investors. The course will provide a framework for understanding the international financial environment including markets, systems and institutions and will focus on challenges confronting firms that compete in the global marketplace. An array of issues relevant to firms operating on the global stage, including analyzing international opportunities; developing foreign entry, growth and pricing strategies; financing business operations; and leveraging resources and capabilities internationally will be discussed. We will discuss techniques that will enhance investment decision-making by future managers in emerging markets.
Prerequisites: ECO524 and FIN612

MAT513 Statistical Methods for Managers .................................................2 hours
This course provides an in-depth coverage of descriptive and inferential statistics. Students learn how to interpret statistical analysis and how to use statistical techniques in managerial problem solving.

MGT511 Leadership and Teamwork ............................................................2 hours
The focus of this class is on understanding individual behavior in organizations and on becoming a more successful team member. Problem solving through improved communication and effective management of individual and group processes is studied and practiced.

MGT522 Management of Human Resource .................................................2 hours
The focus of this course is the human side of enterprise. The sub-functions of human resources management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

MGT531 Leadership and Influence .............................................................2 hours
Course focus will be on learning to make a difference as a leader. Discussion and utilization of practical principles of leadership with an emphasis on integrating theory and practice are included. Students will work to create a model and set of related perspectives about how one can become a better leader of one’s self as well as the organization.
Prerequisite: MGT511
MGT532 Communication and Fund Raising in Sport .............................................2 hours
Students will recognize communication as integral to the management, marketing, and operational goals of sport organizations at all levels. Students will also recognize the needs of professional and volunteer fundraisers in an exploration of the tools, tips, and techniques used to fundraise through solicitation, events, and grants common in the sports industry. Applying for the NCAA Matching Grant Program will be a primary learning assignment in the course.

MGT534 Business Strategies in Sport ..............................................................2 hours
The case study approach will be used in a critical analysis of business concepts related to decision making, leadership, ethics, communication, marketing, sponsorship, budgeting, policy development, public relations and fundraising in the sport industry.

MGT536 Aging in American Society ..............................................................2 hours
This course provides an examination of historical views of aging, contrasting from earlier perspectives to current trends and practices. Discussion regarding the position of the elderly in today's American society, including level of status and rich heritage and culture will occur. Additionally, examination of current trends of the elderly in American society will examine work habits, retirement and long-term care options.

MGT537 Personnel Management in Sport .......................................................2 hours
This course provides a study of the principles of personnel management including recruiting, staffing, development of human resources, maintaining a favorable work environment, compensation administration, benefits, security, and system appraisal as they apply to sport agencies. The course emphasizes the value of diversity and inclusion in human resource practices of sport organizations.

MGT540 Managing Healthcare Systems .........................................................2 hours
This course is a comprehensive approach to the multitude of organizations and flow management systems for managing healthcare. Students explore the historical context, social implications, evolution and current state of healthcare services in America. Topics include the types of managed care organizations, provider payment plans, utilization control, negotiations, underwriting and rate setting, and managing efficient and effective organizational structures. The course also addresses marketing and information systems (both onsite and web-based) for business operations and management decision making in the industry.

**Prerequisite:** MGT522

MGT552 Current Issues in Healthcare Administration ....................................2 hours
The course is designed to expose students to significant current issues that impact the healthcare professional. Topical areas will include Healthcare Industry specific Marketing, Technology, Finance, Human Resources Management, the Political Environment, Healthcare Management Culture and other current issues as they relate to the Healthcare Administrator. Topics will vary as changes to the industry environment dictate.
MGT564 The Politics of Social Security and Elder care Management ......2 hours
This course will focus on the issues associated to insurance for Elder care and of the American Social Security system. It will examine the system in relation to the history and traditions of American society. It will analyze popular misconceptions and will discuss the political, economic, and demographic issues relevant to Social Security's current operation for Elder care and to the program's future and longevity.

MGT570 Sport Mentorship 1 .................................................................2 hours
The mentorship experience is tailored to specific needs and interests of the student. A mentorship is a professional field experience under the direction of an approved mentor defined as a trusted counselor, tutor, or coach who serves as an on-site supervisor. Organizational work plans, personal development assessments, and career management activities will supplement experiential requirements. Students are required to participate in 100 contact hours, documented in a weekly log sheets, and 30-day activity reports. The mentorship cannot be under the current scope of responsibilities of an organization in which the student/employee is assigned. The mentor must be someone other than the student/employee's direct supervisor. To enroll in the mentorship, students must have completed a minimum of 12 hours of MBA classes with a minimum GPA of 3.0 and have a learning objective and mentor verification form approved by the Dean.

MGT603 Negotiations & Conflict Resolution .........................................2 hours
The course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

MGT613 Operations Management...........................................................2 hours
The management of operations in manufacturing and service sectors is the topic of this course. The course builds on a foundation laid by Decision Modeling for Managers. Operations Management and its relationships to the other managerial functions in the organization will also be covered.

Prerequisite: MAT513

MGT614 Global and Transnational Management .................................2 hours
This course deals with the management of multinational enterprises and managing in a global economy. Building on the interdisciplinary knowledge gained throughout the program, this course deals with cross-cultural issues, sociopolitical and economic concerns, and international strategic management.

MGT618 Organizational Leadership and Group Performance .............2 hours
An analysis of organizational leadership and the practice of leading and managing corporations and small businesses and not-for-profit associations or governmental agencies. The intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical application. The concepts of transformational and transactional leadership are continually examined and students are encouraged to develop their leadership skills through case analysis, role development, and research projects.
MGT620 Leading Organizational Change ..................................................2 hours
This course moves from the theory to the practical applications of leadership and organizational behavior. An analysis of the management of innovation and change in organizations; the technical, economic, and social dynamics associated with the change process; and the role of the leader as a change agent. Case studies of organizations undergoing change, and biographies of leaders and change agents, are examined. Students will analyze each phase of the consulting process (i.e., contracting and role negotiation, assessment and diagnosis, action-planning, implementation and evaluation).

MGT621 Organization Analysis and Design ..............................................2 hours
The examination of organizations in terms of patterns in design and operation through topics including organizational-environment interface, structure, technology, and socio-technical systems and culture are the basis for this course.

MGT622 Strategic Management ..............................................................2 hours
This course brings together the entire curriculum of the MBA Program. It integrates the knowledge and skills gained in the program into strategic problem-solving ability.
Prerequisite: ACC512, FIN612

MGT623 Legal and Ethical Issues in Management .....................................2 hours
The ethical and legal issues facing managers in the public and private sectors are the focus of this course. Current issues, regulations, trade practices, and liability will be discussed.

MGT624 Industry and Competitive Analysis ............................................2 hours
This course undertakes the study of strategic management at the industry level: it examines the key result areas and the driving forces in specific industries, for example, automobile industry in the US, or soft drink industry in Europe. The course will cover the regional, US, and global markets and industries.

MGT625 Human Resource Planning & Talent Acquisition ......................2 hours
This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short- and long-term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.
Prerequisite: MGT522, MKT611

MGT626 Talent Development & Performance Management ....................2 hours
This course centers on retaining and developing employees and aligning their performance with organizational goals. Topics include: performance appraisal and feedback; compensation, benefits and total rewards; training and development; and human resource information systems (HRIS).
Prerequisite: MGT522
MGT 627 Strategic Human Resource Management ........................................2 hours
This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include: measurement of HR outcomes and their impact on the bottom line; HR and organizational strategy; HR and globalization; and HR's role in other strategic management decisions. 
Prerequisite: MGT522, FIN612

MGT628 Organizational Theory and
Behavior in Elder care Management ......................................................2 hours
This course examines the growth of organizational theory from early principles to current approaches and practices. Discussion will focus on the structure of organizations including internal and external forces. The course will also explore the current structure of Elder care organizations. Examination of the various levels of Elder care organizations and the relationship with federal, state and local government agencies and with other local organizations will lend perspective to the needs of our aging population.

MGT633 Healthcare Process Management ..............................................2 hours
This course explores the design, operation, and evaluation of systems used in healthcare organizations. Topics address organizational behavior, regulatory requirements related to quality improvement, utilization (case) management, risk management, and medical staff credentialing. Students investigate the use of quality improvement methodologies and tools while devoting special emphasis to the application of Total Quality Management as applied to healthcare organizations. The intersection of access, costs, and service for quality healthcare administration is examined.
Prerequisite: MGT613

MGT642 Healthcare Policy, Law, and Ethics ..............................................2 hours
This capstone course will require students to examine general healthcare administration issues within a framework of legislative issues and their impact on healthcare systems in the United States. Special emphasis will focus on the changes in federal governmental regulations and their impact on quality and financial administrative issues. Through the case study approach involving politics, policy, regulatory environments, economics and ethics, students will critically analyze issues for both healthcare providers and organizations related to corporate governance, personal choice, and regulatory compliance. Topics will include applied ethics, conflicts of interest, the allocation of scarce resources, FDA regulations, confidentiality, payment policies, patient rights, data security, professional liability, and global competition.

MGT653 Management of Aging Services .................................................2 hours
This course will discuss long-term care and management of aging services including: independent living, supported independent living, home health care, adult day services, acute, sub-acute and rehabilitation settings, assisted living residences, hospice, and skilled nursing home care. Discussions will focus on issues related to meeting the needs of aging populations. Specific issues, including dementia, and other diseases related to aging populations will be examined.
MGT670 Business Administration Internship .............................................2 hours
This internship provides students with the opportunity to undertake professional level employment that leverages their first year MBA studies and supports their career objectives while earning credits toward their degree. A minimum of 200 hours will be spent with the employer and supervised by a member of the business faculty.
Prerequisite: 20 hours of MBA coursework, 3.0 cumulative gpa, permission of the Dean and completion of internship application.

MGT690 Special Topics .................................................................2 hours
The global, cultural, economic, legal, and competitive environment of business is constantly changing, therefore the MBA curriculum also includes a class which focuses on a topic that is especially relevant at the time the MBA cohort is preparing to graduate. Past examples include events such as the impact of potential terrorism on business or ethics in the wake of the Enron and other financial scandals that were timely and focused on that moment in time.

MKT523 Marketing Management .......................................................2 hours
This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on tactical and operating decisions and decision-making processes. Areas studied include market and customer analysis, market segmentation, and marketing mix tactics and implementation.

MKT525 Information Systems for Marketing ........................................2 hours
This course provides students with the key concepts and tools to turn raw data and information into useful marketing intelligence. Students will examine new and existing technologies for data mining and market information access to assist in strategic decision making. The course will provide an understanding of the role of integrated marketing communications in the overall marketing program and its contribution to marketing strategy.
Prerequisite: MKT523, CIT514

MKT611 Business Research Analysis ..................................................2 hours
This course focuses on research methods and tools used by decision makers in organizations. Topics to be covered will include: the scientific method, primary and secondary data, research design, reliability and validity, sampling frames, and applied statistics which are required to make organization decisions. The student will analyze information generated for and by the organization.
Prerequisite: MAT513, MKT523
MKT622 Strategic Brand Management  .............................................................2 hours
Course will address the strategic importance of branding and will focus on the design and implementation of marketing Programs and activities to build, measure, and manage brand equity. It addresses three important questions: (1) How do you build brand equity? (2) How can brand equity be measured? (3) How do you capitalize on brand equity to expand your business?
Prerequisite: MGT622

MKT628 Global Marketing Management  ....................................................2 hours
This course will focus on the application of marketing principles in the globalized markets of the 21st Century. The combination of global free-trade philosophies with local market conditions present an array of opportunities and concerns that need to be understood and managed throughout the world. The course will emphasize the global nature of these decisions and their impact on the management of products, services, brands and new market development.
Prerequisite: MKT523 and MGT614

MKT630 Marketing Field Analysis  ..............................................................2 hours
The objective of this course is to develop analytical skills in the formulation and implementation of market driven strategies for selected products and/or services. Students will create a portfolio of their MBA Marketing activities in addition to any professional experience.
Prerequisite: 24 hours
MASTER OF EDUCATION

EDU534 Foundations of Education .................................................................2 hrs
Surveys broad range of topics in education; surveys the history, rationale, philosophy, organization, and distinctive components of education; explores teaching approaches, child development, educational principles; and presents teaching methods enabling teachers to improve classroom instruction.

EDU536 Philosophy of Education .................................................................2 hrs
Examines philosophical issues in educational theory and practice while considering influential work by classical and contemporary educational theorists.

EDU538 Information Literacy for Educators ...............................................2 hrs
An introduction to information literacy: the ability to locate, evaluate and use information. Participants will learn techniques to improve their own and their students’ research skills and will learn methods of infusing information literacy into their curricula. Information issues and their effects on society and education will also be discussed.

EDU542 Multicultural Education .................................................................2 hrs
Provides understanding of cultural, ethnic, economic, gender, and racial differences and similarities in American society; focuses on preparing educators for working successfully with America’s multicultural school population.

EDU544 Integrating the Arts Across the Curriculum .................................2 hrs
Focuses on strategies for integrating the visual and performing arts across the curriculum; provides opportunities to practice applications of lesson planning and to design a thematic unit which relies upon artistic expression of elementary and middle school students; helps classroom teachers see how the arts can motivate, enrich, and extend instruction in science, mathematics, social studies, and language arts.

EDU548 Advanced Technology for Teachers ...............................................2 hrs
Extends students’ competence with advanced applications commonly found in educational settings; emphasizes evaluation, utilization, and integration of microcomputer hardware and software CAI, database, and word processing uses across the curriculum, as well as tools such as lesson planning and grade book management.

EDU550 Special Needs Learners .................................................................2 hrs
Develops a curriculum rationale, philosophy, and skills in curriculum analysis; reviews selection, development, and adaptation of curricula, instructional plans, and materials fitting the goals of the school and the needs of exceptional learners in special and regular classrooms; emphasizes psychological, sociological, educational, philosophical, and ethical aspects of children and families with special needs (including gifted and talented). Covers such topics as legislative, assessment, and programming issues; risk indicators and risk assessment; tools and instruments for informal assessment; and interpreting standardized observational measures.
EDU552 Educational Leadership .................................................................2 hrs
Emphasizes the philosophical, social, and political aspects of educational leadership; examines research on best practices in developing and adapting curriculum to impact positively students with disabilities; examines the varying models that support curriculum and instructional approaches with the aim of preparing educators for curricular leadership roles within their own school settings.

EDU571 U.S. History of Education .............................................................2 hrs
Provides a critical understanding of the historical foundations of American higher education; includes discussion of prevalent themes and historical methods in the history of American higher education.

EDU611 Psychology & Sociology of Learning .................................2 hours
Presents differing concepts of the nature of the individual and society; considers psychological and sociological development of these concepts; evaluates basic premises and implicit assumptions; examines the psychological and social development of the ways in which the family, school, and community affect adolescent development, including effects on cognitive processes, identity formation, and peer relationships.

EDU613 Current Trends in Curriculum and Instruction .....................2 hours
Debates major curricular movements, principles of curriculum development, and recent trends including content area and national and state standards (specifically the Ohio Standards); considers recent theoretical and research developments related to classroom, current practices and innovations in educative process, and classroom tools including use of the internet and Ohio Link.

EDU615 Ethical & Legal Issues in Education .............................................2 hours
Develops knowledge, skills, and attitudes essential for making responsible professional decisions based on legal and ethical principles relevant to curriculum, pupils, liability, and finance. Emphasis on case studies related to curriculum and instruction.

EDU617 Current Practices in Classroom Behavior & Management ........2 hours
Analyzes and interprets data, design, and evaluation of behavioral treatment interventions related to the principles of applied behavior analysis; examines ways in which the classroom environment and set-up impact behavior; and examines ways in which special needs students may be better integrated into the inclusion setting.

EDU621 Reading in the Content Areas ...................................................2 hours
Discusses reading and writing tools for acquiring and understanding information and ideas in literature, math, science, and social studies; designs integrated lessons within and across the content areas for use in teacher classrooms; identifies and gains an understanding of strategies and skills required to read successfully in various disciplines; reviews texts, along with techniques for improving vocabulary, comprehension, and study skills.
EDU641 Educational Research .................................................................2 hours
Introduces methods of research in education; emphasizes research strategies and analysis of descriptive and judgmental information for selecting, planning, and evaluating research problems; uses library resources, data gathering, and writing research reports.

EDU643 Educational Measurements .....................................................2 hours
Refines test construction, item analysis, and statistics for test scores. Introduces sampling and probability; linear correlation and regression; tests of significance and effect size; reliability, validity, and measures of central tendency.

EDU650 Analysis of Ohio Standards (Arts, Foreign Languages, Library, or Technology) .................................................................2 hrs
Examines current research and trends in teaching and learning according to the discipline standards set forth by the Ohio Department of Education. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

EDU651 Analysis of Ohio Standards in Language Arts............................2 hours
Examines current research and trends in teaching and learning the language arts according to the standards set forth by the Ohio Department of Education; provides basic information in language development, oral and written language, and language mechanics; tailors assignments and projects allowing students to focus on particular licensure grade levels.

EDU652 Analysis of Ohio Standards in Mathematics ............................2 hours
Evaluates literature and recent research on objectives, content, and methodology in mathematics according to the standards set forth by the Ohio Department of Education; examines history of instruction, current problems and issues, recent trends and emphases on teaching practices in mathematics discipline. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.
EDU653 Analysis of Ohio Standards in Science .................................................2 hours
Presents history of science instruction, curriculum problems, issues, recent trends, and emphases in teaching practices according to the standards set forth by the Ohio Department of Education; discusses impact of dominant theories and philosophies of education on current curriculum changes in science. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

EDU654 Analysis of Ohio Standards in Social Studies ........................................2 hours
Examines trends in contemporary social studies including materials and models for developing historical reasoning, geographic literacy, multiple perspective analysis, and social justice according to the standards set forth by the Ohio Department of Education. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

EDU655 Analysis of State Standards (Out-of-State Candidates).........................2 hrs
Examines current research and trends in teaching and learning relevant to the area recertification requirements of candidate’s home state; provides basic information and tailors assignments and projects allowing students to focus on particular licensure grade levels.

EDU680 ePortfolio Capstone Project.................................................................2 hrs
Throughout their MEd program, students will contribute work to an ePortfolio representing their progress. Various course materials will be periodically integrated into the ePortfolio. During this course, students will complete and refine an electronic media capstone project representing successful completion all coursework in the MEd program. The ePortfolio will include representative teaching artifacts such as K-12 student activities, lesson plans, and classroom assessments drawn from all courses in the TU graduate program as well as individual professional development credentials. The ePortfolio will provide both students and faculty with tangible evidence of the student’s academic scholarship and professionalism.

Prerequisite: Completion of all other coursework
ART524 Creativity and Its Development ....................................................3 hours
A study of how artists, writers, composers, and scientists develop creativity and how to generate new ideas, considered from psychological, educational, and artistic points of view. Readings from psychologists, philosophers, and artists, broadly defined.

ART525 History of Photography ..............................................................3 hours
This is a survey course of topics in the histories and cultural uses of photography in Europe and the US in the 19th and 20th centuries. It starts with the origins of photography in Enlightenment and early Industrial Revolution Europe. The course examines the role of the daguerreotype in the US, and photography’s role with war, western expansion, and social Darwinism. There will be discussions on the establishment of elite art organizations in Europe and the US by the 1890s, concurrent with the flood of mass consumer photography and commercial production. From there the course will examine major developments and uses of photography such as magazine journalism, advertising and fashion, social documentary, as well as photographic practices linked to art movements like constructivism, surrealism, documentary realism, and formalism. It will conclude with a look at the more contemporary postmodern practices which foreground the question of photography’s social and psychic operations. Special attention will be paid to the interrelations among photography’s diverse cultural uses and the terms in which debates about the medium’s unstable art status have played out.

ART623 Aesthetics ......................................................................................3 hours
This course provides students with an overview of aesthetics as it embraces a philosophy of are, beauty, and taste and further investigates the ways in which humans create, experience, and evaluate the fine arts. Class discussions will focus on artistic masterpieces from a number of disciplines including music, drama, literature, painting, and sculpture. Throughout the course students will analyze readings that explore philosophical issues and historical problems of various theoretical approaches to art and will include discussions on the nature and function of the artist, the intrinsic significance of an artistic object, and the concepts of aesthetic value, experience, attitude, and criticism. An emphasis will be placed on developing a personalized philosophy of art.

ART624 Women and Art .............................................................................3 hours
Art history as a discipline has expanded over the last thirty years to move beyond formalism and connoisseurship to include divergent perspectives in theory and visual culture. Feminism provides a framework to examine the intersections of race, gender, and sexuality to challenge the idea of art history as a unified discourse. This course will examine the impact of women on the arts in three ways. It will examine the theories of feminism, race, gender, and sexuality and explore how these theories are expressed in the visual arts. The course will survey the lives and contributions of women artists from the Renaissance to the present, the shifts in the portrayals of women, and criticism of female artists over that time period.
COM520 Philosophy of Communication ....................................................3 hours
This course is a survey of the genealogy of communication and how communication creates shared experiences between people. Through a collection of readings, students will examine how and why society thinks about communication the way it does. Philosophy of Communication is generally concerned with analytical, theoretical and political issues that cross different discipline boundaries. It explores how people live their lives and deal with the conflicts that are inevitable whenever communication occurs in a society, whether in person, in groups, electronically or through the mass media. Throughout the course, students are exposed to the broader study of the field and how it relates to contemporary philosophical arguments, positions and concerns. By studying the historical and social contexts for communication, students will come to understand and appreciate how meaning is created through human interaction, more about themselves and how they relate to others.

COM580 Politics and the News .................................................................3 hours
This course will critically analyze how the news media influenced public discussion of political and social issues in the 20th and 21st centuries, as well as examine how these issues were debated in the news. Drawing on readings from political science, communications, and history, students will also examine how political powers in mass democracies use the news media as a mechanism of persuasion and social control. **Prerequisite:** Completion of 12 hours in the MA Humanities program

COM630 Cybertutres and Issues in Cyberspace ........................................3 hours
This course explores the culture of Cyberspace and the wide range of social, legal, ethical, political and economic issues associated with the evolution of the online world. From its origins as a government sponsored communications network, the Internet has evolved to become the de facto center of information society. In the process, online communication is fundamentally changing how people relate to each other in a computer mediated world. We will also examine the environment that created the Internet and the issues that are emerging along with it. Through a series of readings, reflections, exploration of web sites and online exchanges, students will examine how the Internet is changing culture and society. This will include an exploration of online public spaces such as Facebook, YouTube, MySpace, blogs, online dating, virtual environments and identities, globalization and the legal issues surrounding privacy, anonymity, predatory online behavior, copyright, libel, indecency, obscenity, hate speech, cyberbullying and junk mail. Throughout the course, emphasis will be placed on developing an understanding of the boundaries of online behavior and freedom of expression in the complex, rapidly changing Internet environment.

CUL511 Culture and Identity .................................................................3 hours
Course examines the creation and interplay of cultural identity. May draw on readings from sociology, philosophy, cultural studies, literary theory, and communication; students examine major intellectual approaches to the formation and consequences of culture
CUL515 Mythologies in Human Experience ............................................3 hours
Selected readings in the nature of myth as a working hypothesis whose object is to explain the world and make its phenomena intelligible. Topics for study might include the purpose and nature of myth, the major perspectives used to analyze and understand myth, the role of myth as mediator between past and present, the spiritual quality of myth, the transformation of myth into objective reality, myth as symbol, etc. Texts may include Greek, Roman, Celtic, Nordic and other world mythologies.

CUL530 Cult and Independent Film ..........................................................3 hours
This course will examine and familiarize the students with various cult films and the cult film phenomenon. From the definition (or designation) of “cult”, to the unusual, yet vital role in society this non-genre fills, the cult film does not fit into traditional critical rhetoric. Instead, by being a marginalized area of film, the cult film and the audiences of this phenomenon deconstruct mainstream film entertainment and analysis.

CUL 532 Documentary Film .................................................................2 hours
Documentary films have emerged as a popular medium for non-fiction storytelling. This course will give a conceptual overview of the form, strategies, and conventions of documentary films and videos. We will screen historical and contemporary documentaries to examine questions of defining the genre, ethical dilemmas, the debate over objectivity, and the ways that documentaries can stimulate critical thinking about the construction of our social world. Students will need to join a movie subscription service to gain timely access to the films for each week. Please note that it will be very difficult to access these films outside of the U.S., and so students living internationally are advised to check on the accessibility of the films before registering for this course.

ENG501 Introduction to Graduate Writing..............................................2 hours
This course introduces students who would like to hone their writing abilities and work on the writing skills needed for studies at the graduate level. It emphasizes appropriate writing style and academic tone, documentation in the MLA and APA formats, and developing a thesis statement into an argument.

ENG530 The Culture and Literature of Modernity ............................3 hours
Readings in cultural and literary identity: 1880-1920. Coming after Karl Marx, Charles Darwin, and Sigmund Freud, the style and traditions of literature, music, dance, and art took on a new reality that shattered old artistic conventions. The course will examine the novels of Virginia Woolf and James Joyce, the music of Igor Stravinsky and American jazz artists, the art of the cubists, the dance forms of Isadora Duncan and the evolution of modernism.
ENGG41 Creative Writing Workshop: Short Story .................................3 hours
The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop, but with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of short fiction.

ENGG42 Creative Writing Workshop: The Novel ..............................3 hours
The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop, but with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of a novel.

ENGG43 Creative Writing Workshop: Poetry .....................................3 hours
The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop, but with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of poetry.

ENGG83 Poetics of Western Drama.....................................................3 hours
Readings from ancient dramatic works including those of Sophocles, Euripides, Aeschylus, and Aristophanes. Exploration of the unique nature and continuing significance of Greek tragedy and Greek theater in the drama of Aeschylus, Sophocles, and Euripides. All discussion will stem from Aristotle's Poetics as the basis for western dramatic traditions and conventions. Topics of study from the texts will include such issues as the tragic voice, the role of women, the nature of heroism, human beings' relationship to the divine, and the role of fate in human affairs.

Prerequisite: Completion of 12 hours in the MA Humanities program

HIS521 British History I: Prehistory to 1066 .................................3 hours
This course examines the complex social and political history of the peoples of the British Isles from prehistory, to the Celtic migration, to the Roman Conquest, to the invasions of the Angles, Saxons, and Jutes, ending immediately prior to the Norman Conquest. This study will encompass a history of the English language as well as an introduction to the artistic, literary, architectural, and legal developments of this period, with an eye toward how these developments have shaped the present world.

HIS522 British History II: 1066 to 1660 ........................................3 hours
This course examines the complex social and political history of the peoples of the British Isles from the Norman Conquest through the English Civil War era, ending at the Restoration. This study will encompass a political, economic, and social history of the British Isles as well as an introduction to the artistic, literary, architectural, and legal developments of this period, with an eye toward how these developments have shaped the present world.
HIS523 British History III: 1660 to 1910 ..................................................3 hours
This course examines the complex social and political history of the peoples of the British Isles from the Restoration through the eighteenth and nineteenth centuries, ending prior to WWI. This study will encompass a political, economic, and social history of the British Isles as well as an introduction to the artistic, literary, architectural, and legal developments of this period, with an eye toward how these developments have shaped the present world.

HIS640 A History of Africans in America ..................................................3 hours
This course offers a comprehensive review of African American history from the days of slave trade through today. Students will become familiar with the wide sweep of this history and the contributions of African Americans, particularly in United States history.

HUM510 Introduction to Graduate Humanities ........................................4 hours
Course introduces students to the important questions and issues in the graduate study of the humanities through an overview of research methods and research analysis with an emphasis on appropriate writing style.
Prerequisite: Admission to the Master of Humanities graduate program

HUM522 Introduction to the Graduate Research ......................................3 hours
This class is an introduction to research methods used in the humanities at the graduate level. It is a hands-on class: students develop a research proposal in an area of their choice. The course will be valuable for masters students in the early stages of research as they begin to identify a potential research topic and plan their work. It will also be useful for anyone wanting to learn how scientific research is done in practice. Topics include research paradigms and methodologies, research question formulation, design of research approach, literature search and presentation of related work, analysis of results, verbal and written presentation skills, and research ethics. Students prepare a thesis proposal or project proposal in an area of their choice.
HUM550 Development of Government Systems ........................................3 hours
This course will examine governments from feudal systems, communist systems, and capitalist systems, and how these systems influence society and the public opinion. Students will compare various types of government from the theoretical to the historic and examine the influences of these systems on theory and actuality.

HUM554 Social Practice: How people behave and why .........................3 hours
This is a course about exploration and discovery of ideas and the world in an ever-changing society. Through the examination of a variety of readings of classical and contemporary humanistic readings in social practice, the course explores a complex social world in which locations, pathways, and boundaries are not fixed. The course also allows students to seek connections between “private troubles and public issues.”

HUM 592 Topics in Systems of Human Experience .................................3 hours
Selected topics in the study of human experience. Topics may include ideologies, religion, literature, epistemology, scientific, or political belief systems.
Prerequisite: None unless listed in the course schedule.

HUM593 Topics in Systems of Human Thought ......................................3 hours
Selected topics in the study of human thought. Topics may include ideologies, religion, literature, epistemology, scientific, or political belief systems.
Prerequisite: None unless listed in the course schedule.

HUM594 Topics in the Systems of Human Practice ................................3 hours
Selected topics in the study of human practice. Topics may deal with historical, economic, sociological, or aesthetic practice.
Prerequisite: None unless listed in the course schedule.

HUM680 Independent Project ..................................................................4 hours
This course requires that the student, with the support and guidance of a faculty member, carry out an independent research project, detailed position paper, or creative project dealing with the human focus of the program.
Prerequisite: Permission

HUM690 Readings Special Topics ..........................................................3 hours
Allows an advanced student to develop the readings plan and written evaluation process for a topic of interest to that student, under the supervision of a faculty member.
Prerequisite: Completion of 18 hours in the MA Humanities program
NAT517 The History and Philosophy of Scientific Exploration .............3 hours
A study of the history of how scientists described the methods and goals of science. Selected readings from Archimedes, Aristotle, Newton, Einstein and others.

PHI522 Reasoning, Logic and Persuasion ........................................3 hours
A study of the development of reasoning and formal logic and its relationship to persuasion and argumentation which gives an overview of logical thinking, distinguishing rational inquiry from mythological inquiry and regulative thinking from associative thinking; articulates logical thinking or reasoning as a process of making logical argument; discusses three basic modes of reasoning in persuasion and argumentation: deduction, induction, and abduction explaining their practical applications in the studies of humanities; introduces possible world semantics and thought experiments, which help the participants to build logical foundations for developing rational, independent, critical, and creative thinking.

PHI570 Atheism, Agnosticism and Skepticism ...................................3 hours
This course will examine the areas of thought in Atheism, Agnosticism, and Skepticism. While the purpose of the course is not to change anyone’s beliefs, logical methods of argument will be applied to religion, belief, and the question of a deity or deities. According to some studies, approximately 30% of the world population is agnostic or atheist. This course will explore the atheist and agnostic perspectives on ethics, creation, and other issues, while also examining the preconceptions society has about those who challenge the status quo by not following the popular beliefs. The common arguments for and against religion, existence of a deity or deities, and morality will be considered. Fringe belief systems from fairies to homeopathic medicine will be examined using the skeptical methodology.

PHI625 Discovering the Golden Rule: Philosophers and Philosophies......................................................... 3 hours
This course will examine the axial age, a period in history from 800 BC to 200 BC which, according to German philosopher Karl Jaspers, was a time when common precepts in philosophical principles appeared in China, India, the Middle East and the West. Jaspers saw this time as pivotal in human evolution in that the philosophical and spiritual principles emerging throughout these regions seeded the world’s major religions and contemporary philosophical beliefs: Confucianism and Taoism in China, Hinduism and Buddhism in India, philosophical rationalism in Greece, and monotheism in Israel that formed the basis of Rabbinic Judaism, Christianity, and Islam. This was also a time of great violence and brutality, to which the axial sages spoke and uniformly called on people to be compassionate and ethical in their relations with others. The idea of the Golden Rule—do unto others as you would like done to yourself – became a universal cornerstone of religious and philosophical teaching.
MASTER OF SCIENCE IN CRIMINAL JUSTICE (MSCJ)

CSL510 Introduction to Addiction Theory and Practice ..................3 hours
This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

CSL515 Lifespan Development .........................................................3 hours
This course covers the process of human growth and development which include reviews of major theoretical perspectives on life stage human development. Exploration will include variables which affect developmental processes and enhance or inhibit individual and family development.

CSL520 Counseling Procedures and Strategies with Addicted and Disordered Populations .........................................................3 hours
This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

CSL525 Group Process and Techniques Working with Addicted and Disordered Populations .........................................................3 hours
This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

CSL530 Cultural Competence in Counseling ..................................3 hours
Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus on the attitudes, knowledge and skills required for cultural competence.

CSL535 Assessment and Diagnosis of Addictive and Behavioral Health Problems .........................................................3 hours
Examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. Provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems with individuals and families in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Provides significant opportunity for hands-on practice in documentation and ethical decision-making required for counselors and therapists.
CSL540 Prevention, Intervention, and Treatment Planning in Addictions ...........................................3 hours
This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. Provides significant opportunity for case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

CSL545 Theory and Practice of Relationship Counseling in Addictions and Behavioral Health ................................................3 hours
An introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

CSL600 Research and Program Evaluation .............................................3 hours
This course will review the basic components of research in counseling and the behavioral sciences including types of research, data collection, research design, basic elements and procedures used in statistical analysis, interpretive methods and qualitative analysis. Research ethics will also be covered.

CSL625 Testing and Appraisal .................................................................3 hours
This course provides the clinical and ethical framework for understanding the individual, couple, and family within the context of advanced clinical assessment and testing in service of treatment of addictive and major mental and emotional disorders. Principles of interviewing, conducting a mental status examination and obtaining relevant data from collaborative sources and the procedures necessary for the appropriate utilization of individual and group instruments of measurement.

CSL630 Advanced Counseling Theories in Prevention and Intervention ........................................3 hours
This course will cover theories of individual, child, and family psychopathology including the etiology and prognosis of addictive, mental, behavioral, and emotional disorders. A wide-range of evidence based counseling and therapy approaches across age groups and diagnostic categories will be emphasized. Ethical practice issues will also be covered.

CSL650 Supervision and Ethics .................................................................3 hours
The course will cover advanced models of clinical supervision and ethical decision making in behavioral health. The legal context of supervision and ethical decision making will also be addressed.

SCS670 Internship—Addiction Counseling .............................................3 hours
Students will engage in a supervised professional experience which requires delivery of addiction clinical services under the supervision of an appropriately licensed or credentialed person.
ENF512 Theories of Crime Analysis .................................................................3 hours
The course covers the three types of crime analysis. The focus of the class is an overview of the theory behind the crime analysis process and an outline of some of the major issues crime analysts and crime analysis units must face. Emphasis will be placed on the examination of how research supports the use of crime analysis theory to enhance the productivity of police departments.

ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigations..................................................3 hours
The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and see how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.
Prerequisite: ENF512

ENF535 Administration of Strategic and Actionable Intelligence............3 hours
This course will analyze the definition and functions of intelligence in a law enforcement environment. Students will analyze the utilization of criminal and non-criminal intelligence by law enforcement personnel developing responses to a potential or real terrorist threat. The flow of information from raw data to actionable or strategic intelligence will be analyzed. A comprehensive analysis will be conducted regarding military and law enforcement intelligence, with an analysis of significant similarities and differences between the two methodologies and data collection. A case study exercise will involve a synthesis of collecting facts, analyzing the facts that are discovered, discriminating between strategic and actionable intelligence, and then preparing a briefing report for senior operational staff of a law enforcement agency.

ENF540 Continental United States (CONUS): Border/Transportation Security .................................................................3 hours
This course provides a student with an in-depth analysis of issues that concern the protection of the borders of the United States, and U.S. policies regarding the safety of the U.S. transportation system. Additionally, the course analyses the changes in security arrangements from pre to post 9-11 policies, relative to border and transportation security, with a synthesis of the impact of the formation of the U.S. Department of Homeland Security, on the issues concerning internal CONUS security relative to these two security concerns.

ENF612 Criminal Intelligence .................................................................3 hours
Course is focused on the criminal intelligence process as a whole. This process defines problems, data collection and storage, data analysis and dissemination for action to be taken by appropriate personnel. Students will learn to consider relationships between individuals, between individuals and organizations and between organizations in developing pertinent analysis. Class will utilize both inductive and deductive logic.
Prerequisite: ENF512
ENF622 Geographic Information Systems:  
**Applications in Criminal Justice** .................................................................3 hours  
Course covers the concepts of how a geographic information system (GIS) can enhance the development of new data and assist in making data analysis more effective. Students will learn about the various types of maps and map analysis as well as the value of producing this type of analysis. One or more current software applications will be utilized in the instructional process for this course.  
**Prerequisite:** ENF532; may include an applications software lab fee

ENF627 Crime Analysis Field Project .................................................................4 hours  
Capstone course utilizing the skills for other analysis courses, the student will work with an instructor to develop a crime analysis project. This project will describe a defined problem, set parameters for solving the problem, select tools and options for choosing a correct path for solving the problem. The project does not necessarily have to involve crime analysis but it must approach a significant problem that any police department might experience.

ENF645 Continental United States (CONUS): Counter-Terrorism ..........3 hours  
This course will analyze the history and role of terrorism in world politics over the last two centuries. Particular attention will be given to modern (U.S. and foreign) left and right wing groups who use terrorism as a means to effect political change acceptable to that group. Political, social, economic and religious factors will be analyzed concerning the reasons such groups exist. Additionally, issues such as recruiting, training, ideology, and tactics will be analyzed to determine their role in terrorism. State sponsored terrorism will be analyzed, with particular attention to those countries recognized by the U.S. State Department as sponsors of terrorism.

ENF650 Critical Infrastructure Protection .........................................................4 hours  
This course analyzes the infrastructure of CONUS with particular attention to transportation, medical, electronic, education, agriculture, electrical, water & sewer, banking and others. Each of these critical features will be analyzed to determine potential areas of vulnerability to threats, as well as potential counter-measures that can be utilized to neutralize the vulnerabilities. Students will conduct an evaluation of a selected infrastructure; prepare a vulnerability study, and protective response plan, for a chosen infrastructure.

ENF660 Response: Natural Catastrophic Events-Emergency  
**Preparedness** ..................................................................................................3 hours  
This course will provide the student with an analysis of the history of U.S. natural disasters and their consequences on the citizens who experienced them. Public policy concerning relief efforts will be analyzed. Relief agency charters will be examined to determine their role in such catastrophic events (American Red Cross and Federal Emergency Management Agency – FEMA). Critical elements in catastrophic event plans will be analyzed. Students, with an analysis of common factors affecting response issues, will conduct evaluation of methodologies concerning community and regional assets.
JUS510 Contemporary Criminal Justice: Issues and Trends. ....................3 hours
Provides a contemporary overview of the criminal justice system with a focus on current trends, crime problems and statistics, crime control issues, the nature and causes of crime, justice agencies and personnel, key decision-making, and the changing features of the American legal system.

JUS515 Research Design and Analysis ..................................................4 hours
Examines various research design models applied to crime, criminal justice, and agency administration issues. Includes discussion of the philosophy of science, sampling, and various research designs such as historical, legal, action, quasi-experimental, experimental, and program evaluation. Students will construct, implement, report, and analyze the results of a research project important to criminal justice practice.
Prerequisite: JUS520

JUS520 Statistical Applications in Criminal Justice ...............................4 hours
Explores and applies practical statistical methods to the relevant work of criminal justice agents, managers, and executives. The course will focus on statistical methods to prepare students to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report criminal justice agency performance results, and to identify and use various criminal justice statistical data sources in print and electronic form.

JUS525 Legal and Ethical Issues in Criminal Justice .............................3 hours
This course provides an in-depth discussion of legal and ethical issues such as confidentiality, conflicts of interest, professional behavior, use of force, factual and legal guilt, discretion, corruption, codes of ethics, whistle-blowing, race and gender problems, appropriate punishment, law and rulemaking, ethical dilemmas in research settings, methods of resolving ethical dilemmas, and classic cases of ethical lapses and collapses in criminal justice agencies.

JUS526 Legal and Ethical Issues in Homeland Security .........................3 hours
This course will begin with an examination of the Common law, Constitutional and other legal framework of the separate branches of government having shared national security powers. Then, the focus will shift to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, consequence management, and trying international terrorists in an effort to fight terrorists and international criminals. Finally, the course will examine the law and ethics surrounding public access to national security information and restraining leaks of that information in an effort to protect same.
JUS530 Human Resource Management ......................................................3 hours
Provides a thorough examination of the administration and substance of the human resources functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resources administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

JUS610 Justice Administration Policy Formulation and Analysis...............3 hours
Details the research and planning process leading to the formulation of policy to guide criminal justice agencies and practitioners, including the introduction and practice of skills necessary to evaluate the effectiveness of policy in police, court, and corrections agencies. Participants research, develop, and evaluate policies that affect criminal justice practice.
Prerequisite: JUS510

JUS615 Administrative Law and Management .........................................3 hours
Provides an analysis of the legal principles and doctrines that govern criminal justice agencies at the local, state, and federal levels of government. The quasi-legislative and quasi-judicial functions of justice agencies will be examined as well as the administrative rule making process which allows law enforcement, court services, and corrections agencies to interpret and implement law related to their legal mandate.
Prerequisite: JUS525

JUS620 Administrative Theory in Justice Administration .......................4 hours
Presents an advanced study of theories of individual and group motivation, organizational behavior, management, organizing, and leadership, and other essentials in understanding how to successfully lead modern criminal justice agencies. Focus will be on significant past and recent research findings in the behavioral sciences which will assist current and prospective managers in obtaining results, satisfying workers, establishing public accountability, creating comfortable work environments, and adapting to rapid changes in society. Other topics include decision-making, managing diversity, empowerment of agency associates, value-centered work environments, re-engineering, and continuous quality improvement.
Prerequisite: JUS530

JUS625 Education/Training Analysis and Design .....................................3 hours
Provides participants the opportunity to identify, analyze, develop, implement, and evaluate agency associates’ education and training status. A major training/education project will be prepared to include the assessment of educational/training needs, the design of a learning program, the presentation of the project, and an evaluation of the amount of learning which transpired.
Prerequisite: JUS515
JUS690 Special Topics ................................................................. vary
Topics will vary. May be taken for one, two or three credits.
Prerequisite: Permission of Dean.

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

PSY512 Introduction to Forensic Psychology .................................3 hours
The class is designed to present students with a broad overview of the field of Forensic Psychology. The course will explore the various applications of theories and research in psychology to aspects of the criminal justice system.

PSY515 Research Design and Analysis in Forensic Psychology ..........4 hours
Students in this course will receive an in-depth examination of the application, construction and design of research as it applies to Forensic Psychology. Content includes discussion of philosophy of science, reliability, validity, questionnaire construction, sampling, and a variety of research designs commonly found in Forensic Psychology research. Each student would be responsible for designing and implementing an original, empirical research project.
Prerequisite: PSY520 or FOR520

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

PSY525 Victimology ..................................................................3 hours
This course will cover the broad views of the study of victims at the social, legal, individual, and psychological level. The course is designed to broaden the understanding of victims. The student will be given the history of how victims have been treated over time, how the interface of victim-offender dynamics has changed in the criminal justice system, how society treats victims, and the psychological processes, services, and therapeutic remedies that are available for victims. Various types of victims/crimes will be covered. Legislative and social movements geared at advancing public awareness for victims will be discussed.
PSY530 Legal and Ethical Issues in Forensic Psychology  .........................3 hours
Forensic Psychologists encounter ethical conflicts when called upon to function in the
criminal justice system. This course will focus on various ethical, legal, and profes-
sional controversies, and dilemmas. Analysis and resolution of these controversies
and dilemmas will be explored. Topics include the psychologist-examinee relation-
ship, the retaining party-examiner relationship, legal limits on confidentiality, the
psychologist as expert witness, forensic psychology records, etc.

PSY547 Mental Health Law in Forensic Psychology ...............................3 hours
This course will introduce students to the psych-legal issues in mental health law.
The course will study the needs and rights of individuals with mental illness and
mental retardation, the delivery of mental health services, the regulation of mental
health professions, and the concerns of society for persons with mental disability.
Other topics to be considered include competence, commitment, the right to treat-
tment, the Americans with Disability Act, restraint and treatment issues, advanced psy-
chiatric directives and natural supports in the community
Prerequisite: JUS525, PSY547

PSY548 Mental Health Law in Criminal Behavior .................................3 hours
This course will introduce students to the psych-legal issues in mental health law.
The course will study the needs and rights of individuals with mental illness and
mental retardation, the delivery of mental health services, the regulation of mental
health professions, and the concerns of society for persons with mental disability.
Other topics to be considered include competence, commitment, the right to treat-
tment, the Americans with Disability Act, restraint and treatment issues, advanced psy-
chiatric directives and natural supports in the community.
Prerequisite: JUS525.

PSY551 Psychopathology and Criminal Behavior .................................3 hours
This course explores the link between psychological disorders and different types of
criminal behavior. It will provide an in-depth examination of the etiology, symppto-
mology, and dynamics involved in personality deviation, and emotional disorder.
Disorders from DSM-IV will be covered. Psychological assessment using the DSM-IV
and intensive case material will be used.
Prerequisite: PSY511 or FOR511

PSY552 Criminogenic Psychopathology ..................................................3 hours
This course explores the link between psychopathology and criminal behavior.
Students in the class will review research on the relationship between psychological
disorders and criminal violence. The class explores the various historical trends of
forensic views on the role of mental illness on interpersonal and criminal violence.
PSY613 Professional Seminar in Advanced Clinical and Experimental Forensic Psychology ..............................................................3 hours
This course provides an in-depth examination of the areas of Advanced Clinical and Experimental Forensic Psychology. Students will conduct analyses of contemporary topics in these two areas as they impact the criminal justice system. The course would include both intensive small group analysis, as well as, individual examination of topics.

PSY614 Substance Abuse ........................................................................3 hours
Examines the types of abusable substances, the symptomology, etiology, and treatment of substance abuse. The relationship of substance abuse to criminal behavior and emotional functioning are examined. Regulation, prevention strategies, and treatment strategies are examined. The entire spectrum of substance abuse is examined.

PSY615 Drug Abuse and Society ..............................................................3 hours
This course examines the various types of drugs, their dynamics of use, abuse, addiction, and recovery. It examines the social, legal, economic, and psychological effect of drugs on individuals and on the structure and function of society. The course covers trends in national and global law enforcement; diagnosis, treatment, and prevention strategies; as well as a historical view of drug use, legal, and social responses.

PSY620 Psychology of Sex Crimes ............................................................3 hours
This course explores the wide net that the term sex crime casts. In exploring the many different types of sex crimes that exist, detailed focus will be placed on the typology and etiology of the offenders who commit these various crimes and the effect that these crimes have on their victims. The legal system has put in place many policies governing sex offenders based upon an underlying assumption that sex offenders pose a greater risk to society than other types of criminals. We will discuss the various legal issues that surround sex offenders and explore empirical research to determine if this underlying assumption is valid. Topics of treatment effectiveness, therapeutic jurisprudence, and the challenges of managing sex offenders in the community will also be discussed.

PSY625 Applied Advanced Psychological Assessment ..............................4 hours
This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

Prerequisite: FOR611/PSY552
PSY626 Advanced Psychological Assessment Theory ......................... 4 hours
This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.
Prerequisite: FOR611/PSY552

PSY630 Lifestyles and Career Development ........................................ 3 hours
Holistically explores the interrelationships among personality, lifestyle, career choice and career development, and considers the ethical implications of these issues, especially as a person's career affects the lives of other people. Participants will be involved in a variety of individual and group experiences designed to raise and promote a personal commitment to self-awareness and an understanding of how this affects lifestyle and career development.

PSY635 Cultural Competence in Professional Practice .......................... 3 hours
Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies.
PSY636 Cultural Competence in Professional Practice ........................................3 hours
Cultural Competence is designed to outline the current federal, state, and local mandates regarding culturally appropriate standards for agencies. The course will cover all CLAS standards that apply to agencies. An exploration of issues/needs for service & policies that are necessary in cultural competence programs is included. Empirical research on racial, ethnic, other minority groups is presented. A policy/procedure program will be constructed by the student that demonstrates application of materials presented in class.

PSY637 Forensic Counseling ..............................................................................3 hours
This course will cover the theories and practice strategies involved in counseling juvenile and adult offenders. Emphasis is on the evaluation and the development of effective models and treatment oriented interventions for counseling clients in a correctional or community environment. Focus is on development of effective knowledge and skills in working with legally involved and court committed adult and juvenile offenders.

PSY640 Thesis .....................................................................................................3 hours
Thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to guidelines of the Publication Manual of the American Psychology Association and the Tiffin University School of Criminal Justice and Social Sciences.
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2010-2011 CALENDAR

UNDERGRADUATE ON THE TIFFIN CAMPUS

FALL SEMESTER 2010
Freshman Institute: .................................................................August 28-29
Classes Begin: ........................................................................Monday, August 30
Labor Day (classes are in session): .........................................September 6
Last day to add a class: .................................................................September 7
Midterm: ..................................................................................Week of October 11
Midterm Break: .................................................................October 18-19
Midterm grades due: .................................................................October 20
Last day to withdraw without a failing grade: ................................November 3
Thanksgiving Recess: .................................................................November 24-26
Last day of class: .......................................................................December 10
Final Examination period: ............................................................December 13-16

SPRING SEMESTER 2011
Classes Begin: ......................................................................Monday, January 17
Last day to add a class: ...............................................................January 24
Midterm: ...........................................................................Week of February 28
Midterm Grades Due: .................................................................March 9
No classes on Tiffin Campus: ........................................................March 11
Spring Break: ...........................................................................March 14-18
Classes Resume: ........................................................................March 21
Last day to withdraw without a failing grade: ................................March 30
Last day of Class: .........................................................................April 28
Final Examination period: ............................................................May 2-5
Commencement: .....................................................................Saturday, May 7, 2011

SUMMER 2011
Summer Term I – 7 week session
Classes Begin .................................................................Monday, May 16
Last day to withdraw without a failing grade: ................................June 1
Final Examination .................................................................June 30

Summer Term II – 7 week session
Classes Begin .................................................................Tuesday, July 5
Last day to withdraw without a failing grade: ................................August 3
Final Examination .................................................................August 18
2010-2011 CALENDAR

UNDERGRADUATE ONLINE PROGRAMS

Associate Online (AA, ABA & ACJ)
Post Secondary Options and Non Module Degree Completion Program

FALL SEMESTER 2010
August Classes (7 Week) .................................................................August 30 to October 17
Last day to withdraw without a failing grade .......................................September 30
October Classes (7 Week) ..................................................................October 25 to December 12
Last day to withdraw without a failing grade .........................................November 25
August Classes (14 Week) .................................................................August 30 to December 12
Last day to withdraw without a failing grade ............................................November 3

SPRING SEMESTER 2011
January Classes (7 Week) .................................................................January 17 to March 6
Last day to withdraw without a failing grade .......................................February 17
March Classes (7 Week) ....................................................................March 14 to May 1
Last day to withdraw without a failing grade .........................................April 14
January Classes (14 Week) ...............................................................January 17 to May 1
Last day to withdraw without a failing grade ...........................................March 30

SUMMER SEMESTER 2011
May Classes (7 Week) .................................................................May 16 to July 3
Last day to withdraw without a failing grade .........................................June 16
July Classes (7 Week) .......................................................................July 5 to August 21
Last day to withdraw without a failing grade ...........................................August 4
May Classes (14 Week) .................................................................May 16 to August 21
Last day to withdraw without a failing grade .........................................July 22
GRADUATE 2010-2011 CALENDAR

MBA TIFFIN CAMPUS

FALL SEMESTER 2010
Term 1 ................................................................. August 30 to October 14
Last day to withdraw without a failing grade ...................... September 29
Term 2 ..................................................................... October 25 to December 16
Last day to withdraw without a failing grade ...................... November 24
Thanksgiving Recess ................................................... November 22 to 26

SPRING SEMESTER 2011
Term 1 ......................................................................... January 17 to March 3
Last day to withdraw without a failing grade ...................... February 16
Spring Break .................................................................. March 11-18
Term 2 ......................................................................... March 21 to May 5
Last day to withdraw without a failing grade ...................... April 20

SUMMER SEMESTER 2011
Term 1 .......................................................................... May 16 to June 30
Last day to withdraw without a failing grade ...................... June 15

MSCJ TIFFIN CAMPUS

FALL SEMESTER 2010
September Classes ..................................................... September 4 to December 18
Last day to withdraw without a failing grade ...................... November 10
Thanksgiving Recess ..................................................... November 27

SPRING SEMESTER 2011
January Classes .......................................................... January 15 to April 30
Last day to withdraw without a failing grade ...................... March 23
Easter Recess ............................................................... April 23

SUMMER SEMESTER 2011
May Classes .................................................................. May 14 to August 27
Independence Day Recess .............................................. July 2
Last day to withdraw without a failing grade ...................... July 20
GRADUATE 2010-2011 CALENDAR

ONLINE MBA/MEd

FALL SEMESTER 2010
Term 1 .................................................................August 30 to October 17
Last day to withdraw without a failing grade ..................................................September 30
Term 2 .................................................................October 25 to December 12
Last day to withdraw without a failing grade .................................................November 29

SPRING SEMESTER 2011
Term 1 .................................................................January 17 to March 6
Last day to withdraw without a failing grade .........................................................February 17
Term 2 .................................................................March 14 to May 1
Last day to withdraw without a failing grade .........................................................April 14

SUMMER SEMESTER 2011
Term 1 .................................................................May 16 to June 30
Last day to withdraw without a failing grade .........................................................June 15
Term 2 .................................................................July 5 to August 21
Last day to withdraw without a failing grade .........................................................August 4

ONLINE MSCJ/MH

FALL SEMESTER 2010
August Classes .................................................................August 30 to December 12
Last day to withdraw without a failing grade .........................................................November 3

SPRING SEMESTER 2011
January Classes .................................................................January 17 to May 1
Last day to withdraw without a failing grade .........................................................March 23

SUMMER SEMESTER 2011
May Classes .................................................................May 16 to August 21
Last day to withdraw without a failing grade .........................................................July 15